

TABLE OF CONTENTS

Letters of Welcome	Activities/Organizations
ASG President2	Associated Student Government 29
Dean of Students2	Center for Student Involvement 30
	Non-Traditional Student Services 30
Emporia State University	Recognized Student Organizations 31
Administration6	Special Events
Affirmation of Values Statement3	Suggested Ways to Publicize
Alma Mater8	Your Campus Events 32
Bulletin, The9	Union Activities Council
Core Values Statement4	Sports/Play
Distance Learning Locations5	MIAA/NCAA
Fight Song8	Recreation Services
Mascot8	Varsity Sports34
Recycling10	Who to Contact in the Department
School Colors8	of Intercollegiate Athletics
Silent Joe9	Museums/Natural Areas
Student Affairs Values Statement4	Natural Areas36
Sunflower, The9	Science Museums37
University, The10	Policies/Process
University Mission Statement3	Academic Appeals Policy38
So you Need Answers to	Academic Dishonesty Policy41
Questions About11	Alcohol and Other Drugs41
Services	Demonstrations of Dissent and Protest 42
Alcohol and Drug Abuse	Equal Employment Opportunity,
Prevention (ADAP)13	Equal Educational Opportunity and
Career Services13	Non-Discrimination Policy42
Community Counseling Services 14	Family Educational Rights
Disability Services14	and Privacy Act (FERPA)43
Diversity and Inclusion18	Harassment and Discrimination
Emporia State Center for Early	Policies and Procedures45
Childhood Education15	Hazing50
Emporia State Police and Safety15	HIV/AIDS Policy and Guidelines50
Gender Program16	Holds on Students Records
Memorial Union16	Institutional Review Board for
Residential Life18	Treatment of Human Subjects52
Student Health Insurance20	Non-Activity Week52
Student Wellness19	Statement on Consenting
TRiO Programs21	Relationships in the Emporia State
Veterans Educational Services21	University Community52
Voter Registration21	Student Code of Conduct
Academic Services	Students' Right to Know53
Academic Records22	Student Parking/Traffic Regulations54
Degree Analysis22	Tobacco Usage Policy55
Graduate Degree Programs22	Technology
Honors College23	Buzz In Portal57
International Education23	Emporia State University Peer to Peer
Mathematics Lab24	File Sharing Statement58
Reading & Academic Success Center24	Information Security at Emporia State58
Student Advising Center25	
Student Classification and GPA25	Information Technology (IT) Help Desk57 Information Technology Related
University Libraries and Archives26	Services56
Writing Center26	Services
Finances	
Emergency Loans27	
Financial Aid27	
Finding An On-Campus Job27	
Student Employment28	
Student Fee Distribution28	

Emporia State University

Hello Fellow Hornets!

If this is your first year at Emporia State, welcome! If not, welcome back! I cannot wait for the events, classes, great times, and late night study sessions we will experience in the 2014-15 academic year! I am certain it will be one of the best

This year I challenge you to get involved at ESU! This can be through one of the many service organizations on campus or in the community, by joining one of our 130+ recognized student organizations, or by attending campus events.

As you spend your time here, always remember that the Associated Student Government (ASG) is here to serve you! ASG provides free legal counseling and the Collegiate Readership Program. We are also privileged to serve as your liaison to the campus, community, and throughout the state.

As your Student Body President, I am always available to assist you with any questions or concerns you may have about Emporia State University, as are any of your Senators or the rest of the ASG staff members. Feel free to visit us in the Center for Student Involvement or contact me by phone at 620-341-5481 or via email at asgpres@emporia.edu.



Tyler Huddleston President of Associated Student Government asgpres@emporia.edu



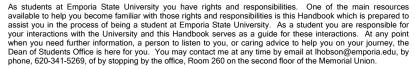
Message from the Dean of Students

Welcome Emporia State University Hornets,

At Emporia State University we are Changing Lives for the Common Good! I am very pleased to welcome you to such a strong and caring educational community. You are now part of a proud Hornet Family that values Excellence, Respect, Responsibility and Service. I am excited you have made the decision to immerse yourself into, and take full advantage of, the excellent educational opportunities available at Emporia State University. Remember-these opportunities are found in the formal classroom and by participating in our-of-classroom organizations, programs and leadership opportunities!

First-Year Students - during the next few months you will be transitioning into this new journey in your lives socially, intellectually, emotionally, spiritually, and psychologically. We at Emporia State are here to be supportive and encouraging for you as a new student.

Upper Class Students - as you return to campus and continue on your path toward graduation be proud of your accomplishments. Keep in mind you are leading the way as mentors, friends, assistants, co-workers, and fellow learners to other students.



Our campus enjoys tremendous community support, so venture out, make connections, and truly become part of the Emporia State University and Emporia, Kansas community. Together we can make a difference.

Lvnn M. Hobson Dean of Students



University Mission Statement

Emporia State University is a dynamic and progressive student-centered learning community that fosters student success through engagement in academic excellence, community and global involvement, and the pursuit of personal and professional fulfillment.

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.

Emporia State University 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. Emporia State University sets high intellectual standards, offers stimulating and challenging courses, and provides quality activities and interactions within the university community.

Emporia State University 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.

Emporia State University 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.

Emporia State University 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.

Emporia State University 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.

Core Values and Vision Statement

The university has four core values. With **excellence**, the university values intellectual challenges, problem solving, and creative and critical thinking. With **respect**, the university values integrity, collaboration, diversity, freedom of thought, and freedom of expression. With **responsibility**, the university values accountability and stewardship of the institution, the environment, human resources, and personal well being. With **service**, the university values engagement in leadership and community that positively impacts our global society.

Emporia State University visions itself a premier comprehensive university focused on academic excellence, student success, leadership, and community and global engagement. A comprehensive university is defined as one with a primary emphasis on undergraduate education, a significant number of masters degrees, and a limited number of doctoral degrees.

Student Affairs Values Statement

The Division of Student Affairs 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.

Distance Learning Locations

Undergraduate and graduate coursework is available on our main campus in Emporia. Selected programs are available at Emporia State University - Kansas City in Overland Park, KS; Kansas City Kansas Community College in Kansas City, KS; Johnson County Community College in Overland Park, KS; and Butler Community College in El Dorado, KS. New partnerships with community colleges across the state and a wide selection of online offerings take Emporia State University to the student, wherever he or she might be.

Emporia State University - Kansas City

Bachelor's, Master's, certificate, and licensure programs are offered through Emporia State University-Kansas City and the Office of Distance Education and are designed for working professionals living in the Kansas City Metro Area. All degree programs are uniquely structured to allow you the opportunity to complete a degree in a time frame that is convenient for you. Visit our website: http:// www.emporia.edu//kc/index.html > or call 913-338-4378.

Kansas City Kansas Community College

Emporia State's nationally acclaimed elementary education program is available in the Kansas City area through Kansas City Kansas Community College. Students who enroll in this program will complete a two year Associate of Arts degree from KCKCC and continue on to get a Bachelor of Science in Elementary Education degree from Emporia State University. For further information visit our website: http://www.emporia.edu/distance/eled/kckcc/index.html or contact Karen Bevis at 913-469-8500, ext. 3676.

Butler Community College - BEST

Emporia State's nationally acclaimed elementary education program is available in the Wichita area through Butler Community College (BCC), and is called the "BEST" (Butler/Emporia Students to Teachers) program. Students who enroll in this program will complete a two year Associate of Arts degree from BCC and continue on to get a Bachelor of Science in Elementary Education degree from Emporia State University. For further information visit our website: http://www.emporia.edu/distance/eled/bcc/index.html or contact Teddy Roop at 316-322-3375.

Johnson County Community College

In the Fall of 2011 Emporia State University began offering the nationally acclaimed elementary education program in the Overland Park area through Johnson County Community College. Students who enroll in this program will complete a two year Associate of Arts degree from JCCC and continue on to get a Bachelor of Science in Elementary Education degree from Emporia State University. For further information visit our website: http://www.emporia.edu/distance/eled/jccc/index.html or Karen Bevis at 913-469-8500, ext.3676.

Course offerings, degree completion, licensure and other requirements for students in the 2+2 elementary education program at BCC, JCCC, and KCKCC are the same as required of all Emporia State students. Limited seating is available. Elementary Education Cohort Program applications are accepted for fall and spring entries. The priority deadlines for application are September 15th for the spring semester and February 15th for the fall semester. Degrees in Secondary Education and degrees in other education fields such as Special Education or Early Childhood are only available on the Emporia campus.

Emporia State University

Administration

Title	Name	Location	Extension
President	Michael D. Shonrock	202 Plumb Hall	5551
Provost and Vice President for Academic Affairs	David P. Cordle	205 Plumb Hall	5171
Vice President for Student Affairs	James E. Williams	260 Memorial Union	5269
Vice President for Administration & Fiscal Affairs	Werner M. Golling	202 Plumb Hall	5173
Vice President for University Advancement	DenaSue Potestio	Sauder Alumni Center	5440
Associate Vice President for Fiscal Affairs	Diana Kuhlmann	210 Plumb Hall	5304
Associate Vice President for Information	Michael Erickson	003 Butcher Center	5297
Technology	Introduction Knowl	20E Di 11-11	0000
Assistant Provost for Institutional Research & Assessment	JoLanna Kord	205 Plumb Hall	6839
Assistant Vice President for Academic Support	Shelly Gehrke	106 Plumb Hall	5421
General Counsel	Kevin Johnson	202 Plumb Hall	5255
Affirmative Action Officer	Judy Anderson	211 Plumb Hall	5379
Controller	Mary Mingenback	105 Plumb Hall	5413
Internal Auditor	Brian Denton	202 Plumb Hall	6374
Registrar	Elaine Henrie	108 Plumb Hall	5211
Dean of Students	Lynn Hobson	260 Memorial Union	5267
Dean, College of Liberal Arts & Sciences	Brent Thomas	104 Roosevelt Hall	5278
Dean, Graduate School	Kathy Ermler	313 Plumb Hall	5403
Dean, International Education	Gonzalo Bruce	040 Memorial Union	5374
Dean, School of Business	Kristie Ogilvie	202 Cremer Hall	5274
Dean, School of Library & Information	Gwen Alexander	320A White Library	5203
Management			
Dean, The Teachers College	Ken Weaver	211 Visser Hall	5367
Dean, University Libraries & Archives	John B. Sheridan	221 White Library	5208
Director, Admissions	Laura Eddy	105 Memorial Union	5465
Director, Alumni Relations	Tyler Curtis Kent L. Weiser	Sauder Alumni Center	5440 5350
Director, Athletics	Diana Kuhlmann	218 PE Building 210 Plumb Hall	5304
Director, Budget Director, Business Student Advising Center	Marian Riedy	207 Cremer Hall	5523
Director, Career Services	June Coleman	050 Memorial Union	5407
Director, Center for Early Childhood Education	Keely Persinger	108 Butcher Center	5290
Director, Center for Economic Education	Robert Catlett	178 Science Hall	5678
Director, Center for Great Plains Studies	Jim Hoy	407 White Library	5574
Director, Disability Services	Lisken Seader	106 Plumb Hall	5421
Director, Facilities	Mark Runge	211 Stormont Center	5331
Director, Financial Aid & Scholarships	Elaine Henrie	103 Plumb Hall	5457
Director, Honors Program	Gary Wyatt	205 Plumb Hall	5899
Director, Human Resources	Judy Anderson	211 Plumb Hall	5379
Executive Director, Jones Institute for	Roger Caswell	116 Earl Center	5372
Educational Excellence			
Executive Director, Marketing and	Umair Abbasi		
Media Relations	5 14/ .	005 Plumb Hall	5454
Assistant Director, Sports Media Relations	Don Weast David Hendricks	113 PE Building 120 Memorial Union	5526 5901
Director, Memorial Union Senior Director, Center for Student Involvement	Jason Bosch	150 Memorial Union	5738
Director, Student Activities and Community	Blythe Eddy	150 Memorial Union	5481
Service	Diyine Ludy	130 Memorial Officia	3401
Director, Greek Life	Javier Gonzalez	150 Memorial Union	5481
Assistant Director, Emporia State University –	Jan Farwell	8400 W 110th St, Suite 150	5385
Kansas City			913-338-4378
Director, Diversity and Inclusion	Jason Brooks	150 Memorial Union	5481
Captain, Police and Safety	Chris Hoover	Police & Safety Building	5337
Director, Teachers College Office of Field	Shannon Hall	208 Visser Hall	5447
Placement and Licensure			
Director, Reading/Academic Success Center	Nelda Epp	222 Visser Hall	5495
Director, Recreation Services	Mike Wise	109 Recreation Center	5944
Director, Residential Life	Wade Redeker	308 South Morse Hall	5264
Director, Science & Mathematics Education	Susan Aber	177 Science Hall	5636
Center	Line Downston orb	100 0	F200
Director, Small Business Development	Lisa Brumbaugh	130 Cremer Hall 106 Plumb Hall	5308 5421
Director, Student Advising Center	Shelly Gehrke	100 LINIIID LIGII	34Z I

Administration

Title	Name	Location E:	tension
Director, Counseling Center	Sally Crawford-Fowler	250 Southeast Morse Hall	5222
Director, Health Services	Mary McDaniel	250 Southeast Morse Hall	5222
Director, Theatre	Jim Bartruff	201G King Hall	5256
Director, TRiO Programs	Kristi Bolen	323 South Morse Hall	5097
Coordinator, Alcohol and Drug Abuse Prevention	Donna Drake	250 Southeast Morse Hall	5222
Coordinator, General Education	Sheryl Lidzy	104 Roosevelt Hall	5278
Interim Chair, Art	Patrick Martin	011 King Hall	5246
Interim Chair, Biological Sciences	Eric Yang	174 Science Hall	5311
Chair, Communication & Theatre	Stephen Catt	201 King Hall	5256
Chair, Elementary Education/Early Childhood and Special Education	Matt Seimears	205 Visser Hall	5750
Interim Chair, English/Modern Languages/Journalism	Mel Storm	404L Plumb Hall	5216
Chair, Health Physical Education & Recreation	Shawna Shane	218 PE Building	5926
Chair, Interdisciplinary Studies	Ellen Hansen	433 South Morse Hall	5583
Chair, Instructional Design & Technology	Zeni Colorado	328 Visser Hall	5829
Chair, Mathematics, Computer Science and Economics	Joe Yanik	141 Science Hall	5281
Chair, Music	Allan Comstock	105 Beach Hall	5432
Chair, Newman Division of Nursing	Linda Adams-Wending	1127 Chestnut	343-6800 Ext. 5640
Chair, Physical Sciences	Richard Sleezer	133 Science hall	5330
Chair, Psychology	Brian Schrader	327 Visser Hall	5317
Chair, School of Business	Larry Falcetto	202B Cremer Hall	5346
Chair, School Leadership/Middle & Secondary Teacher Education	Daniel Stiffler	209 Visser Hall	5776
Interim Chair, Social Sciences	Michael Smith	411 Plumb Hall	5462
Chair, Sociology, Anthropology, and Crime & Delinquency Studies	Nathaniel Terrell	112 Butcher Center	5321
Chair, Counselor Education	Jim Costello	252 Earl Center	5220

As of 7/31/14

Emporia State University

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 fieldAnd 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 resoundWith 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 Emporia State. Corky 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

8

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

As Emporia State University's student newspaper, The Bulletin is the primary source of the university community news. The Bulletin's number one priority is to report campus news in a timely and accurate manner. The Bulletin strives to serve the students of Emporia State, above news sources, advertisers, university officials, personal agenda, or any other influence.

The Bulletin is published once a week on Thursdays and is distributed free of charge 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 in room 312 Memorial Union. The telephone number is 620-341-5201, and the website is 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 in 310 of the Memorial Union. The telephone number is 620-341-5327.

The University

Emporia State University 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. Emporia State University is governed by the Kansas Board of Regents.

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, Emporia State 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 and staff committed to student success have helped propel Emporia State students into high-paying jobs and the national spotlight.

Recycling

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 1st and 4th floors, there are bins for paper and glass/plastic bottles. On the 2nd floor there are paper recycling bins.

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

Bins for aluminum cans, glass and plastic bottles are located in most buildings on campus.

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 Affairs	260 Memorial Union	5269
Academic Advising/changing advisors	Academic Advisor	200 Welfional Official	3209
Academic Standards and Policies	University Catalog Departmental Office Dean of School		
Activities, Student	Center for Student Involvement	150 Memorial Union	5481
Adding/Dropping a class	Registration Office Student Advising Center	108 Plumb Hall 106 Plumb Hall	5211 5421
Address Change	Registration Office	108 Plumb Hall	5211
Admissions	Admissions Office	105 Memorial Union	5465
Alcohol Policy	ADAP Office	250 Southeast Morse Hall	5222
Automated Teller Machines (ATM)	Memorial Union	Across from the Bookstore	
Books, school supplies, apparel	Memorial Union Bookstore	130 Memorial Union	5214
Campus Tours	Admissions Office	105 Memorial Union	5465
Career Opportunities	Career Services	050 Memorial Union	5407
Catalogs (University)	http://	www.emporia.edu/regist/catalog/	5211
Check Cashing	Memorial Union Welcome Center Cashiers and Student Accounts	Memorial Union 104 Plumb Hall	5291 5135
Counseling	Counseling Center	250 Southeast Morse Hall	5222
Degree Check	Degree Analysis	108H Plumb Hall	5150
Disabilities/Accommodations	Office of Disabilities Services	106 Plumb Hall	6637
Discrimination	Student Affairs	260 Memorial Union	5269
Distance Education	Distance Education Office	315 Plumb Hall	5385
Diversity & Inclusion	Center for Student Involvement	150 Memorial Union	5481
Employment (Student)	Hire-A-Hornet http://w	ww.emporia.edu/humres/studentjo	bs.htm
Financial Aid	Financial Aid Office	103 Plumb Hall	5457
Fraternity Information	Center for Student Involvement	150 Memorial Union	5481
Graduation Information	Degree Analysis Office	108H Plumb Hall	5150
Health	Health Services	250 Southeast Morse hall	5222
Honors Program	Honors College	205 Plumb Hall	5899
Housing, Residence Halls	Residential Life	308 South Morse Hall	5264
Identification Cards, Lost	I.D. Center	110 Memorial Union	5859
International Student Advising	International Education	040 Memorial Union	5374
Intramural Sports	Recreation Services	Recreation Center	5944
Judicial Affairs	Student Affairs	260 Memorial Union	5269
Legal Counsel, Student	Center for Student Involvement	150 Memorial Union	5481
Loans (Emergency)	Cashiers and Student Accounts	103P Plumb Hall	5286

SO YOU NEED ANSWERS

Lost and Found	Emporia State Police and Safety Memorial Union Welcome Center	NE Corner of Welch Stadium Welcome Center	5337 5291
Newspaper, Submit ads/articles	The Bulletin Office	312 Memorial Union	5201
Non-Traditional Students	Center for Student Involvement	150 Memorial Union	5481
Notary Public	Human Resources	211 Plumb Hall	5379
Parking Regulations/Permits	Emporia State Police and Safety	NE Corner of Welch Stadium	5337
Photocopying	University Copy Center White Library	210 Visser Hall 108 White Library	5253 5205
Post Office	Memorial Union Welcome Center	Memorial Union	5291
Prescriptions	Student Health Services/Pharmacy	250 Southeast Morse Hall	5222
Rape/Domestic Violence	SOS Emporia State Police and Safety Counseling Services	1-800-825-1295 NE Corner of Welch Stadium 250 Southeast Morse Hall	5337 5222
Residency Requirements	Registration Office	108 Plumb Hall	5211
Résumé (Preparation)	Career Services	050 Memorial Union	5407
Schedule Events on Campus	Conference and Scheduling	110 Memorial Union	5443
Scholarships	Financial Aid	103 Plumb Hall	5457
Sexual Harassment	Human Resources Office of Student Affairs	211 Plumb Hall 260 Memorial Union	5379 5269
Sorority Information	Center for Student Involvement	150 Memorial Union	5481
Student Government	Center for Student Involvement	150 Memorial Union	5481
Study Skills Mathematics Reading Writing	Mathematics Computer Lab Reading Center Writing Center	190C Brighton Lecture Hall 222 Visser Hall 209C White Library	5342 5495 5380
Student Organizations	Center for Student Involvement	150 Memorial Union	5481
Technology	Information Technology	008 Butcher Center	5555
Testing	Institutional Research & Assessment	205 Plumb Hall	5103
Tickets, UAC Events Off-campus tickets	Memorial Union Welcome Center	110 Memorial Union	5291
Tickets, Athletics Events, Theatre	I.D. Center	110 Memorial Union	5859
Tutoring Assistance Accounting Chemistry Modern Languages Physics Student Support Services	Accounting Lab Dr. Eric Trump English/Modern Languages/Journalism Dr. Jorge Ballester Project Challenge	118 & 121 Cremer Hall 225 Science Hall 309 Plumb Hall 027 Science Hall 323 South Morse Hall	5346 5991 5216 5971 5097
UPS	Memorial Union Bookstore	130 Memorial Union	5214
Veterans Benefits	Veterans Educational Services	103 Plumb Hall	5167
Voter Registration	Office of Disability Services	106 Plumb Hall	6637
Withdrawal from University	Registration Office	108 Plumb Hall	5211
Yearbooks	Sunflower Office	310 Memorial Union	5327

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 at: http://www.emporia.edu/student-wellness/counseling-services/adap/>.

Career Services

Career Services is committed to preparing Emporia State students for future employment through career testing, internships, and personal and professional development.

Career Counseling

Professional career counselors are available to meet with students individually and develop a career plan based on interests and skills. This career plan helps students determine a good-fitting academic major early on and progress toward graduation and a rewarding career.

Part-Time Employment

Career Services maintains a current online database of part-time jobs at www.emporia.edu/careerservices. Also, watch for the annual Part-Time Job Fair during Hornet Orientation.

Internships

Students are encouraged to pursue an internship related to their major. Internships provide students with an opportunity to gain direct, hands-on experience in their field. Internships can be paid or unpaid and many of them also offer academic credit toward a student's degree. Set up an appointment with Career Services to get started.

Professional Development

Career Services trains students on topics such as choosing a major, writing a résumé, interviewing skills, dressing for success, getting into graduate school, finding an internship, and dining etiquette.

Career Database and Credentials Files

Career Services maintains an online career database, Hire-A-Hornet, for students and employers. Students may register online, submit their résumé, and sign up for oncampus 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 school districts throughout Kansas and the United States. Go to <www.emporia.edu/careerservices> and click on "Forms."

Résumé Review Service

Students who are registered with Career Services and have written a draft version of their résumé can email it to Career Services for a professional review. A staff member will review it and offer helpful suggestions and comments. Once you have created your Hire-a-Hornet profile, email your résumé to resumereriew@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 information, please contact us at career@emporia.edu or 620-341-5407, or go to 050 Memorial Union. 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 is housed in The Earl Center at 1601 State Street in Emporia, KS. The CCS office is located in 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. 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 is located in 106 Plumb Hall and can be reached by phone 620-341-6637, tty 620-341-6646, or email <disabser@emporia.edu>.

Center for Early Childhood Education

The Center for Early Childhood Education (CECE) is located in the south wing of the Butcher Education Center.

The CECE provides quality early childhood education and care for children ages 12 months (and walking) through school age for Emporia State 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: 620-341-5290 Fax: 620-341-6290

Emporia State University Police and Safety

Emporia State University 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.

Each person in the campus community is urged to immediately report any suspicious or criminal activities to the university police at 620-341-5337. 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, dial 911 and request ambulance service. Then, call 620-341-5337 immediately 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 620-341-5337.

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 Emporia State 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 620-341-5337.

The Gender Program

The Gender Program is housed within the Student Wellness Center's Counseling Services. The Gender Program seeks to promote the well-being of students, faculty, and staff by creating a safe, healthy, and accepting environment, through education, outreach, and special programming. The Gender Program addresses topics such as healthy relationships, sexual assault, LGBTQ issues, and other issues of diversity and social justice. 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 Emporia State campus.

The **Union Services Office** 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 620-341-5443 as far in advance as possible.

Dining Services offers five eating areas in the Union. **The Hornet's Nest** is our main resident dining facility offering homemade pizza, fast food grill selections, deli and salad bars, plus fresh entrees along with full beverage service and a variety of desserts in an "all you care to eat" format. The Hornet's Nest is open to all students, faculty, staff, and the public seven days a week.

A more formal atmosphere is provided in the **Skyline Local Flavors Bistro**. The table service venue offers a relaxing view of Lake Wooster while you enjoy handcrafted sandwiches, soups, salads and desserts supporting local farmers within a 200 mile radius of Emporia. Open for lunch weekdays.

The **Hornet Express** is located on the first floor of the Union. It is a grab-and-go food court venue offering burritos, sandwiches, wings & sliders, chips, drinks, candy and assorted confections. The Hornet Express is open weekdays from 7:00 am - 7:00 pm.

Fetta Fresca is located right outside the Hornet's Nest entrance and offers a selection of hand crafted pizzas from our wood stone pizza oven and fountain drinks. It is open the same hours as the Hornet's Nest.

Buzzcotti is located on the main concourse in the Union. This quaint little coffee shop offers Starbucks coffee and handcrafted drinks along with gourmet baked goods, smoothies, cold sandwiches, salads, beverages and grab & go items. Buzzcotti is open 6:30 am - 2:30 pm weekdays.

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 Union Services Office.

The **Memorial Union Bookstore** is located in the east wing of the building. The store stocks required books and materials for Emporia State 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.

The **Memorial Union Welcome Center** is located just inside the east entrance of the Memorial Union. For your convenience, the center provides the following services: postal money orders, FAX service, lost and found, and check cashing. The center is open Monday through Friday. The staff is pleased to serve as the center of the Emporia State University campus.

If you need stamps or want to mail something, the sub-station included in the Welcome Center offers 90% of the services of the downtown Post Office. You can also purchase 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, to include athletic and theatre tickets

The **University I.D. Office** and **Athletic Ticketing Office**, located in the east wing 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, and athletic and cultural events. Tickets to all athletic and theatre events are dispensed through this office. Emporia State 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, 8:00 am to 5:00 pm.

Hornet Bucks offer students, faculty, and staff discounts through on-campus vendors, which may be used in the Memorial Union Bookstore, the Hornet's Nest, the Skyline Local Flavors Bistro, the Hornet Express, and Health Services to make purchases. Both the bookstore and dining services 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 620-341-5859.

As an extension of computing services for Emporia State students, the University I.D. Office will check out video projectors at no charge to current students. For more information about the program, call the I.D. Office at 620-341-5859.

Diversity and Inclusion

The Office of Diversity and Inclusion seeks to empower Emporia State University students from historically disenfranchised communities to improve their college experience by increasing access to academic, civic leadership, and cultural diversity training opportunities. We lead the charge in programming of cultural events on campus which promotes diversity awareness, cultural pride, and collaborative efforts between registered student organizations of seemingly distinct interests. We provide a culture of civic dialogue and a campus-wide "safe space" for students to develop their cultural identity without fear of harassment and with the support of others striving to do the same. We strive to work with members of Emporia's diverse community groups to improve the cultural empathy for all of Emporians and the quality of life for students attending Emporia State University.

Services We Offer:

- · Group or individual diversity awareness presentations
- Multicultural news (electronic newsletter is available online)
- · 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 Diversity and Inclusion include Alpha Theta Omega Sorority, Inc., Black Student Union, Black Women's Network, Harmonious Voices of Praise (HVP), Hispanic American Leadership Organization (HALO), People Respecting Individuality and Diversity in Education (PRIDE), Sigma Gamma Rho Sorority, Inc., Sigma Rhomeo, The EDGE (Eagerly Dedicated to Excel and Grow) Mentoring and Tutoring Program, The Fraternal Order of Classy Gentlemen, and Zeta Phi Beta Sorority, Inc.

Contact Information:

Phone: 620-341-5481

Mailing address: 1 Kellogg Circle, Box 4065, Emporia, KS 66801
Website: http://www.emporia.edu/getinvolved/OMA/
Located on Mainstreet of Memorial Union, Center for Student Involvement

Residential Life

Our diverse student population enjoys and benefits from the on-campus living experience at Emporia State University. The residence halls offer a variety of room types, ranging from one to four occupants, as well as study and lounge areas, recreational equipment, cable television in lounges, internet, and other conveniences that create a positive atmosphere for living and learning. Living on campus allows students to be close to academic buildings, the recreation center, library, dining hall and downtown Emporia. While staying on campus, residents have the opportunity to participate in, and even organize, activities and events for their floor and housing complex.

Traditional-aged freshmen students are required to live on campus and will typically reside in North or South Tower or Trusler or Singular Hall. Residential Life staff are trained to support students in their transition to college and regularly organize events and activities designed with the first-year student in mind. Residents may choose to live within a Residential Learning Community which allows those with similar interests to live on the same floor, participate in activities that focus on their interests, and develop relationships that will last a lifetime.

Housing for upperclass students is located in the Morse Complex. Students are provided a spacious commons area with a ping pong and pool table, fitness equipment and plenty of room to study. Upperclass housing provides a supportive, on-campus living environment for students who appreciate the convenience, community and events planned by our residential life staff and student-led Morse Activities Council.

Department of Student Wellness

Counseling Services

Counseling services offers individual, couples, and group counseling to Emporia State University students to promote goal setting, enhance relationship skills, and learn coping skills. Students are seen for a variety of reasons including depression, anxiety, relationship problems, eating disorders, etc. Counseling services are provided to students by a professionally trained and licensed staff member. Counseling appointments are confidential as stated by law. Referrals for more comprehensive services are arranged when needed.

Biofeedback services include techniques for self-awareness and relaxation. Biofeedback can be useful for reducing anxiety that may occur with taking tests or speaking in front of others. Students learn relaxation skills through mindfulness and meditation practices.

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 (OCTAA), 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>.

Location: 250 Southeast Morse Hall

Contact: 1 Kellogg Circle, Box 4006

620-341-5222

Hours: Monday through Friday 8:00 am to 5:00 pm (Closed over winter break)

For after hours or weekend emergencies, please call the Mental Health Center of East Central Kansas emergency number at 620-343-2211.

Health Services

In addition to treatment of illness and minor injury, the Health Services staff emphasizes wellness through education and outreach. Appointments with a nurse practitioner or physician will incur a \$50 office visit charge which will be filed with the student's health insurance plan. Campus privilege fees paid by students who are taking classes on campus will be used to cover all but \$5 of the co-pay. Uninsured students will also pay \$5 out of pocket for office visits if they have paid campus privilege fees. Students who do not pay the campus privilege fee (online students, etc.) will be responsible for paying all charges not covered by health insurance. There are also modest charges for pharmacy services and laboratory services. Balances due after insurance pays will be billed to the student account.

Visit the website at: http://www.emporia.edu/student-wellness/health-services

Location: Student Wellness Center, 250 Southeast Morse Hall

Contact: 1 Kellogg Circle, Box 4008

620-341-5222 620-341-5045 (Fax)

Hours: Monday through Friday 8:00 am to 5:00 pm (Closed during winter break)

Open until 7:00 pm on Thursdays when school is in session.

For after hours or weekend treatment contact Newman Regional Health, 343-6800.

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 is United Healthcare Student Resources, 1-888-344-6104. Their website is http://www.uhcsr.com>.

A student insurance coordinator is available on-campus to help you. Contact Student Health Services for further information at 620-341-5222.

TRiO Programs

Emporia State University hosts two federally-funded TRiO grants designed to assist students in successfully entering and 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 Emporia State with academic, career, financial, and personal matters. The Student Support Services program offers free tutorial help in most subjects. Classes offered for participants include Freshman Seminar I and II, and Financial Literacy classes. More information is available at http://www.emporia.edu/trio.

Emporia State'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 dropouts, who wish to pursue a college education. Talent Search serves students in Emporia and the Leavenworth and Atchison areas.

More information is available at: http://www.emporia.edu/trio.

For information, contact Kristi Bolen, TRiO Director, at 620-341-5097.

Veterans Educational Services

Veterans and/or their dependents and reservists may qualify for educational benefits while attending Emporia State University. Information on requirements and procedures can be obtained from Donna Hanson, <dhanson@emporia.edu>, 103 Plumb Hall, 620-341-5167.

Students who qualify need to renew benefits each semester.

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 106 Plumb Hall and can be reached by phone at 620-341-6637 or email 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 at https://www.eac.gov. 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 Elections in the County Clerk's Office in the Lyon County Courthouse, 620-341-3244.

Academic Records

The Academic Records Office, 108D Plumb Hall, maintains academic transcripts of all students who are attending or have attended Emporia State University. Students may request their official transcript online at www.emporia.edu/regist. This provides the student the opportunity to pay with a credit or debit card on a secure website and receive status updates via email or text message.

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

22

The Graduate School, 313 Plumb Hall, coordinates admission activities for approximately 2,100 graduate students. The office markets 28 graduate programs with 37 available areas of concentration, 1 Ph.D. program with 2 available areas of concentration, 1 Ed.S. program and 11 certificate programs. Fifteen graduate degree programs 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 School include graduation degree plan checks, thesis and dissertation evaluations, and support of graduate student travel for professional development. The Graduate School staff and dean are available to assist both current and prospective graduate students. For further information, call 620-341-5403 or 1-800-950-GRAD or email gradinfo@emporia.edu. Further information is also available on the following website http://www.emporia.edu/grad>.

The Graduate School provides information on numerous graduate assistantships and selects the winners of the Boylan Scholar Awards, McNair Scholarship, New Graduate Student Scholarships, Robert J. Grover Scholarship, and Boylan Thesis Awards. The Graduate School also selects students who receive research support through the Thesis/Dissertation Support Award and Harold Durst Research Award.

ACADEMIC SERVICES

The Honors College

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 205 Plumb Hall. Contact Dr. Gary Wyatt, at 620-341-5899 or by email at <nonors@emporia.edu> for more information. The website is <www.emporia.edu/honors/>.

International Education

More than 500 students from approximately 45 countries are enrolled at Emporia State University each semester. International students enrich the ESU campus with diversity and bring global perspectives to the classroom and campus life. Similarly, every year more than 120 ESU students engage in an academic experience abroad.

All non-U.S. residents holding an F-1 or J-1 visa who attend Emporia State are classified as international students. The Office of International Education (OIE) handles all admission correspondence with prospective international students, reviews and evaluates foreign transcripts and credentials, and issues all government exchange and immigration forms. The OIE also conducts regular enrollment/registration sessions and oversees the ESU's Intensive English Program and study-abroad opportunities for ESU students through exchange programs and various other partnerships. The OIE promotes comprehensive campus internationalization and fosters a globally-focused campus.

Dr. Gonzalo Bruce is the Dean of International Education. The Office of International Education is located in 040 Memorial Union. For more information, call 620-341-5374. Office hours are 8:00 am to 5:00 pm, Monday through Friday. Visit our website at <www.emporia.edu/oie>.

Mathematics Lab

The Mathematics Lab located in 190 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 to review while preparing for the PPST and CAAP competency exams.

The Math Lab is open Monday through Thursday, 9:00 am to 9:00 pm and Friday, 9:00 am to 5:00 pm. There is no charge for these services, and no appointment is necessary.

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 who use 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. International students receive assistance and individualized programs to improve their reading comprehension in and aural understanding of English. Education students will find major related test preparation materials, including tutoring assistance with prerequisite 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 hours are Monday through Thursday, 9:00 am to 3:00 pm, and Friday, 9:00 am to noon. The phone number is 620-341-5495. Summer hours may vary.

Student Advising Center

The Student Advising Center (SAC) is the "go to" location for all Emporia State University freshmen and undeclared, "exploratory" students as they navigate higher education and Emporia State. SAC advisors guide students through self, major, and career exploration and assist students in course selection appropriate for their talents and goals.

The Advising Center helps students develop educational goals in the context of their ever-developing life plans. Advisors provide freshmen, undecided, and transitional students the information and encouragement they need to explore possible majors and chart paths through college to careers. SAC assists Emporia State students to develop and complete a realistic educational plan that will empower them to reach their full potential.

When students have chosen a major and are successfully progressing toward that major, they are then assigned an upper-division faculty advisor within the appropriate academic department. Students should go to the Student Advising Center, 106 Plumb Hall, or call 620-341-5421 with any questions or concerns.

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.
$B_{-} = 2.7$ ntc	·

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

Hello and welcome to YOUR library.

The Learning Commons in the Library is open 24/7. Many, many students are finding it a useful locale to collaborate, to research, to study, to grab a bit or a drink and sometimes to nap. There are 20 computers and 4 large screen systems to work together on. There is a laptop/table borrowing station (Hornet card required). Watch for whiteboards where we will solicit your feedback. Beanbags and a microwave in the Learning Commons area were student ideas!

http://library.emporia.edu> is an important URL - it's the library's homepage (There is a link to it on the bottom bar of the ESU homepage) and your gateway to peer-reviewed articles and information more selective than Google. You can do a search on the 450,00 books we have.

We are committed to facilitate your becoming expert lifelong learners. You will get concentrated lessons in using information in its many forms in UL 100 Research Skill, Information and Technology, in Composition I and II and in many other classes. Look for a link to a librarian on your courses' Canvas pages. Face-to-face assistance is available at the Service Desk on the library's second floor and you may email and text questions to us. Click on the "Ask Us" on the library home page.

The Special Collections and Archives reveals the delights of one-of-a-kind collections, including rare books, institutional records and other primary sources. Check the website for its hours.

The library looks to co-sponsor and host campus events also. If your RSO is looking for a venue, consider the library.

Writing Center

26

The Writing Center, 209C William Allen White Library, 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 at:

Writing Center: 620-341-5380
Grammar Hotline: 1-877-467-6378
E-mail: ewrite@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.

Emergency Loans

Emergency loans are available to full-time students through the Office of Cashiers and Student Accounts, 103P Plumb Hall. Students must repay the loans prior to applying for additional loans.

Loans from the Office of Cashiers and Student Accounts are funded by the Emporia State University 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, 8:00 am to 5:00 pm. Proceeds are available on the following working day at 3:00 pm. The loan administrator may deny a loan application for any justifiable reason at their discretion

Financial Aid

The Office of Financial Aid, Scholarships, and Veterans Services, 103 Plumb Hall, offers financial assistance to students through grants, part-time employment, and low-interest government loans. Contact the Financial Aid Office at 620-341-5457 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 Emporia State University Admissions Office, 2) Complete the Free Application for Federal Student Aid (FAFSA) via the internet at http://www.fafsa.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 Direct 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 March 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 at <www.emporia.edu/humres/studentjobs.htm>. To find out more about a position, click on the job title. If you find a position in which you have an interest, you are urged to contact the person listed to verify that the position is still available.

When a student is hired for an on-campus job, the hiring department must complete a student employment agreement form and required employment documents before the student begins working.

Student Employment

Regular employment is available to undergraduate and graduate students carrying a minimum of 6 credit hours. Students employed through work study funding may have eligibility at less than 6 enrolled 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 the 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 Emporia State University 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.

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

Student Fee Distribution

Flat rate tuition for undergraduate students enrolled in 10 or more semester credit hours are distributed as follows: (All fees are subject to change.)

	Undergraduate Resident	Non-resident
Tuition	\$2,250.00	\$8,325.00
Campus Activity Fees for both is \$623.00)	
Total Tuition and Fees	\$2,873.00	\$8,948.00

Undergraduate students enrolled in less than 10 semester credit hours and graduate students enrolled in all credit hours (per credit hour)

	Resident Undergraduate	Resident Graduate	Non-Resident Undergraduate	Non-Resident Graduate	
Tuition	\$150.00	\$227.00	\$555.00	\$706.00	
Campus Activity Fees for all is \$75.00					
Total Required Fees	\$225.00	\$302.00	\$630.00	\$781.00	

International Partnership Programs and NEARR* Flat rate tuition for students enrolled in 10 or more semester credit hours (*States of Nebraska, Colorado, Oklahoma, Missouri and Texas)

NEARR Undergraduate Tuition \$3,375.00 Campus Activity Fee 623.00 Total Required Fees \$3,998.00

Undergraduate students enrolled in less than 10 semester credit hours and graduate students enrolled in all credit hours

NEARR Undergraduate Tuition
Campus Activity Fee 75.00
Total Required Fees/Credit Hour
NEARR Graduate Tuition 275.00
Campus Activity Fee 75.00
Total Required Fees/Credit Hour
\$416.00

28

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 and 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 allocates more than \$140,000 in student fees to recognized student organizations on a yearly basis. Many student groups use this money to support events or travel to conferences they have planned throughout the year. ASG also provides a number of services for the campus community.

Free legal counseling is provided by ASG to students with a valid Emporia State University I.D. A practicing Emporia attorney is available for consultation with any student on Monday and Thursday afternoons between 2:30 and 4:30 pm. in the Memorial Union Administration Office, 120 Memorial Union. No names are taken, and the service is completely confidential. It is not necessary to make an appointment.

The BIG Event is a community service event coordinated by Associated Student Government that will occur once in the fall semester and again in the spring semester. This event promotes campus and community unity as students come together for one day to express their gratitude for the support from the surrounding community. It is important to remember the BIG Event is not about the number of jobs completed or the number of students who participate each year. Instead, it is the interaction between students, the residents and the unity that results throughout the community that makes the BIG Event such a unique project.

A <u>Photographic Poster Printer</u> is available to print from an electronic file to 18", 24" and 42" finished widths. This is useful to students displaying research, promoting organizational events and much more. Call the MU ID/Ticket Office at 620-341-5859 for additional information.

<u>Collegiate Readership Program</u> is a program provided by ASG to give students access to free copies of the USA Today newspaper on campus.

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 , 150 Memorial Union, or call 620-341-5481. You may also contact us by email ASG President, Tyler Huddleston at asgpres.emporia.edu or ASG Vice President, Victoria Harmon at asgyp@emporia.edu.

Center for Student Involvement

The Center for Student Involvement (CSI) is your go-to resource on campus for learning about opportunities, and becoming involved at Emporia State University and in the Emporia community. Our Involvement Consultants can help those seeking to become involved find an organization or involvement opportunity based on individual interests, hobbies, or talents. For students involved in Recognized Student Organizations or in any of the diverse programs led by Center staff, CSI provides services and resources to aid students in achieving their organizational and involvement goals. The CSI is home to the offices of Diversity and Inclusion, Student Activities and Community Service, Campus Engagement and New Student Programs, and Fraternity and Sorority Life. The Associated Student Government offices and Union Activities Council are also located within the Center. The friendly staff is available by email, phone, or appointment to assist you with your needs.

New and current students can use the #HornetLife student involvement portal, located at <www.emporia.edu/hornetlife>, to learn about campus events and student organizations, and can contact organizational leaders by logging into the site with your Buzz In credentials. Members of Recognized Student Organizations can use #HornetLife for a range of organizational management activities including organization promotion, event marketing, roster management, electronic document storage, and more. Additional resources provided by the CSI to Recognized Student Organizations include a mailbox, button machine, photo copier, and small-group meeting spaces.

Non-Traditional Student Services

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

Visit the website http://www.emporia.edu/nontrad/ to learn more about services for non-traditional students or contact Jason Bosch jbosch1@emporia.edu in the Center for Student Involvement, 150 Memorial Union, 620-341-5481.

Recognized Student Organizations

Emporia State University has approximately 130 Recognized Student Organizations (RSOs) focusing on a wide range of interests including academic disciplines, honorary societies, arts, faith and religion, diversity, special interest, community service, recreation, sorority/fraternity, and more. RSOs are student-led organizations that have been officially recognized by Associated Student Government (ASG). Students interested in learning about these student organizations can visit www.emporia.edu/hornetlife to view an organization directory and contact information for each organization.

RSOs have the privilege of scheduling campus facilities and requesting funds for activities from ASG. Allocation of student fees are made through the Student Senate. Information about ASG and the resources provided to RSOs is available at www.emporia.edu/asg.

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 organization's name,
- · scheduling of university buildings, properties, and facilities,
- · use of university marketing and mediums to promote organization events, and
- 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.

If interested in forming a new recognized student organization, contact ASG or visit the Center for Student Involvement, 150 Memorial Union. Recognition information can be found at <www.emporia.edu/asg>. All forms and documents for the recognition of a new organization should be submitted to the Center for Student Involvement.

FOR MORE INFORMATION:

Center for Student Involvement 150 Memorial Union

Mail: 1 Kellogg Circle, Box 4065

Phone: 620-341-5481 Fax: 620-341-5882

Website: http://www.emporia.edu/csi

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. The Special Events Board is funded through student fees.

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 student 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, 150 Memorial Union.

SUGGESTED WAYS TO PUBLICIZE YOUR CAMPUS EVENTS

The Bulletin (Student Publications)

Contact The Bulletin, 312 Memorial Union, 620-341-5201, 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 once a week during the academic year.

Button Maker

Reserve a button maker through the Center for Student Involvement, first floor of Memorial Union.

Channel 8/Infochannel

Emporia State University airs campus and community information through CableOne three times daily for 30 minutes: 7:30-8:00 am, 12:30-1:00 pm and 5:00-5:30 pm. 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.

Channel 20

Submit items to be broadcast on CableONE Digital, 620-342-8793, 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 Conference and Scheduling office, 110 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.

#HornetLife

Recognized Student Organizations and campus departments may post events to the #HornetLife flyer board/calendar. Events must be submitted through #HornetLife by a member of the organization to whom the organization's leadership has granted administrative access to the organization's #HornetLife page. Organizations are encouraged to submit events at least two weeks prior to the event date.

Emporia State Press Releases and Roundtable (Marketing & Media Relations) Submit event information and story ideas to Marketing & Media Relations, 005 Plumb Hall, Campus Box 4060, 620-341-5454. Press releases are also forwarded to Channel 8 and The Bulletin.

Sandwich Board in Union Square

Contact Conference/Scheduling, 110 Memorial Union, 620-341-5443, for permission to place your sandwich board in Union Square.

Sporting Events Announcements (Athletics)

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

Table Tents

Obtain approval from the Center for Student Involvement, 150 Memorial Union, 620-341-5481, for table tent displays in the Mainstreet area, or Hornet's Nest.

Memorial Union Mainstreet Tables and/or Banners

Contact Conference/Scheduling, 110 Memorial Union, 620-341-5443, to arrange for tables and chairs for event promotion in the Memorial Union or to have your scheduled display banner hung on Mainstreet.

MIAA/NCAA

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

Members of the MIAA include Emporia State University, Fort Hays State University, Lincoln University, Missouri Southern State University, Missouri Western State University, Northwest Missouri State University, Pittsburg State University, Southwest Baptist University, University of Nebraska-Kearney, Lindenwood University, Northeastern Oklahoma State University, University of Central Oklahoma, University of Central Missouri, and Washburn University.

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 Emporia State University 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
Senior Associate Athletics Director/SWA - Carmen Nelon Leeds
Senior Associate Athletics Director for External Operations - Shane Shivley
Assistant Athletics Director for Sports Media Relations - Don Weast
Office Manager - Jennifer Collins
Athletics Business Manager - Davonne Lowry
Trainers - Leslie Kenney and Dustin Enslinger
Director of Athletic Marketing - McKenzie Cinelli
Director of Athletic Operations and Event Management—Zak King

Coaches:

Football - Garin Higgins
Men's Basketball - Shaun Vandiver
Women's Basketball - Jory Collins
Baseball - Bob Fornelli
Volleyball - Bing Xu
Softball - Julie LeMaire
Men's and Women's Cross Country, Track and Field - Steven Blocker
Men's and Women's Tennis - John Cayton
Women's Soccer - Bryan Sailer
Cheerleaders - Angela Blaufuss-Nunley

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-inch 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> or contact the Recreation Services Department at 620-341-6778.

Natural Areas

36

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 620-341-5339 to contact the Director of Natural Areas, Department 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 new 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 property 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 and lab space.

Hamilton Fossil Quarry -- A 51-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 newly-acquired 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 36-acre tract of upland and lowland deciduous forest, representing the westernmost 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.

I'M A HORNET.

MUSEUMS/NATURAL AREAS

Science Museums

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.

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 620-341-5978 or 620-341-5330, or visit our website http://www.emporia.edu/earthsci/museum/museum.htm.

The **Peterson Planetarium**, 31 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 620-341-5330.

The **Schmidt Museum of Natural History**, 43 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, 620-341-5311.

Academic Appeals Policy

38

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 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.

I'M A HORNET.

- 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:

- 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

40

- 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.
- 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 the 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.

I'M A HORNET.

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 student's major or from the University. In addition, acts of academic dishonesty shall be grounds to deny admission to a department or program.

In addition to the penalties above, the faculty member shall notify in writing his/her department chair and the registrar of the infraction. The department chair shall forward a report of the infraction to the Provost and Vice President for Academic Affairs. The registrar shall block the student from withdrawing from the course to avoid the penalties that result from the infraction. The Provost and Vice President for Academic Affairs shall act as the record keeper for student academic infractions. The Provost and Vice President for Academic Affairs will notify the student in writing that an infraction has been reported and inform the student of the right to appeal and of the appropriate appeal procedures. The Provost and Vice President for Academic Affairs shall notify the student, the department chair, and the faculty member that initiated the proceedings, of any additional action taken beyond those already imposed by the faculty member. Should a single infraction be so egregious, or should a student have a record of multiple infractions, the Provost and 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 (see Student Conduct section.) If after an appeal it is found that the student did not commit an act of academic dishonesty, no penalties will be imposed on the student.

A chair of a department or director of a program may request from the Provost and Vice President for Academic Affairs a list of all currently enrolled ESU students within that major or program who have committed acts of academic dishonesty. This request may be a standing request to be filled automatically during each semester until the request is rescinded by the chair or director. In addition, a chair of a department or director of a program may submit to the office of the Provost and Vice President for Academic Affairs a list of applicants to a program or major and the chair or director may be informed if any of the applicants has committed any acts of academic dishonesty.

Prior to the beginning of the next academic year, the Office of the Provost and 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 Provost's office, the total number of infractions that have been reported for each student, and any actions taken by the ProvostVice President for Academic Affairs.

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 Emporia State 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 620-341-5222.

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 Dean of Students Office 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 and 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 Emporia State University main campus.

Arrangements for scheduling the area can be made in the Conference & Scheduling Office, 110 Memorial Union, 620-341-5443.

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, employees or members of the public 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 Judy Anderson, Affirmative Action Officer/Title IX Coordinator, Emporia State University, Office of Human Resources, Campus Box 4044, 1 Kellogg Circle, 211 Plumb Hall, Emporia, KS 66801-5087; phone 620-341-5379; email jander21@emporia.edu. Employees with inquiries may also contact the Equal Employment Opportunity Commission or the Kansas Human Rights Commission. Students with inquiries may also contact the Office of Civil Rights in the U.S. Department of Education or the Kansas Human Rights Commission.

I'M A HORNET.

42

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 (student is defined as an individual who is or has been in attendance at an institution and for whom ESU has maintained an educational record) 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.

Emporia State University 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 email 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, photograph, and the most recent educational agency or institution attended. Directory information can include a student ID number only when the ID alone cannot be used to gain access to education records. Directory information shall not include the student's social security 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. Note: All staff and faculty sign a confidentiality statement prior to being given access to student records.);
- 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 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 of 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;
- · ESU permits disclosure to parents or legal guardians upon written consent of the student.

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.

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.

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 age¹, race², color³ religion⁴, gender⁵, marital status⁶, national origin⁷, disability status⁸, veteran status⁹, sexual orientation¹⁰, 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.

- 1 Age Discrimination Act of 1975, Age Discrimination in Employment Act of 1967
 2 Title V1 & VII of the Civil Rights Act of 1964
 3 Title V1& 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
 5 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 Amendments of 1972
- 6 Emporia State University Equal Employment & Educational Opportunity and Non-Discrimination Policy

- 6 Emporia State University Equal Employment & Educational Opportunity and Non-Discrimination Policy
 7 Title V18 V10 of the Civil Rights Act of 1994
 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.

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;

46

- 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 the 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:

- has the purpose or effect of creating an intimidating, hostile, or offensive work or academic environment:
- 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:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work or academic environment:
- 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,
- 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.

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

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(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 Associate Vice President for Student Affairs.
- 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.
- 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 Emporia State University 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 incidents) 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.

48

- 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.
- 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.

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 Dean of Students. Further information about hazing may also be obtained from the Director of Greek Life or the Dean of Students.

HIV/AIDS Policy and Guidelines

The purposes of this policy and guidelines are 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.

3S.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. Emporia State University departments such as Human Resources, Student Health Center, Counseling Center, and Disability Services may be consulted to provide advocacy for students/ employees on a case-by-case basis.

3S.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.

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

- 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.
- 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 co-curricular 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.
- 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.
- 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.

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:

- Pav* the full amount of a financial debt.
- 2. Return the material or equipment to the appropriate department.
- Pay* in full the value of the lost material and/or equipment.
 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

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 by 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 campuswide examinations or major assignments, if possible.

Consenting Relationships

52

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. This position statement is being announced to inform the University community regarding the nature of the issue and the possible consequences for individuals.

The statement (FSR 93022 approved by President 5/16/94) is available in its entirety from the Faculty Senate Office, 205 South Morse Hall, 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 Officer

The Student Conduct Officer 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.
- 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 Office of the Vice President for Student Affairs at 620-341-5269. 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 the Vice President for Student Affairs, 260 Memorial Union, 620-341-5269, or email the Dean of Students at Ihobson@emporia.edu or visit the website http://www.emporia.edu/right2know/.

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 Emporia State'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 Emporia State University campus. The speed limit is 15 mph, unless otherwise indicated. In the event of an accident occurring on Emporia State property involving a motor vehicle, the Emporia State University 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 Emporia State University campus. This includes sidewalks, streets, buildings, and walkways.

For a copy of Emporia State University Traffic and Parking Regulations or for further information, contact the Parking Department at 620-341-6043.

54

TOBACCO USAGE POLICY

In the promotion of a healthy and sanitary environment, and in compliance with state law, the University prohibits smoking within University buildings, facilities, public places, public meetings, place of employment, and specified exterior spaces. All tobacco usage shall be prohibited in buildings, facilities, and University vehicles. Smoking is prohibited in all University facilities, enclosed areas, public places including but not limited to stadiums and recreational areas, public meetings, place of employment, and access points of all buildings and facilities not otherwise exempted by law. Smoking is prohibited by the University within 30 feet of all buildings and facilities. Smoking may also be prohibited in other clearly marked outdoor areas.

Smoking is prohibited by law within University facilities, buildings, enclosed areas, public places, public meetings, place of employment, and within 10 feet of access point of all building perimeters, open windows, and air intakes leading into any facility or building. It is unlawful to smoke in any area where smoking is prohibited by law and unlawful to allow smoking in those areas. Police and Safety shall enforce smoking prohibitions as required by law.

Requests for exterior spaces, beyond the 30 foot restricted area around building, designated as nonsmoking areas and requests for exterior spaces, within the 30 foot restricted area around buildings but outside of a 10 foot radius from any building entry, window, or air intakes to the building, designated as smoking areas shall be submitted, in writing, to the Facility Council (attn: Director of University Facilities) for consideration and action.

Complaints for policy violations may be submitted to the Director of Facilities for appropriate dissemination for enforcement. Violations of law or policy may also result in employment of disciplinary action pursuant to University policy. Employees shall not be retaliated against for reporting violations.

Conspicuously placed signs displaying the international no smoking symbol and stating smoking is prohibited by law will be posted in areas where smoking is prohibited. This policy shall be communicated to new employees upon hiring and a written copy of this policy will be provided to all current or prospective employees upon request.

(approved by President 7/01/94; revision approved by President 2/9/98; revision approved by President 8/12/02; revision approved by President 3/18/05; revision approved by President 10/01/2010)

Smoking

Smoking is prohibited in the residence halls and within 30 feet of the building.

Withdrawing from the University

Forms and instructions for withdrawing from the university may be obtained in the Registration Office, 108 Plumb Hall. Call 620-341-5211 for information. Please refer to the University Policy Manual for further information.

Information Technology (IT)

The Department of Information Technology (IT) provides services and support for information technology at Emporia State University. This section outlines a number of the more commonly utilized services provided by IT. For more information about any of the services listed or other information about Information Technology at Emporia State, go to ">http://www.emporia.edu/it>.

Information Technology (IT) Related Services

IT website: http://www.emporia.edu/IT

For a full listing of IT related services, please visit the IT website.

Email: Each student receives an Emporia State email account, which is accessible through Buzzln. This is the account used for all official email communication from Emporia State.

Google Apps: Google Apps for Emporia State students includes things such as Google email, calendaring, Docs, Drive, and IM. More information about Google Apps services can be found on the IT website

File storage: Each student receives 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 IT website.

Online Classes: IT 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.

Emporia State University Wireless Network: Wireless internet access is available on campus via the Emporia State University Wireless Network. The Wireless Network 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 IT website.

General Hardware & Software Consultation: The IT Help Desk offers free general hardware and software support and consultation to Emporia State students. Students having general trouble with their personal computer can contact the IT Help Desk for advice on how to correct the problem(s), as well as advice on the best local places to go for advanced computer repair.

Anti-Virus Support: IT offers free anti-virus software to all currently enrolled Emporia State University students. The IT Help Desk offers assistance with the installation of this software, as well as free consultation for virus, spyware, and malware removal from Emporia State students' personal computers.

Equipment Checkout: Laptop computers are available for checkout through IT Help Desk located in 185 Cremer Hall. Data projectors are available for checkout through the I.D. Office, 110 Memorial Union. The maximum checkout duration for any equipment is three consecutive days. For more information, call 620-341-5555.

Student Computer Labs: Emporia State has many computer labs available for student use. All labs are equipped with access to network resources, such as email 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 IT website.

Virtual Computer Lab (SkyLab): Emporia State University also offers an online, virtual computer lab for all currently enrolled Emporia State University students. This service (SkyLab) gives students access to software such as Microsoft Office from their personal, Internet-connected devices. For more information about Skylab, please visit the IT website.

Student Printing (SkyPrint): IT provides convenient general printing for students in many of the common student learning spaces on Emporia State's campus. For more information about SkyPrint, visit the IT website.

Video Services: IT provides a variety of video services for academic-related activities and productions, including video production and editing; video and DVD duplication; live and ondemand 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.

Learning Opportunities and Training: IT provides a variety of learning opportunities and training services related to a wide variety of applications, including Blackboard, Office and productivity software, and academic software. Students are welcome to participate in these learning opportunities. The training lab is located in 110 Visser Hall. Learning Opportunities and Training events are posted both through Buzzln Announcements and on the IT website.

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

Emporia State Channel 8: Emporia State University's local Channel 8 is broadcast through *CableOne* of Emporia. Emporia State 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. Emporia State 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.

Emporia State University also airs campus and community information through CableOne three times daily for 30 minutes: 7:30 - 8:00 am, 12:30 - 1:00 pm, and 5:00 - 5:30 pm. 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

Emporia State University's web portal, BuzzIn, is available at http://buzzin.emporia.edu. BuzzIn is a single, easy place for students to access their Emporia State information. Students have quick and easy access to important announcements and campus events, as well as information such as class schedules, grades, course descriptions, holds, degree status, and access to other services such as their student email account and online courses. Students can perform many interactive functions such as registration, transcript ordering, bill payment, and changing their personal information.

Information Technology (IT) Help Desk

The IT Help Desk is available to assist students with their technology 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 IT Help Desk is also a beneficial resource for students who are unsure of where they can gain information regarding other technology concerns. Listed below is the IT Help Desk contact information and locations. Email IT at helpdesk@emporia.edu or:

Campus: Ext. 5555 Local Call: 620-341-5555 Toll-Free: 877-341-5555

185 Cremer Hall -- Across from the Richel Lab (Main Location -- Weekday Support)
White Library -- Mezzanine Level (Help Desk Kiosk - Evening/Weekend Support)
To find up-to-date operating hours for the IT Help Desk, including any special hours or closures, please visit the IT website http://emporia.edu/IT>.

Information Security at Emporia State University

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 Emporia State 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 emails asking for your User ID and password; delete them immediately.
- · Do NOT share your password, EVER.
- Use a strong password.
- · Watch BuzzIn announcements for tips and urgent announcements.

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

Emporia State University's Peer to Peer File Sharing Statement

The Emporia State University community respects the rights of holders of copyrights, their agents, and representatives and implements appropriate policies and procedures to support these right without infringing upon the legal use of those materials. Emporia State'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 also references unauthorized distribution of copyrighted material. Copyrighted material inclues but is not limited to music, movies, games and software. In some instances, unauthorized distribution of copyrighted material is performed from a coputer using peer-to-peer file sharing applications.

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:

- Actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed
- 2. "Willful" infringement up to \$150,000 per work infringed
- 3. Court costs
- 4. Attorney fees
- "Willful" infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense

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

- Identify the computer used during the alleged incident using information given in the notification
- 2. Remove the computer from the Emporia State University network
- Notify the computer owner to remove the copyrighted material including notifying the Student Conduct Coordinator
- 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 Emporia State network access permanently.