

Distance Education at Emporia State University

Mission

Distance education at ESU is housed within the Graduate School and Distance Education (GSDE). It is the mission of GSDE to expand access to quality undergraduate and graduate programs to students who prefer to take courses and programs via off-campus, blended or online methods. ESU supports distance education as a way to build, maintain and extend quality programs that complement the work of the campus based programs at ESU. Distance education consists of off-campus face-to-face programs, hybrid programs and online programs. Off-campus sites include Butler Community College, Kansas City Kansas Community College, ESU – Kansas City, Olathe, Johnson County Community College, Boise, ID, Conway, AR, Denver, CO, Las Vegas, NV, Portland, OR, Salt Lake City, UT, and Sioux Falls, SD.

Distance Education Glossary

Distance education course – a course in which faculty and students are physically separated in place or time and in which two-thirds or more of the instruction is provided via some form of mediated delivery system (i.e., 10 or more hours of instruction per credit hour are delivered via audio or videotape, live interactive video, CDROM, the Internet or World Wide Web, etc.). A distance education program is a curriculum comprised entirely of distance education courses. (KBOR Policy Manual, 1995, pg. 96).

Off-Campus – face-to-face instruction or courses offered by Emporia State University at locations other than the main Emporia State University campus in Emporia, KS.

Definitions

Synchronous – distance education activities delivered in real time with instructor and other class participants.

Asynchronous – distance education activities independent of real time and may be done independently.

Hybrid instruction – a course or a program that combines an online component with a regularly scheduled face-to-face component such that less than 50% of the course is offered online or less than 50% of the courses in the program are offered online (HLC, 2010, pg. 2; “Approval of Distance and Correspondence Education Document”).

Interactive Television (ITV) – ITV is a system of instruction which occurs synchronously and requires the instructor to communicate with remote sites via two-way video and audio connections.

On-Line Instruction – On-line instruction is defined as the delivery of more than 50% of instruction online through a computer system to students physically separated in place or time from the instructor (as defined by Higher Learning Commission).

Distance Education Programs at Emporia State University

Appendix A contains a list of all programs that are offered through distance education at Emporia State University. The list contains graduate, undergraduate, licensure and certificate programs.

Procedure for Creating Distance Education Programs, Courses and Workshops

All off-campus sites or hybrid format outside of Kansas City metropolitan area

Courses/programs need approval from KBOR, if the intent is to offer 1/3 or more of the course/program at the off-campus site face-to-face.

1. Proposal is initiated at the Department level (instructor or chair).
2. Course proposal form is completed. (See Appendix B)—Call the Distance Education Office at 620-341-5385 for complete program proposal form.
3. Proposal form is sent to Distance Education Office.
4. Distance Education Office forwards to Regents institutions in the service area to review and approve by the Vice President of Academic Affairs of the Regents institutions in the service area.
5. Distance Education office forwards request to the KBOR office.
6. Approval to offer the class is returned to Distance Education Office.
7. Distance Education Office informs Department of acceptance of Proposed class or program.
8. Approval time--30 days in advance of scheduling or advertising the class.

All off-campus sites or hybrid format in Kansas City metropolitan area

1. Proposal is initiated at the Department level (instructor or chair).
2. Course proposal form is completed (See Appendix B)—Call the Distance Education Office at 620-341-5385 for complete program proposal form.
3. Proposal form is sent to Distance Education Office.
4. Distance Education office forwards request to the KBOR office.
5. KBOR Board must review and approve all classes and programs in KC area.
6. Approval to offer the class is returned to Distance Education Office.

7. Distance Education Office informs Department of acceptance of proposed class or program.
8. Approval time – A minimum of 45 days (in some cases this may be extended to 60 days) in advance of scheduling or advertising the class.

Distance Education Travel Reimbursement Policies

Distance Education reimbursement policies

Distance Education will pay travel for faculty traveling from the main campus to an off campus site based on the guidelines below. Any questions about reimbursement should be directed to the Dean of the Graduate School and Distance Education.

Mileage

As authorized by K.S.A.75-3203a, the Secretary of Administration has fixed the private vehicle maximum* mileage reimbursement rates for FY 2020 at 0.575¢ per mile for a privately owned automobile.

*If a mode of transportation is available and is less costly than transportation by privately owned conveyance, mileage payments for use of a privately owned conveyance shall be limited to the cost of that other mode of transportation. (K.A.R. 1-18-1a (d) (1)). Note: The availability of a State Vehicle shall invoke this clause and the less costly transportation costs will be reimbursed.

Distance Education office will only reimburse mileage for faculty assigned to the main ESU campus (Emporia, Kansas) traveling from the main campus to an off-campus site to teach. Off-campus sites that fall under this reimbursement must be more than 30 miles away. The Distance Education office will not reimburse any other travel for faculty members who are assigned to teach on the main campus but live outside of Emporia.

Distance Education office will not reimburse mileage if it is less than 30 miles from point of start to point of destination.

Distance Education office will not reimburse mileage for a lecturer or retired faculty.

Lodging

Faculty living close to an off-campus site (between 30 to 60 miles) and teaching classes two or more consecutive days at an off-campus site, will receive either the mileage travel expense or the hotel rate, whichever is less, but not both.

If an instructor chooses to stay overnight, the hotel will be reimbursed at a rate not to exceed \$83.00. Further, if the hotel is more expensive than the mileage, the instructor will need to pay the difference if electing to stay the night in a hotel.

If the time of instruction for one day surpasses 8:30 pm with instruction scheduled the next morning, the faculty member may be reimbursed for staying in a hotel (rate up to \$83) as well as eligible for mileage reimbursement.

Meals/Per Diem

Meals are not reimbursed for any faculty while teaching at any of the off-campus sites (Butler Community College, Kansas City Kansas Community College, the Emporia State University – Kansas City).

Inclement Weather Class Cancellations

Inclement weather postings can be found and are continually updated on Emporia State University website (<https://www.emporia.edu/>)

Student Services

Admissions – Distance students at ESU are held to the same admission standards as traditional on-campus students and must follow the same process for admission. Admission for graduate programs can be found at <https://www.emporia.edu/graduate-school/admissions-costs/graduate-school-admissions-requirements/> and undergraduate admissions can be found at <https://www.emporia.edu/admissions-costs/admissions-and-costs/emporia-state-university-admissions/>

Registration – Any degree-seeking student who wishes to add, drop, or withdraw from a course offered through Distance Education must contact their academic advisor. Any non-degree seeking student needs to contact the Distance Education Office at distance@emporia.edu to add, drop, or withdraw from distance classes.

Financial Aid – Financial Aid information is available to all students through financial aid website at <http://www.emporia.edu/finaid/index.html>. Scholarship information for graduate students is located at <http://www.emporia.edu/grad/scholarships-awards/>

Advisors – In order to assist distance students, all department contacts are listed at <http://www.emporia.edu/grad/contact/department-contacts.html>. The website contains the Department name, Undergraduate and Graduate Advisor and email of the contact. You can also contact Jenny Jiang at 620-341-5262 in the Distance Education Office.

Transcript Requests – To order a digital copy of your transcript, go to <http://www.emporia.edu/regist/trnscpt/info.html>. Transcripts can be ordered and picked up directly from Emporia State University (A photo ID is required). If students choose to go to the Records Room and order it by mail, please contact recordsroom@emporia.edu or 620-341-5419. Electronic transcripts can be ordered at <https://www.studentclearinghouse.org>.

Library – A wide range of electronic resources are available from the WAW Libraries. ESU ensures all students have access to adequate and appropriate learning resources through electronic and traditional resources. The library outlines its services to distance students at <http://www.emporia.edu/libsv/library-services/distance-services.html>

Academic Support for Distance Students – ESU is pleased to provide all distance students with access to synchronous (aka, live) academic support at our Academic Center for Excellence and Success (ACES),

which includes the Writing Center. For information on how to access this service, go to <https://www.emporia.edu/distance/smarthinking.html>

Test Preparation Courses – ESU provides online Test Preparation courses for the GRE, GMAT and LSAT. Our Live-Online classes feature expert instructors who guide you through each lesson, provide you with in class learning exercises, and answer your questions in real time. Learn more about our Live-Online test prep classes at <http://www.emporia.edu/distance/test-prep/>

Proctoring – In some cases, faculty may require students to have a proctor for an exam. Students are responsible for finding a qualified proctor. Proctoring guidelines can be found at <http://www.emporia.edu/distance/facultyresources/documents/proctorform10.pdf>

Complaints/Grievance – The academic appeals policy is located in Appendix C at the end of this handbook. Information on the complaint and grievance process for distance students can be found at <http://www.emporia.edu/distance/state-authorization/>. Click on Complaints and choose the appropriate state of residence.

Bookstore – Distance students can look up and order textbooks by going to the ESU Bookstore website at <http://emporia.bncollege.com> and select “TEXTBOOKS”.

Technology Assistance – ESU provides extensive technology support to ESU faculty and students. Contact information can be found at <http://www.emporia.edu/it/help/> or by calling 620-341-5555.

Career Services – Career counseling services are available to all students at ESU. Contact Career Services for complete information on all services provided <http://www.emporia.edu/careerservices/index.html>

Academic Dishonesty Policy – All students are required to comply with the Academic Dishonesty Policy, which states, “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. The division chair should be advised of any action taken by the faculty member regarding academic dishonesty. The faculty member may consent to refer the case to other academic personnel for further action. Divisions, schools, and colleges may have provisions for more severe penalties than are set forth above. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university. The student has the right to appeal the charge of academic dishonesty in accordance with the university's Academic Appeals policy and procedure as set forth in section 9A-04 of the Faculty Handbook.”

Student Disability Services – Distance students with a documented disability should contact the Disability Services Office to discuss appropriate accommodations. The website for Disability Services is <http://www.emporia.edu/disabilityservices/> or call 620-341-6637.

University Photo I.D. – The Hornet Card allows access to products and services in the library, bookstore, dining areas and athletic and cultural events. The I.D. office is open Monday through Friday, 8am-5pm, 620-341-5859. The cost for a Hornet Card is \$18.00. If a student is unable to appear in person at Emporia State University to verify his/her identity, the student must provide a copy of valid government-issued photo identification and complete an [ID Verification Form](#).

ESU Mobile App –A mobile app, available for both Android and iOS devices, and specific for ESU students, faculty and staff, is now available. You can download the app from the Apple App Store or from Google Play. Search “ESU Mobile” or “Emporia State University” to find the app. Download the ESU Mobile App at: <http://www.emporia.edu/it/mobile/>

Buzz In – Buzz In is Emporia State University’s web portal. Buzz In will allow all users to personalize and customize displayed content to suit their information needs. Buzz In integrates all university systems such as Canvas, My Data, and Student Access. Access to Buzz In can be found at: <http://www.emporia.edu/distance/geninfo/buzz.html#1>

ESU Email – All Emporia State University students enrolled in ESU courses are REQUIRED to maintain an email account through Emporia State University. Click on this link to find information on accessing your email: <http://www.emporia.edu/distance/geninfo/stumail.html#1>

The Bulletin – As Emporia State University’s student newspaper, The Bulletin, is the primary source of the university community news. Website is www.esubulletin.com

Policies for Emporia State University – Kansas City

Orientation to ESU-Kansas City

New faculty who will be teaching and/or advising at ESU-Kansas City must contact the director of the ESU-KC center for an orientation session. Please call 913-338-4378 to set up an appointment with the staff at ESU-KC. **All new faculty members must go through training before teaching courses at ESU-KC.**

Office Space

Office space at the ESU-KC is very limited. Departments that have full-time faculty or advisors present at the ESU-KC are given priority in the office space. However, it may be necessary for faculty to share an office space with another faculty member or advisor. There is no guarantee that office space is available for faculty at ESUKC. All decisions on office space assignment are made by the Dean of the Graduate School and Distance Education in conjunction with the ESU-Kansas City assistant director.

Copies

The Graduate School and Distance Education will provide 1000 copies for each department that has programs at ESU-KC, per academic year. Each faculty member teaching at ESU-KC will be given a copy code to use for his/her department. After the 1000 copy limit has been met, additional copies will be billed to the respective department at 8¢ per copy.

SkyPrint – ESU Information Technology is excited to announce the availability of SkyPrint, an easy-to-use printing solution for students. All currently enrolled students are given 100 free pages in their SkyPrint accounts. **Emporia State University – Kansas City** students will be charged 8¢ per copy over 100 pages.

Proctoring

Course exams and quizzes that need to be proctored are the responsibility of the respective academic department. A department needing to have a course exam proctored must provide the person to cover this test or hire someone to proctor the test. The cost to hire is solely the responsibility of the department and **not** the Distance Education office. Staff members at ESU-KC are not responsible for proctoring exams and quizzes.

Technology

The Graduate School and Distance Education provides basic technology and technology equipment for the classrooms. All classrooms at ESU-KC are standard smart classrooms with projectors, screens, white boards, and computers equipped with basic software and hardware (Microsoft Word, Adobe Reader, etc.) and Internet connectivity. Equipment and technology needed for faculty teaching at ESU-KC is the responsibility of the individual academic departments. Any specialty technology, equipment or software needs for specific courses or programs will be the responsibility of the respective academic department. All requests for software programs or equipment to be added to computers or classrooms must have prior approval by the Dean of the Graduate School and Distance Education. Departments are responsible for payment and installation of software.

Office Supplies & Equipment

Academic departments are responsible for providing their faculty and staff with office supplies and equipment. General supplies for ESU-KC classrooms, i.e. dry erase markers, erasers, staplers and tape are provided by the Graduate School and Distance Education.

Materials Delivery

A courier service is not available on a regular basis for faculty members who teach at ESU-KC. We also do not have campus mail delivered to ESU-KC. On occasion we may have a professor who will bring an item to or from campus.

If you are teaching a course at ESU-KC and need to return something to campus, please coordinate these efforts through your respective department. It is the department's responsibility to cover postage and envelopes for items the faculty want to send to or from ESU-KC.

To find out if an ESU representative is traveling to ESU-KC during the week, please contact the Distance Education Office at 620-341-5385. If there is a representative traveling to ESU-KC, the department will provide you with their contact information and it will be your responsibility to coordinate the delivery of materials with that representative and ESU-KC.

Textbook and Course Information

Faculty textbook orders are handled through the usual departmental channels. Students may order their textbooks by phone or online from the Memorial Union Bookstore and receive these books by

mail for an additional handling fee. Any questions concerning textbooks should be directed directly to the Memorial Union Bookstore, academic department and/or instructor of the course.

Canceling Classes

If a faculty member needs to cancel a class, the faculty member should follow the same procedures s/he would follow if a campus based class was cancelled. The university policy for inclement weather can be found in the University Policy Manual, Section 3N.01. It is not the responsibility of the ESU-KC staff nor the Graduate School and Distance Education Office to notify students of this cancellation. All ESU-KC classes must be cancelled by 3:00 pm.

Inclement Weather Class Cancellations

Inclement weather postings can be found and are continually updated on the Distance Education website. The Director of ESU-KC will contact the local TV and Radio news channels to post closing information.

Emergency Assistance

Classes at ESU-KC are generally held in the evenings and/or on weekends. The Graduate School and Distance Education will make sure faculty have been trained to use the emergency procedures and that the faculty have access to the office area during the night time hours. Evening and weekend hours will be staffed if funding and staffing is available. All faculty members are able to access the office area, and if an emergency does occur, please follow the emergency procedures found in Appendix D.

Appendix A – Distance Education Programs, Level and Location (Effective Fall 2019 – Summer 2020)

Online Programs – Masters

MA English
 MA History
 MA TESOL
 MACC Accountancy
 MBA Business Administration
 MED Teaching
 MM Music Education
 MS Business Education
 MS Curriculum and Instruction
 MS Early Childhood Unified
 MS Educational Administration
 MS Health, Physical Education, and Recreation
 MS Informatics
 MS Instructional Design and Technology
 MS Instructional Specialist
 MS Library Science
 MS Mathematics
 MS Physical Sciences (Earth Science Concentration)
 MS Rehabilitation Counseling
 MS Special Education

Online Programs – Bachelors

BID Interdisciplinary Studies

Online Programs – Licensure Program

LIC/BL - Building Level Administrator
 LIC/DL - District Level Administrator
 LIC/ECU/K - Early Childhood Unified B - K
 LIC/ECU/8 - Early Childhood Unified B - 8
 LIC/ESL - English as a Second Language
 LIC/LM - Library Media Specialist
 LIC/HEDE - Health Education
 LIC/RSK - Reading Specialist
 LIC/ASE - Special Education-High Incidence
 LIC/GF - Special Education-Talented, Gifted & Creative

Online Programs – Certificate

CRT/ARC - Archives
 CRT/AUT - Autistic Spectrum Disorders

CRT/ELT - eLearning and Online Teaching
 CRT/ENC - English
 CRT/EST - Elementary STEM
 CRT/GSA - Geospatial Analysis
 CRT/HIC - History
 CRT/IFR - Informatics
 CRT/ITL - Information, Technology & Scientific Literacy
 CRT/LAI - Leadership & Administration in Information Organizations
 CRT/MAC - Mathematics
 CRT/PYL - Psychology of Learning
 CRT/TWT - Teaching with Technology
 CRT/TSL - TESOL
 CRT/YSR - Youth Services

USD 233: Olathe

USD 233: Olathe – Masters

MS Curriculum and Instruction
 MS Educational Administration
 MS Reading Specialist/Elementary Content/Elementary STEM

USD 233: Olathe – Licensure

LIC/BL - Building Level Administrator
 LIC/DL - District Level Administrator

Emporia State University – Kansas City

ESU-KC – Masters

MS Library Science
 MS School Counseling
 PHD – Library Science

ESU- KC – Licensure

LIC/LM – Library Media Specialist

ESU- KC – Certificate

ARC – Archive Studies
 INF – Informatics
 LAI – Leadership & Administration in Information Organizations
 YSR – Youth Services

KCKCC/Wyandotte County

KCKCC – Bachelors

BSE Elementary Education

BCC/Butler County

BCC – Bachelors
BSE Elementary Education

JCCC/Johnson County

JCCC – Bachelors
BSE Elementary Education

Statewide

Statewide – Masters
MLS Library Science

Idaho (Boise, ID)

Idaho – Masters
MLS– Library Science
Idaho –Certificate
ARC – Archive Studies
INF – Informatics
LAI – Leadership & Administration in Information Organizations
YSR – Youth Services

Colorado (Denver, CO)

Colorado – Masters
MLS– Library Science
Colorado –Certificate
ARC – Archive Studies
INF – Informatics
LAI – Leadership & Administration in Information Organizations
YSR – Youth Services

Oregon (Portland, OR)

Portland – Masters
MLS- Library Science
Portland –Certificate
ARC – Archive Studies
INF – Informatics
LAI – Leadership & Administration in Information Organizations
YSR – Youth Services

Utah (Salt Lake City, UT)

Utah – Masters

MLS- Library Science

Utah –Certificate

ARC – Archive Studies

INF – Informatics

LAI – Leadership & Administration in Information Organizations

YSR – Youth Services

South Dakota (Sioux Falls, SD)

Utah – Masters

MLS- Library Science

Utah –Certificate

ARC – Archive Studies

INF – Informatics

LAI – Leadership & Administration in Information Organizations

YSR – Youth Services

Nevada (Las Vegas, NV)

Nevada – Masters

MLS- Library Science

Nevada –Certificate

ARC – Archive Studies

INF – Informatics

LAI – Leadership & Administration in Information Organizations

YSR – Youth Services

Appendix B – Off Campus Face-to-Face Academic Extension Course/Workshop Application Form

Emporia State University must submit a proposal for off-campus face-to-face academic extension courses which are not part of an approved extension specialty program and offered outside our geographic services prior to any public announcements of the course.

To request approval for off-campus face-to-face academic extension courses within the Kansas City metropolitan area the proposal must be submitted no less than 45 days prior to publication or advertising of the course/workshop. Outside of the Kansas City metropolitan area the proposal must be submitted no less than 30 days prior to publication or advertising of the course/workshop.

Instructor

First Name:

Last Name:

Phone:

Department:

E-mail:

Course Information

Course Number:

Course Title:

Course Location:

Course Dates/Time:

Credit Level (UG or GR): Choose an item.

Proposal Detail

1. *Briefly describe the course and course objectives?*

2. *What will the enrollment caps be and how frequently will this course be offered?*

3. *Attach a syllabus for the course.*

Please obtain the following signatures upon completion of the application. Distance Education office will inform the Department upon approval of the proposed course.

Faculty Member

Date

Department Chair

Date

Dean of School or College

Date

Dean of Graduate School & Distance Education

Date

Provost

Date

Appendix C – Distance Education Academic Appeals Policy

POLICIES/PROCESS

Academic Appeals Policy

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

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

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

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

1. The student should make every attempt, when possible, to discuss the issue with the faculty member involved in a face-to-face meeting and attempt to resolve the issue. If this meeting between the student and the faculty member does not resolve the issue to the student's satisfaction, the student may contact the department chair. The student is required to put in writing the particulars of the matter in conflict and submit this to the department chair.
2. The department chair is to verify whether the student has attempted a formal conference with the faculty member prior to discussing the matter with the student. The department chair's role is to attempt to clarify the conflict between student and faculty and mediate the positions and interests of both parties and, if possible, identify resolution options that are acceptable to both parties.

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

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

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

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

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

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

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

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

Makeup of the Departmental Appeals Committee

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

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

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

Makeup of the School/College Academic Appeals Committee

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

acceptance of 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.

Academic Dishonesty Policy

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

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

In addition, 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 direction of a program may request from the Provost and Vice President for Academic Affairs and Student Life 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 direction of a program may submit to the office of the Provost and Vice President for Academic Affairs and Student Life 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 and Student Life 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 Provost/Vice President for Academic Affairs.

Appendix D – Emergency Procedures for ESU – Kansas City

Fire 911 Evacuate - then call
Police 911 Please also call building management
Ambulance 911 Please also call building management

Report: Name - address - nature of concern

Non-emergency – Fire 913-888-6066
 Police 913-895-6000

All Building and Maintenance Concerns: Colliers International
Main (answered 24/7) – 816-531-5303
Fax - 816-531-5409

Main Contact: DiAnna Germeyer
 Tenant Relations/Insurance Specialist | Kansas City
 Dir +1 816 556 1145
 Main +1 816 531 5303 | Fax +1 816 531 5409
 dianna.germeyer@colliers.com

Please give name, nature of concern, suite #, and return phone number.

FIRE PROCEDURES TO EVACUATE THE BUILDING - Do Not Use the Elevators

1. Notify the Fire Department immediately at 911.
2. Notify the building office at (816) 561-6161
3. FIRE EXTINGUISHERS.
4. Please remember
 - A tenant should not attempt to fight a major fire on his own. It is best to let properly trained individuals fight a fire.
 - If the fire is very small, i.e., papers burning in a wastebasket, the use of a fire extinguisher may suffice in controlling the danger. Each floor has two fire extinguishers located in the hallway. They are located near the emergency exit doors. (See floor plan for location.) Remember: even in the case of a small fire, always notify the building office.
5. Pull Station Locations
 - Building 25
 - 1st floor - Primarily adjacent to exit doors.
 - 2nd floor - West entry (bridge entry) hallway and adjacent to fire stairs.
 - 3rd - 6th floors - Adjacent to fire stairs.

6. Fire Hose and Extinguishers
 - Located adjacent to rest rooms.

Bomb Threat Procedures

1. Notify the police and building office immediately
 - Police Department at 911
 - Building Office at (816) 561-6161
2. Follow the directions given by the Police.
3. Search
 - Keep a lookout for strange or suspicious items. DO NOT TOUCH any suspicious item. Some bombs are set to detonate upon movement.
 - Report any strange or suspicious item to the Police and/or the Building Office.
 - Remember, outside personnel do not know your premises as well as you do. What appears commonplace to an outsider may well be out of place to you.
4. Evacuate
 - The best procedure is to clear the immediate area where the bomb is located and follow the directions of the experts.

Bomb Threat Checklist

1. In all cases involving potentially explosive devices,
2. DO NOT TOUCH OR ATTEMPT TO MOVE ANY SUSPECTED DEVICE OR OBJECT.
3. Isolate the area and evacuate all persons to a safe distance.
4. Notify the Emporia Police and Emporia Fire Departments for assistance.
5. Establish and control a perimeter.
6. WAIT FOR THE EXPERTS.
7. Do not begin repopulation until the device is declared safe and/or removed.
8. Complete post incident review and evaluation.
- 9.

Tornado Procedure

1. If there is time, immediately go to the lowest level of the building.
2. If there is not sufficient time to go to the lowest level of the building, go to an interior area of the office or floor away from the exterior windows. Get under a sturdy structure such as a desk or table. Remain there until it is safe to leave.

Evacuation Procedures for ESU-Kansas City Building

Modern buildings are constructed to meet most emergency situations with minimal impact. Many emergencies will be contained in a local area, making it unnecessary in many cases to evacuate an entire building. Thus, any evacuation will most likely take place in stages, starting with the emergency area and working away from it.

When an emergency situation exists within a building, a “rule of thumb” used is to place a minimum of two floors between the area of danger and the individuals being evacuated. Although we tend to think of an evacuation as leaving the building, in certain types of emergencies it may be safer to evacuate to higher floors in the building as opposed to the street exit. This depends on the nature of the emergency as well as conditions at the time.

If it is determined that an area, floor or multiple floors must be evacuated, the following steps should be initiated:

1. Pertinent information and relocation instructions will be communicated by each office’s representative. In case one has not been appointed by the tenant, each individual is responsible for following the instructions below.
2. The tenant’s representative should coordinate the evacuation of their respective suite’s occupants and verify that all area personnel have been evacuated to a “safe” location.
3. The tenant’s representative should be the last person to leave their suite after making a final inspection to ensure that all personnel have evacuated. Upon arrival at a “safe” location, the representative shall maintain calm and quiet among their personnel and await further instructions from the emergency personnel.
4. During the evacuation, some general policies that should be observed are:
 - At all times maintain a calm, quiet, steady exit.
 - Keep conversation to a minimum.
 - Find the nearest exit and leave the building.
 - Care should be taken not to interfere with emergency services or personnel.

Distance Education & Graduate School Staff Contacts

Staff	Position	Email	Phone	Location
Jerald Spotswood	Dean of Graduate School and Distance Education	jspotswo@emporia.edu	877-332-4249 or 620-341-5385	DE & Grad School
Jenny Jiang	Distance Coordinator	fjiang@emporia.edu	877-332-4249 or 620-341-5262	Distance Education
Linda Turney	Administrative Assistant	lturney@emporia.edu	877-332-4249 or 620-341-5081	Distance Education
Jaclyn Wolf	Assistant Director of ESU-KC	jwolf4@emporia.edu	913-338-4378	ESU-KC
Ally Gomer	Recruitment Event Coordinator	agomer@emporia.edu	913-338-4378	ESU-KC
Brandi Turner	Associate Director-Graduate Admissions	bbeckman@emporia.edu	800-950-4723 or 620-341-5513	Graduate School
Yesenia Vazquez	Sr. Administrative Specialist	ymorales@emporia.edu	800-950-4723 or 620-341-5272	Graduate School
Alex Ortiz	Enrollment Management Assistant	aortiz4@emporia.edu	800-950-4723 or 620-341-55314	Graduate School
Jessica Birk	Administrative Assistant	jsiebert@emporia.edu	800-950-4723 or 620-341-5509	Graduate School
Jan Gerstner	Assistant to the Dean	jgerstn1@emporia.edu	620-341-5508	Graduate School
Mary Sewell	Grad School Coordinator	msewell@emporia.edu	800-950-4723 or 620-341-6404	Graduate School
Kerri Jackson	Associate Director of Graduate Recruiting and Marketing	kjacks20@emporia.edu	800-950-4723 or 620-341-5430	Graduate School
Bryan Jones	Grant Financial Administrator	bjones17@emporia.edu	620-341-5351	Research & Grants Center
James Willingham	Degree Analyst	jwilling@emporia.edu	620-341-5501	Graduate School

Program Contacts - Undergraduate Distance Program Contacts

Effective Fall 2019 – Summer 2020

Program	Contact	Email	Phone	Location
BS Business	Shelby Clark	sclark14@emporia.edu	620-341-5523	Online
BS Interdisciplinary Studies	Adam Koci	dis@emporia.edu	620-341-5583	Online
BSE Elementary Ed	Ashley Udell	audell@emporia.edu	913-469-8500 Ext. 3676	JCCC/ESU-KC
BSE Elementary Ed	Todd Roberts	troberts@emporia.edu	316-322-3375	BCC

Program Contacts - Graduate Distance Program Contacts

Effective Fall 2019 – Summer 2020

Program	Contact	Email	Phone	Location
MACC Accountancy	Luke Akers	lakers@emporia.edu	877-322-4249 x5232	Online
MBA Business Administration	Luke Akers	lakers@emporia.edu	877-332-4249 x5232	Online
MS Business Education	Luke Akers	lakers@emporia.edu	877-332-4249 x5232	Online
MS Curriculum and Instruction	Megan O'Brien	mobrien1@emporia.edu	877-322-4249 x5776	Online Olathe
MS Early Childhood Unified	Erin Tuttle	etuttle@emporia.edu	877-322-4249	Online
MS Educational Administration	Megan O'Brien	mobrien1@emporia.edu	877-322-4249 x5776	Online Olathe
MA English	Mel Storm	mstorm@emporia.edu	877-322-4249 x5563	Online
MS Health, Physical Education & Recreation	Vicki Worrell	vworrell@emporia.edu	877-322-4249	Online
MA History	Amanda Miracle	amiracle@emporia.edu	877-332-4249 x5538	Online
MS Informatics	Bekah Selby	rselby@emporia.edu	877-332-4249 X5583	Online
MS Instructional Design and Technology	Jozenia Colorado	jcolorad@emporia.edu	877-322-4249 x5829	Online
MS Instructional Specialist (Reading Specialist PK-12)	Elizabeth Dobler	edobler@emporia.edu	877-322-4249 x5762	Online
MS Instructional Specialist (Elementary Content/STEM)	Sara Schwerdtfeger	sschwerd@emporia.edu	877-322-4249 X5409	Online
MLS Library Science	Kathie Buckman	kbuckman@emporia.edu	877-332-4249 x5203	Emporia/Online
MLS Library Science	Jennifer Beckley	jbeckley@emporia.edu	620-803-8720	ESU-KC
MLS Library Science	David Willis	dwillis3@emporia.edu	620-794-9001	Denver, CO

Program Contacts

Graduate Distance Program Contacts

Effective Fall 2019 – Summer 2020
(Cont'd)

Program	Contact	Email	Phone	Location
MLS Library Science	Pierina Parise	pparise@emporia.edu	503-223-8280	Portland, OR
MLS Library Science	Dale Monobe	dmonobe@emporia.edu	801-946-5265	Salt Lake City, UT
MLS Library Science	Elizabeth Hoffman	ehoffma1@emporia.edu	620-412-6453	Sioux Falls, SD
MLS Library Science	Deana Brown	dbrown2@emporia.edu	986-200-3236	Boise, ID
MLS Library Science	Dale Monobe	dmonobe@emporia.edu	801-946-5265	Las Vegas, NV
MS Mathematics	Chad Wiley	cwiley1@emporia.edu	877-322-4249 x5281	Online
MM Music Education	Andrew Houchins	ahouchin@emporia.edu	877-322-4249 X6089	Online
MS Physical Science (Earth Science)	Michael Morales	mmorales@emporia.edu	877-322-4249 x5978	Online
MS Rehabilitation Counseling	Damara Paris	dparis@emporia.edu	877-332-4249 x5220	Online
MS School Counseling	Melissa Briggs	mbriggs1@emporia.edu	913-338-4378	ESU-KC
MS Special Education (High Incidence)	Marjorie Bock	mbock1@emporia.edu	877-322-4249	Online
MS Special Education (Gifted, Talented and Creative)	Connie Phelps	cphelps@emporia.edu	877-322-4249	Online
MED Teaching	Megan O'Brien	mobrien1@emporia.edu	877-332-4249 x5776	Online
MA TESOL	Cate Crosby	ccrosby1@emporia.edu	877-322-4249 x5829	Online

Program Contacts-

Certificate Program Contacts

Effective Fall 2019 – Summer 2020

Program	Contact	Email	Phone	Location
CRT/ARC – Archives	Kathie Buckman	kbuckman@emporia.edu	877-332-4249 x5203	Online
CRT/AUT – Autistic Spectrum Disorders	Marjorie Bock	mbock1@emporia.edu	877-332-4249	Online
CRT/ELT – eLearning and Online Teaching	Jozenia Colorado	jcolorad@emporia.edu	877-322-4249 x5829	Online
CRT/ENC – English	Mel Storm	mstorm@emporia.edu	877-332-4249 X5563	Online
CRT/EST – Elementary STEM	Tiffany Hill	thill7@emporia.edu	877-332-4249	Online
CRT/GSA – Geospatial Analysis	James Aber	jaber@emporia.edu	877-332-4249 x5981	Online
CRT/HIC – History	Amanda Miracle	amiracle@emporia.edu	877-332-4249 x5538	Online
CRT/INF – Informatics	Kathie Buckman	kbuckman@emporia.edu	877-332-4249 x5203	Online
CRT/ITL – Info, Tech & Scientific Literacy	Mirah Dow	mdow@emporia.edu	877-332-4249 x5203	Online
CRT/LAI – Leadership & Administration in Information Organizations	Kathie Buckman	kbuckman@emporia.edu	877-332-4249 x5203	Online
CRT/MAC – Mathematics	Chad Wiley	cwiley1@emporia.edu	877-322-4249 x5281	Online
CRT/PYL – Psychology of Learning	Jim Persinger	jpersing@emporia.edu	877-322-4249 x5317	Online
CRT/TWT – Teaching with Technology	Jozenia Colorado	jcolorad@emporia.edu	877-322-4249 x5829	Online
CRT/TSL – TESOL	Cate Crosby	ccrosby1@emporia.edu	877-322-4249 x5829	Online
CRT/YSR – Youth Services	Kathie Buckman	kbuckman@emporia.edu	877-332-4249 x5203	Online

Program Contacts-

Licensure Program Contacts

Effective Fall 2019 – Summer 2020

Program	Contact	Email	Phone	Location
LIC/BL - Building Level Administrator	Megan O'Brien	mobrien1@emporia.edu	877-322-4249 x5776	Online Olathe
LIC/DL - District Level Administrator	Megan O'Brien	mobrien1@emporia.edu	877-322-4249 x5776	Online Olathe
LIC/ECU/K - Early Childhood Unified B-K	Erin Tuttle	etuttle@emporia.edu	877-322-4249	Online
LIC/ECU/8 - Early Childhood Unified B-8	Erin Tuttle	etuttle@emporia.edu	877-322-4249	Online
LIC/ESL - English as a Second Language	Cate Crosby	ccrosby1@emporia.edu	877-322-4249 x5829	Online
LIC/LM - Library Media Specialist	Jennifer Beckley	jbeckley@emporia.edu	620-803-8720	ESU-KC
LIC/HEDE - Health Education	Shawna Shane	sshane@emporia.edu	877-322-4249 X5848	Online
LIC/RSK - Reading Specialist	Elizabeth Dobler	edobler@emporia.edu	877-322-4249 x5762	Online
LIC/ASE - Special Education (High Incidence)	Marjorie Bock	mbock1@emporia.edu	877-322-4249	Online
LIC/GF - Special Education (Talented, Gifted, & Creative)	Connie Phelps	cphelps@emporia.edu	877-322-4249	Online