

# EMPORIA STATE UNIVERSITY™

2025-2026

## Consumer Information Handbook

This information is provided in compliance with the Department of Education's Consumer Information Act, the Student-Right-to-Know Act, and the Higher Education Opportunity Act. Although every effort is made to present the most accurate, helpful and up-to-date information, the content of this information is subject to change due to alterations in federal, state, or college policy and procedure.

Emporia State University provides financial assistance to all eligible students regardless of race, color, national origin, sex, age or disability.

Updated on 10/23/2025



THIS PAGE INTENTIONALLY LEFT BLANK

## TABLE OF CONTENTS

<b>Section 1 Financial Aid Information</b>		
1.1	Student Rights/Responsibilities	8
	<ul style="list-style-type: none"> <li>• Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)</li> <li>• You have the right to know</li> <li>• You are responsible for</li> </ul>	
1.2	Hornet 365	9
1.3	2025-2026 Costs	10
	<ul style="list-style-type: none"> <li>• Cost of Attendance</li> <li>• Net Price Calculator</li> <li>• Over award Policy</li> </ul>	
1.4	Enrollment Levels for Financial Aid Purposes	13
1.5	Application Process	14
	<ul style="list-style-type: none"> <li>• Verification</li> <li>• Summer Financial Aid Eligibility</li> <li>• Professional Judgment</li> <li>• Study Abroad</li> <li>• Consortium Agreements</li> <li>• Teacher Licensure</li> <li>• Graduate Prerequisites</li> <li>• Veterans Readmission</li> <li>• Home School Students</li> </ul>	
1.6	Federal Aid	17
	<ul style="list-style-type: none"> <li>• Federal Pell Grant</li> <li>• Iraq and Afghanistan Service Grant</li> <li>• Federal Supplemental Educational Opportunity Grant</li> <li>• Teacher Education Assistance for College and Higher Education (TEACH) Grant</li> <li>• Federal Work-Study</li> <li>• Direct Stafford Loan (Subsidized and Unsubsidized)</li> <li>• Direct Parent PLUS Loan</li> <li>• Direct Graduate/Professional PLUS Loan</li> </ul>	
1.7	State Aid	21
1.8	Tuition Waiver/Benefit Programs	22
1.9	Scholarships	23
1.10	Other Resources	24
	<ul style="list-style-type: none"> <li>• Bureau of Indian Affairs/Tribal Fund</li> <li>• Jones Foundation Educational Grant</li> <li>• Jones Foundation Success Scholarship</li> <li>• Private/Outside Scholarships</li> <li>• Private Education Loans</li> <li>• Veterans Administration (VA) Benefits</li> <li>• Veterans Tuition Benefit</li> <li>• Americorps</li> <li>• Vocational Rehabilitation</li> </ul>	

1.11	Aid Offer Notification	26
	<ul style="list-style-type: none"> <li>• Revisions</li> <li>• Award Appeals</li> </ul>	
1.12	Award Disbursement	27
	<ul style="list-style-type: none"> <li>• Extended Payment Plan</li> </ul>	
1.13	Satisfactory Academic Progress Policy	28
	<ul style="list-style-type: none"> <li>• Policy</li> </ul>	
1.14	Return of Title IV Financial Aid	29
	<ul style="list-style-type: none"> <li>• How a Withdraw from Class or School Affects Financial Aid</li> <li>• How “Earned” Financial Aid is Calculated</li> <li>• Modules</li> <li>• Types of Withdrawals</li> <li>• What is Considered the Date of Withdraw?</li> <li>• When is all Aid Considered “Earned”?</li> <li>• What Happens when a Student Fails to Begin Attendance?</li> <li>• Definition of Academic Engagement</li> <li>• Student Notification of Results of Calculation</li> <li>• Which Funds are Subject to the Return of Title IV Calculation?</li> <li>• Effects of Withdrawal to Direct and Perkins Loan Grace Periods</li> <li>• How State Aid is Affected by a Withdrawal</li> <li>• How Institutional Aid is Affected by a Withdrawal</li> <li>• Consequences of Non-Payment</li> <li>• Post-Withdrawal Disbursements</li> </ul>	
1.15	Students with Federal Loans (Direct Stafford, Direct Parent PLUS, Direct Graduate PLUS, Perkins)	32
	<ul style="list-style-type: none"> <li>• General Information</li> <li>• Student Loan Code of Conduct</li> <li>• Average Federal Loan Indebtedness for Graduates of Emporia State University</li> <li>• Where can I find information about the student loans I’ve received?</li> </ul>	
1.16	Contact Information	33
	<ul style="list-style-type: none"> <li>• General Contact Information</li> <li>• Contact Information for Financial Aid, Scholarships, &amp; Veterans Services</li> <li>• Contact Information for the Federal Student Aid Ombudsman</li> </ul>	
2.1	ESU Accreditation Information	35
2.2	Educational Programs	36
2.3	Student Services for Disabled Students	37
2.4	Transfer of Credit	38
2.5	Student Body Diversity	39
2.6	Retention and Completion Rates	41
	<ul style="list-style-type: none"> <li>• Disaggregated Completion/Graduation Rates</li> </ul>	
2.7	Graduates of ESU	42
2.8	Teacher Preparation Program Report (Title II Reporting)	43
2.9	Cohort Default Rate & Borrowing Rates	44
3.1	Drug and Alcohol Prevention	46
3.2	Campus Security	46

3.3	Missing Persons	46
3.4	Emergency Response	47
3.5	Fire Safety	47
3.6	Institutional Policy Regarding Vaccinations	48
3.7	Institutional Policy Regarding Copyright Infringement	48
3.8	Institutional Policy Regarding Peer to Peer File Sharing	49
3.9	Voter Registration	49
<b>Section 4</b>	<b>Athletics Information</b>	
4.1	Athletic Participation	51
<b>Section 5</b>	<b>Textbook Information</b>	
5.1	Textbook Information	53
<b>Section 6</b>	<b>Additional Information</b>	
6.1	College Navigator	55
6.2	Student Activities	55
6.3	University Student Complaints	56

THIS PAGE INTENTIONALLY LEFT BLANK

# **Section 1**

## **Financial Aid Information**

## 1.1 Student Rights/Responsibilities

**Privacy of Student Records –Family Educational Rights and Privacy Act (FERPA)** Emporia State University complies with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records. Once a student turns 18 or attends a post-secondary institution, rights under FERPA transfer from the parent to the student. Students have the right to inspect and request corrections to their records and to control most disclosures of personally identifiable information.

For more information, visit the [Office of the Registrar's FERPA page](#).

### **You have the right to know:**

- What financial assistance programs are available, including federal, state, institutional, and private sources
- The deadline for submitting applications for each of the programs
- How financial aid eligibility is determined, including how the Student Aid Index (SAI) is used in place of the former Expected Family Contribution (EFC)
- An accurate estimate of the total cost of attending ESU, including tuition & fees, room & board, books & supplies, transportation, personal and miscellaneous expenses, and loan fees
- A description of each type of aid in your financial aid package, including grants, loans, scholarships, and work-study
- What portion of your aid must be repaid (loans), and what portion does not require repayment (grants/scholarships). If you receive a loan, you have the right to know:
  - The interest Rate
  - The total amount to be repaid
  - Repayment procedures and timelines
  - When repayment begins
- The university's refund and repayment policy
- How the university determines whether you are maintaining Satisfactory Academic Progress (SAP) and the consequences of not meeting SAP standards

### **You are responsible for:**

- Completing all required financial aid applications accurately and submitting them on time
- Responding promptly to requests for additional documentation, corrections, or verification materials from Financial Aid, Scholarships, & Veterans Services
- Reading and understanding all forms and agreements you are asked to sign, and retaining copies for your records
- Fulfilling all obligations of any agreement that you sign
- Promptly reporting changes in your name, address, or phone number to the appropriate university offices
- Regularly monitoring your ESU email and Hornet 365 account for important updates and communications
- Accessing your Hornet 365 account
- Monitoring your financial aid status and billing information through Hornet 365
- Maintaining Satisfactory Academic Progress as defined in Section 1.13
- Notifying Financial Aid, Scholarships, & Veterans Services of the following:
  - Any outside resources (e.g., private scholarships) that must be counted toward your financial aid eligibility
  - Changes in your enrollment status, residency, academic program, or classification
  - Significant changes in your financial situation since filing the FAFSA, including unusual circumstances that may warrant a Professional Judgment review
  - If you have defaulted on a federal student loan, filed for bankruptcy, or received a disability discharge or are in the process of doing so
  - If you received federal or state aid at another institution during the academic year

## **1.2** *Hornet 365*

*Hornet 365* is the student portal to our online campus system that provides you access to numerous resources such as your email, transcript information, class schedules, tuition and housing billing, library resources, and financial aid information. Access to this website is available once you are fully admitted to the university. Financial Aid, Scholarships, & Veterans Services will notify you when you need to access this website for financial aid purposes. You can access Hornet 365 at <https://www.hornet365.com>. If you have difficulty accessing Hornet 365, please contact the Help Desk at 877.341.5555 or [helpdesk@emporia.edu](mailto:helpdesk@emporia.edu).

## 1.3 2025-2026 Costs

### **Cost of Attendance**

The U.S. Department of Education requires that institutions establish a Cost of Attendance (COA) to determine eligibility for federal, state, and institutional financial aid. The COA—also referred to as a student budget—is an estimate of the educational expenses a student may incur during an academic year. It sets the maximum limit on the total amount of aid a student may receive.

COA components are defined by federal regulation and include both direct costs (billed by the university) and indirect costs (incurred as part of attending college but not paid directly to the institution). Budgets are differentiated by residency, academic level (undergraduate or graduate), and enrollment intensity (full-time, three-quarter-time, half-time, or less than half-time). See Section 1.4 for enrollment definitions.

Standard COA components include:

- Tuition and Fees: Based on average charges for full-time enrollment
- Housing and Food: Based on a two-person residence hall room and full meal plan
- Books, Course Materials, Supplies, and Equipment: Estimated using bookstore data and federal guidance
- Transportation: Estimated for education-related travel; does not cover all personal commuting costs
- Miscellaneous Personal Expenses: Modest allowance for personal care, clothing, and other essentials
- Loan Fees: Average origination fees for federal student loan borrowers
- Computer Allowance: One-time allowance for purchase or rental of a computer, if needed

Where possible, ESU uses the most current data from the U.S. Bureau of Labor Statistics, Consumer Expenditure Survey, and Consumer Price Index to inform indirect cost estimates.

The total academic year (fall and spring) budgets for full-time undergraduates and graduates are listed below.

	Resident	Partnerships	Non-Resident	Non-Resident SLIM
Undergraduate	\$24,392	\$27,248	\$32,960	N/A
Graduate	\$23,830	\$26,486	\$31,802	\$26,666
Accelerated Online Programs	Please visit <a href="https://www.emporia.edu/financial-aid/financial-information-consumers/graduated-accelerated-online-programs-cost-attendance/">https://www.emporia.edu/financial-aid/financial-information-consumers/graduated-accelerated-online-programs-cost-attendance/</a>			

Note: Actual expenses may vary based on individual circumstances, enrollment level, and housing choices

### **Budget Adjustments**

In certain cases, students may request a COA increase for documented, allowable expenses that exceed standard budget components. These may include:

- Childcare expenses
- Disability-related expenses
- Excessive out-of-pocket medical or dental costs
- Required professional licensure or certification fees
- Study abroad costs
- Additional tuition charges for program-specific requirements

Requests are reviewed on a case-by-case basis and do not guarantee additional aid eligibility. Contact Financial Aid, Scholarships, & Veterans Services for guidance and required documentation.

## **Net Price Calculator**

In accordance with the Higher Education Opportunity Act (HEOA), Emporia State University provides a Net Price Calculator to help prospective students estimate their out-of-pocket costs based on institutional data and federal methodology.

Access the calculator at:

<https://www.emporia.edu/financial-aid/financial-information-consumers/net-price-calculator-tool/>

## **Over award Policy**

An over award occurs when a student's total financial aid (federal, state, institutional, and outside aid) exceeds the student's Cost of Attendance (COA) or the student's demonstrated financial need. Emporia State University's Financial Aid, Scholarships, & Veterans Services (FASVS) will identify, correct, and document over awards to maintain compliance with federal and state requirements.

## **Key procedures**

- Initial and subsequent calculations
  - FASVS will perform an initial eligibility calculation when an official Student Aid Index (SAI) or ISIR is received and will recalculate whenever new information (enrollment changes, outside awards, corrected FAFSA, verification results, or parent/borrower credit decisions) affects eligibility.
  - If an initial calculation was performed on estimated data, FASVS will confirm or revise awards once official federal data is received.
- Order of Adjustments
  - Self-help aid (unsubsidized and subsidized Direct Loans, PLUS loans, and Federal Work-Study) will be reduced or canceled before gift aid (grants and scholarships).
  - Institutional scholarships that have conditions (e.g., full-time enrollment) will be reviewed and adjusted consistently with those conditions and federal packaging rules.
  - Outside and third-party awards will be counted as resources and incorporated into the award package.
- Timing and treatment of disbursed funds
  - If an over award is discovered before disbursement, awards will be adjusted, and students will be notified prior to funds being credited.
  - If an over award is discovered after funds have been disbursed, FASVS will correct the student's account and, if necessary, require return of funds according to federal return rules. Any required returns to federal programs will be made in the federally prescribed priority order.
  - Students will be billed for any remaining institutional balance created by an over award and are liable for repayment of improperly disbursed funds.
- Notification and documentation
  - Students will receive written notifications to their ESU email and via Hornet 365 explaining the over award, the specific adjustments made, the reason for the adjustment, and any actions the student must take (e.g., loan cancellation, repayment).
  - FASVS will maintain documentation of the over award determination, calculations, communications, and any student responses for audit and compliance purposes.
- Repayment and appeals options
  - When a student is required to return disbursed aid, they will be given the opportunity to repay the funds to avoid defaulting on institutional obligations or federal requirements. Federal grant return deadlines and student repayment timelines will be followed.
  - Students may appeal adjustments if they believe the recalculation or the inclusion of outside resources is incorrect. Appeals must be submitted in writing with supporting documentation to the Director of Financial Aid, Scholarships, & Veterans Services within the timeframe specified in the notification. Appeals will be reviewed, and a written decision will be issued.

- Special circumstances and professional judgment  
FASVS may use professional judgment consistent with federal guidance to resolve complex overaward scenarios (for example, to reallocate allowable COA increases or consider unusual outside resources). All professional judgment actions will be documented and any resulting change in eligibility communicated to the student.
- Preventive practices  
ESU will attempt to minimize over awards by verifying outside awards at the time of offer, advising students to report external aid promptly, and performing timely reconciliations before disbursement. FASVS will update institutional packaging rules annually to reflect regulatory changes.

Contact and further information:

Office of Financial Aid, Scholarships, & Veterans Services:

[finaid@emporia.edu](mailto:finaid@emporia.edu)

620.341.5453

## 1.4 Enrollment Levels for Financial Aid Purposes

Below is a chart that details the enrollment levels used by our office to determine your eligibility for financial aid programs:

### All Undergraduates\*\*

#### Summer Term

Less-Than Half-Time*	Half-Time	Three-Quarter-Time	Full-Time
1-4	5-6	7-8	9 or more

#### Fall Term

Less-Than Half-Time*	Half-Time	Three-Quarter-Time	Full-Time
1-5	6-8	9-11	12 or more

#### Spring Term

Less-Than Half-Time*	Half-Time	Three-Quarter-Time	Full-Time
1-5	6-8	9-11	12 or more

### Graduates

#### Summer Term

Less-Than Half-Time*	Half-Time	Three-Quarter-Time	Full-Time
1-4	5-6	7-8	9 or more

#### Fall Term

Less-Than Half-Time*	Half-Time	Three-Quarter-Time	Full-Time
1-4	5-6	7-8	9 or more

#### Spring Term

Less-Than Half-Time*	Half-Time	Three-Quarter-Time	Full-Time
1-4	5-6	7-8	9 or more

### Graduate Accelerated Online Programs

#### Summer, Fall, & Spring Terms

Less-Than Half-Time*	Half-Time	Three-Quarter-Time	Full-Time
1-2	3	4-5	6 or more

\*Loan minimums: You must be enrolled at least half-time to qualify for Direct Stafford and Direct Parent PLUS loans; most state, institutional, and outside awards require full-time enrollment. Please refer to sections 1.7 – 1.10 for more information on these programs.

\*\*Includes Teacher Licensure students

\*\*\*Graduate/accelerated programs & prerequisites: Graduate students must enroll in at least 5 **graduate-level** hours; Accelerated Online Programs require at least 3 **graduate-level** hours. **Undergraduate credits are not funded unless they are documented program prerequisites**; submit the Graduate Prerequisite Worksheet at Emporia State’s Financial Aid forms page for consideration.

## 1.5 Application Process

### 1. Apply for Admission (must be degree-seeking program to be eligible for financial aid)

<p>Undergraduates</p> <ul style="list-style-type: none"> <li>• <a href="#">Online Application</a><a href="http://www.emporia.edu/dotAsset/ad0cfc16-0b8e-4975-9489-1024b654dfb4.pdf">http://www.emporia.edu/dotAsset/ad0cfc16-0b8e-4975-9489-1024b654dfb4.pdf</a></li> <li>• Contact: Undergraduate Admissions 1 Kellogg Circle Campus Box 4034 Emporia KS 66801-5415 Memorial Union 105 620.341.5465 877.GO.TO.ESU (Toll-Free) <a href="mailto:Go2ESU@emporia.edu">Go2ESU@emporia.edu</a> <a href="http://www.emporia.edu/admissions-costs/admissions-and-costs">www.emporia.edu/admissions-costs/admissions-and-costs</a></li> </ul>	<p>Graduates</p> <ul style="list-style-type: none"> <li>• <a href="#">Online Application</a></li> <li>• Contact: Graduate Admissions 1 Kellogg Circle Campus Box 4003 Emporia KS 66801-5415 Plumb Hall Room 313 620.341.5403 800.950.GRAD (Toll-Free) <a href="mailto:gradinfo@emporia.edu">gradinfo@emporia.edu</a> <a href="http://www.emporia.edu/graduate-school/admissions-costs">www.emporia.edu/graduate-school/admissions-costs</a></li> </ul>
---	--

### 2. Pay the Application Fee

Undergraduates	\$30	Payable to Office of Admissions
Graduates	Varies	Payable to Graduate Studies and Research

### 3. Apply for Scholarships

- All Students –<https://www.emporia.edu/admissions-costs/admissions-and-costs/scholarships/>

### 4. Complete the Free Application for Federal Student Aid (FAFSA)

- File the FAFSA online at <https://studentaid.gov/h/apply-for-aid/fafsa> and include ESU’s school code.
  - Call 800.433.3243 for a paper application
  - You must submit a FAFSA for every award year you wish to be considered for federal aid.
- FAFSA on the Web worksheets are available to assist you in completing the application online at <https://studentaid.gov/sites/default/files/2025-26-fafsa.pdf>
- Note: Upon completing the FAFSA, a Student Aid Report (SAR) is sent directly to the applicant. Please review the SAR for accuracy.
  - If corrections are necessary, you may do so online at <https://studentaid.gov/h/apply-for-aid/fafsa>.
- Note: In some cases, the federal government will select students for “verification.” If your application is selected, our office will determine what documentation is necessary to verify the information you reported on your FAFSA.

### 5. Kansas Residents, complete the Kansas Board of Regents Scholarship Application to be considered for Kansas Grant programs.

- [http://www.kansasregents.org/students/student\\_financial\\_aid/scholarships\\_and\\_grants](http://www.kansasregents.org/students/student_financial_aid/scholarships_and_grants)
  - Typical deadlines:
    - Have the FAFSA completed by April 1
    - Submit the KBOR application by May 1 to be considered for most KBOR programs.
  - See the Kansas Board of Regents Scholarships & Grants page for current program eligibility, deadlines, and application.

## 6. Requested Documentation

- Submit requested documentation promptly.
  - After application and FAFSA submission, FASVS may request additional documents (verification forms, tax transcripts, identity/statement of educational purpose, etc.). Complete and return all requested documentation by the deadlines given to avoid delays or cancellation of awards.
  - Failure to respond or provide required documents may result in cancelled or reduced awards.

### **Additional notes**

Eligibility is contingent on admission to a degree-seeking program, verification completion (if selected), enrollment level, residency status, and timely receipt of required documents.

Reapply each year: you must submit a new FAFSA and ESU scholarship application (if applicable) each award year.

For program-specific admission or financial aid rules (teacher licensure, graduate prerequisites, accelerated online programs, veteran certification, consortium agreements, study abroad), follow the instructions on the program or department pages and notify Financial Aid, Scholarships, & Veterans Services to ensure correct award consideration.

### **Verification**

The FAFSA Processing System may select applicants for verification; Emporia State's Financial Aid, Scholarships, & Veterans Services (FASVS) also may select additional files for review. Verification confirms the accuracy of FAFSA data before federal Title IV funds are disbursed; a student's awards will not be finalized or disbursed until verification is complete.

### **What we verify and documentation**

FASVS follows Department of Education guidance about the specific FAFSA items to verify and the acceptable documentation, including updated 2025–2026 documentation lists and identity verification methods. Acceptable documentation now includes new identity verification options such as an institutional video call or third-party verification that meets national standards; the Statement of Educational Purpose is not required for 2025–2026 in most cases. Emporia State posts required verification forms and instructions on its Financial Aid Forms page and the Verification webpage.

### **Deadlines and timing**

FASVS will request and must receive verification documents in sufficient time to complete verification before disbursing Title IV funds. The Department of Education requires verification be completed before Title IV disbursement for students selected and receiving subsidized aid, and institutional deadlines will be provided to students; failure to submit required documents may delay, reduce, or cancel awards.

### **Verification outcomes and corrections**

If verification results in discrepancies, FASVS will correct the FAFSA information with the Department of Education, recalculate eligibility, and notify the student of any award adjustments, reductions, or repayments required. Corrections may affect SAI, Pell eligibility, loan eligibility, and other aid components.

### **Special verification populations**

FASVS will follow federal guidance for special populations, including incarcerated or confined students, homeless or unaccompanied youth, and other HUD-defined special cases; additional documentation or alternative processes may apply per federal instructions.

## **Summer Financial Aid Eligibility**

Summer is the start of the aid year; to be considered for summer 2025 awards at ESU you must: (1) have a completed 2025–2026 FAFSA on file, (2) be admitted to a degree-seeking program, and (3) be enrolled in summer term courses. Students must meet minimum enrollment thresholds for loan eligibility as described in Section 1.4; some PLUS considerations require prior coordination with FASVS. Section 1.4 outlines enrollment levels per term.

## **Professional Judgment/Special Circumstances**

If you have any unusual family or financial circumstances you do not feel have been reflected properly in the determination of your financial need, you are encouraged to contact us. These unusual circumstances may include one or more of the following: loss of job, change in income, divorce, medical expenses, death, and/or private elementary or secondary education costs. PJ decisions are made case-by-case, must be documented, and may change SAI and eligibility. Requests require supporting documentation and may affect award amounts across the aid year

## **Cost of Attendance Increases**

Students may request COA increases for allowable items (childcare, disability-related expenses, study abroad costs, required program fees, computer purchase when not already provided, etc.). Requests require documentation and do not guarantee additional Title IV eligibility; PJ may be used to consider these requests where regulatory guidance permits.

## **Study Abroad and Consortium Agreements**

FASVS will certify Title IV aid for eligible students in approved study abroad programs and may enter consortium agreements for cooperative programs when documented eligibility criteria are met. Students must request approval and submit consortium/study abroad paperwork in advance of enrollment to allow timely packaging and verification. Visit the Office of International Education's Study Abroad website at <https://www.emporia.edu/office-international-education/services-programs/study-abroad/> to learn more.

## **Teacher Licensure**

Students pursuing teacher licensure beyond a first bachelor's degree are evaluated per undergraduate packaging rules; some licensure coursework may not be Pell-eligible. Complete the ESU teacher licensure verification form with the Teacher Certification Office to document licensure eligibility; out-of-state licensure requires the appropriate state licensing documentation. This form is available at <https://www.emporia.edu/financial-aid/forms-publications-and-resources/>.

## **Graduate Prerequisites and accelerated programs**

Graduate applicants completing prerequisite undergraduate coursework for program admission must submit ESU's graduate prerequisite worksheet to request funding consideration; accelerated online program enrollment and funding follow program-specific COA and enrollment-level rules and must be documented with FASVS. This form can be found at <https://www.emporia.edu/financial-aid/forms-publications-and-resources/>.

## **Veterans Re-admission and certification**

Veterans who left ESU for active duty (more than 30 days) will be readmitted per university policy; students using VA education benefits must coordinate certification with FASVS and the Veterans Certification office to ensure correct reporting and to avoid overpayments or verification conflicts.

## **Home School Students**

Home school admissions follow Kansas Board of Regents policy and ESU admissions requirements; home-schooled students who meet admission and documentation requirements are eligible for Title IV programs and subject to the same verification and enrollment rules as other students.

## 1.6 Federal Aid

You must submit the FAFSA to be considered for federal student aid. Some programs are limited to specific student types (undergraduate/graduate, resident/non-resident) or require particular enrollment levels. For general program descriptions, see [studentaid.gov/types](http://studentaid.gov/types).

Basic federal eligibility requirements:

- File a completed FAFSA for the award year
  - Meet one of the Department of Education's high-school completion standards (high school diploma, GED, approved test, or state-recognized homeschool alternative)
  - Be enrolled or accepted for enrollment in an eligible degree or certificate program and be working toward that credential
  - Be a U.S. citizen or eligible noncitizen and have a valid Social Security Number (exceptions apply for certain Pacific Island jurisdictions)
  - Have a valid Social Security Number (unless you are from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau)
  - Register with the Selective Service if required
  - Maintain Satisfactory Academic Progress (see section 1.13)
  - Not be in default on a federal student loan and not owe a refund on a federal grant
  - Certify that you will use federal student aid only for educational purposes
- Only credit hours required for the student's program (including approved prerequisites where documented) count for federal aid purposes

Federal programs in which Emporia State participates:

- Federal Pell Grant (undergraduate first-bachelor eligibility rules apply) \*
- Iraq and Afghanistan Service Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Teacher Education Assistance for College and Higher Education (TEACH) Grant\*
- Federal Work-Study (campus employment)
- Direct Stafford Loan (Subsidized and Unsubsidized) \*
- Direct Parent PLUS Loan (for parents of dependent students) \*
- Direct Graduate/Professional PLUS Loan (for graduate/professional students) \*

**\*Sharing Information with the National Student Loan Data System (NSLDS)** - If you benefit from this program, your information will be shared with the appropriate agencies. Information about you as well as the federal aid program will be submitted to the National Student Loan Data System (NSLDS), and be accessible by guaranty agencies, lenders, and other institutions determined to be authorized users of NSLDS as required by federal regulations.

### **Federal Pell Grant**

Awarding is based on SAI and enrollment level; ESU initially may package Pell assuming full-time enrollment and will adjust awards to reflect actual enrollment at census. The SAI must be between -1,500 and 6,655. For the 2025-2026 award year, the award amount ranges from \$740 to \$7,395. Starting July 1, 2012, students are limited to 12 semesters (or 600%) of funding, and this calculation is retroactive. Summer Pell is awarded per the institutional summer packaging rules and is prorated for standard short terms.

Starting in 2017-2018, students may receive up to 150% of their Pell Grant in one aid year. To qualify, they must use 100% of their Pell for the year and be enrolled at least half-time in the term receiving the extra funds. At Emporia State, this typically applies to students attending year-round, with the additional Pell awarded in the spring term.

## **Iraq and Afghanistan Service Grant**

As of the 2526 Aid year, The Iraq and Afghanistan Service Grant is no longer a separate, ongoing grant program. Eligible dependents of a parent or guardian who died because of military service in Iraq or Afghanistan on or after September 11, 2001, may still qualify for aid under the Pell Special Rule that can result in award amounts up to the maximum Pell Grant.

## **Federal Supplemental Educational Opportunity Grant**

A grant program available to undergraduate students with exceptionally large need. The program requirements stipulate priority must be given to Pell Grant recipients with SAI of -1,500. Because of limited funds, grants at ESU are \$500 per year. Apply early for priority consideration.

## **Teacher Education Assistance for College and Higher Education (TEACH) Grant**

The TEACH Grant Program, established by the College Cost Reduction and Access Act of 2007, provides up to \$4,000 per year to students preparing to teach in high-need fields at public or private elementary or secondary schools serving low-income families. Awards are prorated based on enrollment and may not exceed the student's cost of attendance. Grants are subject to federal sequestration reductions (currently 5.70%).

Recipients must agree to teach full-time in a high-need subject, with at least 50% of teaching duties in the awarded field, for four academic years within eight calendar years of completing the program. Failure to meet this service obligation results in the grant converting to a Federal Direct Unsubsidized Loan, with interest accruing from the original disbursement date.

For more information on the TEACH grant including eligibility requirements, information about high-need fields, schools serving low-income students, and the Agreement to Serve, please visit <https://studentaid.gov/teach-grant-program>.

Students must complete an institutional application available at <https://www.emporia.edu/financial-aid/forms-publications-and-resources/> to be considered for this program.

## **Federal Work-Study**

Federal Work-Study is a student employment program funded with federal and university dollars and is available to students with financial need. Federal Work-Study is an opportunity for students to earn money through employment to help pay expenses and control loan debt. The amount of the award is the maximum earnings you may receive at a work-study position and is not a guarantee of your earnings. You must be a degree-seeking student to be eligible.

For more information on the terms and conditions of employment under the federal work-study program, please go to <https://www.emporia.edu/financial-aid/work-study/>.

## **Direct Stafford Loan (Subsidized and Unsubsidized)**

[Direct Stafford Loans](#) provides federal loans borrowed from the U.S. Treasury and administered to students through Emporia State University.

### **Types and interest treatment**

- Subsidized: Awarded based on financial need.
  - The federal government pays interest while you are enrolled at least half-time and during authorized deferments.
- Unsubsidized: Not need-based.
  - Interest accrues from disbursement and may be capitalized if unpaid, increasing the principal and future interest costs. Paying interest while in school reduces total repayment.

## **Accepting and originating loans**

Eligibility for Direct Stafford Loan eligibility appears on your award offer and must be accepted in Hornet 365. Once a loan has been accepted, FASVS will create a loan application (or origination) on your behalf with the Department of Education. The loan is not considered valid until the student has completed a Master Promissory Note (MPN) which serves as your application and promise to repay the loan. The MPN can be completed by going to <https://studentaid.gov/mpn/>.

In addition to the MPN, students must also complete Direct Entrance Loan Counseling at least once at ESU. Entrance Loan Counseling serves as a review of your rights and responsibilities as a Direct Stafford loan borrower, and loan proceeds cannot be disbursed unless a student has completed it. This requirement can also be completed by going to <https://studentaid.gov/counseling-selection>.

For information on interest rates and origination fees for this program, please visit <https://studentaid.gov/understand-aid/types/loans/interest-rates>.

You have the right to cancel all or a portion of Direct Stafford loan proceeds by contacting Financial Aid, Scholarships, & Veterans Services prior to disbursement or 14 days after disbursement.

## **Direct Parent PLUS Loan**

A Parent PLUS Loan (PLUS) is an unsubsidized federal loan available to a student's natural or adoptive parent or, in some cases, a stepparent, to help pay the student's cost of attendance; eligibility is not based on financial need. Borrowers may request up to the student's cost of attendance minus other estimated financial aid; satisfactory academic progress and required enrollment levels still apply. The Department of Education reviews the parent's credit history and may deny the loan for adverse credit.

To accept PLUS, the parent must complete the PLUS Loan Application and a Master Promissory Note (MPN) at [studentaid.gov](https://studentaid.gov); the school will originate the loan after the parent completes required documentation. If a parent is denied based on credit, the student may be offered additional unsubsidized Direct Loan funds up to independent annual limits upon completion of required steps.

Repayment generally begins after the loan is fully disbursed; deferment options are available and can be requested through the servicer. Borrowers should review current interest rates and loan fees at [studentaid.gov/understand-aid/types/loans/interest-rates](https://studentaid.gov/understand-aid/types/loans/interest-rates) and complete the Annual Student Loan Acknowledgment to review cumulative borrowing. Parents and students have the right to cancel all or part of a PLUS loan before disbursement or within 14 days after disbursement by contacting the school's financial aid office.

Eligibility for PLUS loans will be detailed on your award letter, and you must utilize Hornet 365 to accept the award offer. Once a loan has been accepted, FASVS will originate the loan with the Department of Education provided that the parent has completed a Master Promissory Note (MPN) and loan application. These can be completed by going to <https://studentaid.gov/mpn/>. If the parent applies for the loan and is denied, the student can be awarded additional unsubsidized Direct Stafford loans at the independent annual limits for their grade level.

## **Direct Graduate/Professional PLUS Loan**

Graduate and professional students may apply for a Direct Graduate/Professional PLUS loan to cover education costs up to their Cost of Attendance (COA) minus other estimated financial assistance; borrowers must maximize eligibility for Direct Unsubsidized loans before requesting a Grad PLUS. Eligibility requires enrollment in an eligible graduate or professional degree program and a credit check demonstrating no adverse credit history. Repayment generally begins 60 days after the final disbursement unless the borrower requests an in-school deferment with the servicer.

## Application and required steps

- Apply separately for a Grad PLUS loan and complete the Direct PLUS credit application process.
- Complete a Direct PLUS Master Promissory Note (MPN) prior to disbursement at <https://studentaid.gov/mpn/>.
- Complete required entrance counseling for PLUS borrowers at <https://studentaid.gov/counseling-selection>.
- Borrowers must first accept their full annual Direct Unsubsidized loan eligibility before packaging Grad PLUS funds.

## Terms, fees, and disclosures

- Interest rates and origination fees are set by federal law and posted at <https://studentaid.gov/understand-aid/types/loans/interest-rates>; ESU will provide current rate and fee information at loan offer.
- Loan data are reported to NSLDS and accessible to authorized users as required by federal regulations.

## Timing and disbursement

Funds will not be disbursed until admission, enrollment level, and all counseling/MPN requirements are met, and any required credit decision and documentation are complete. ESU follows federal timing rules for PLUS loan disbursements and will notify borrowers of required actions.

## Borrower responsibilities and cancellation

Borrowers must complete all promissory note and counseling requirements and may cancel all or part of a PLUS loan within federal cancellation timeframes; cancellation procedures and deadlines will be provided with the award notice. Failure to repay may result in default and adverse credit consequences.

## Regulatory note (effective changes)

Under current federal legislative changes, the Graduate/Professional PLUS program is subject to statutory transition rules beginning **July 1, 2026**. Prospective borrowers and current borrowers should consult Financial Aid, Scholarships, & Veterans Services and the Department of Education for the latest eligibility, transition provisions, and any program phase-out timelines.

## How to apply or get help

Contact Financial Aid, Scholarships, & Veterans Services to review eligibility and next steps:

[finaid@emporia.edu](mailto:finaid@emporia.edu)

620.341.5453

<https://www.emporia.edu/financial-aid/>

## 1.7 State Aid

The State of Kansas administers multiple scholarship and grant programs for Kansas residents through the Kansas Board of Regents (KBOR). Emporia State students who are Kansas residents must complete both the FAFSA and the KBOR State of Kansas Student Aid Application to be considered for most state awards

Please visit the Kansas Board of Regent's website at [https://www.kansasregents.org/scholarships\\_and\\_grants](https://www.kansasregents.org/scholarships_and_grants) for more information.

### How to apply and timing

- Complete the FAFSA for the award year and list Emporia State's school code.
- Complete the KBOR State of Kansas Student Aid Application (online) as instructed on the KBOR Student Financial Aid portal; the KBOR application opens seasonally (the 2026–2027 application will open in early January 2026).
- Many KBOR programs require the FAFSA to be completed by April 1 and the KBOR application by May 1 to receive priority consideration; however, program deadlines vary (for example, the Kansas Promise Scholarship and other service or program-specific awards have separate deadlines). Submit both applications early and verify program-specific dates on the KBOR site.

### Programs and eligibility

- KBOR administers programs including need- and service-based grants and scholarships such as the Kansas Grant, Kansas Promise Act Scholarship, adult learner grants, and service obligation scholarships; each program has distinct residency, enrollment, course, and post-award service requirements.
- Awarding of state funds is contingent on legislative appropriations and program rules; availability and award amounts may change annually.

### Important notes and resources

- Emporia State verifies Kansas residency and enrollment for state awards; reporting changes in residency or enrollment to Financial Aid, Scholarships, & Veterans Services may affect state eligibility.
- Review program eligibility, application instructions, and deadlines on the KBOR Scholarships & Grants page and the Kansas Student Financial Aid portal before applying.
- For KBOR application questions and issues, contact KBOR Student Financial Aid at [scholars@ksbor.org](mailto:scholars@ksbor.org) or use the KBOR online help resources.

## 1.8 Tuition Waiver/Benefit Programs

Emporia State offers several tuition waiver and tuition assistance programs. These benefits can reduce billed tuition and fees but may affect Cost of Attendance (COA) and federal aid eligibility because waivers and tuition assistance are treated as resources when packaging Title IV aid. Contact Financial Aid, Scholarships, & Veterans Services for an eligibility review before relying on a waiver for planning or awarding purposes.

### **Employee and dependent tuition assistance**

Benefit eligible ESU employees, spouses, and eligible dependents may receive tuition assistance or fee waivers under the University's Employee Tuition Assistance programs; eligibility, hours covered, and limits (including the first year employment restriction and semester/hour caps) are set by Human Resources and the tuition assistance policy.

Employees in benefits -eligible positions (typically  $\geq 50\%$  appointment) are eligible for privilege fee waivers and may apply for additional tuition assistance after the first year; specific provisions and application procedures are available from HR and Cashiering/Controller's Office.

For information regarding the tuition and fees for employees of Emporia State University, please contact the Controller's Office, Plumb Hall 105, 620.341.5413, or visit <https://www.emporia.edu/about-emporia-state-university/business-office/student-information/tuition/>.

### **Graduate Assistantships**

Graduate teaching and research assistantships may include tuition waivers based on appointment percentage and hours worked (standard full-semester waiver generally tied to a 20-hour/week appointment, with split appointments prorated); assistantship waivers reduce the student's billed tuition and are treated as institutional resources for federal aid calculations.

Assistantship appointment requirements, waiver amounts, and student responsibilities are governed by the Graduate Office and University policy; consult Graduate Studies and your hiring department for program-specific rules. For more information, contact the Graduate Office, 313 Plumb Hall, 620.341.5403 or 800.950.GRAD, or the department of your interest.

### **Kansas Teacher of the Year Tuition Waiver**

Qualifying past or present Kansas Teacher of the Year recipients may receive a tuition waiver (commonly limited to a set number of credit hours per year); verify eligibility and process with Cashiering Services or the Controller's Office. Contact Cashiering Services, 104 Plumb Hall, 620.341.5135 for more information.

### **In-State Tuition, Corky Plus, Midwest Student Exchange Program, and Hornet Nation Programs**

In-state tuition, Corky Plus, Midwest Student Exchange Program (MSEP), Hornet Nation, and other tuition-reduction programs are administered through Admissions and Graduate Studies; program rules, residency verification, and application steps are posted on the ESU admissions and graduate pages and may be subject to Kansas Board of Regents approvals.

KBOR authorization and state reporting requirements may affect institutional waivers and in-state tuition determinations; institutional proposals and waivers are subject to KBOR policy and legislative appropriations.

For more information about these programs, please visit the undergraduate admissions website at <https://www.emporia.edu/admissions-costs/admissions-and-costs/undergraduate-tuition-costs/> or the graduate admissions website at <https://www.emporia.edu/graduate-school/admissions-costs/financial-assistance/tuition-reduction-programs/>.

## 1.9 Scholarships

- How to apply: Emporia State’s central scholarship application is hosted in the ESU Scholarship Portal; admitted students and current students must complete the General Scholarship Application in the portal to be considered for most institutional awards. The scholarship library is publicly viewable; only admitted/current students can apply.
- Priority deadline: Complete the General Scholarship Application and required materials by **December 1** for priority consideration for the following academic year; some awards have earlier or program specific deadlines—apply early and check individual listings.
- Award stacking and limits: Total institutional aid and stackable scholarships cannot exceed the student’s Cost of Attendance; external awards must be reported and may reduce institutional or federal eligibility.
- Renewal and conditions: Institutional scholarships may require continuous enrollment, minimum GPA, and completion of required thank-you or acknowledgment activities to retain spring/renewal payments; students should review award terms for specific renewal conditions.
- Verification and reporting: Scholarship awards are subject to verification and will be adjusted if verification, enrollment, residency, or other eligibility criteria change; outside scholarships must be reported FASVS.
- Portal access and help: View and apply via the ESU Scholarship Portal (Emporia State Scholarship Manager) and contact the Scholarships office or Admissions for questions about eligibility, deadlines, or required documentation.

### Helpful links and contacts

ESU Scholarship information and instructions:

<https://www.emporia.edu/admissions-costs/admissions-and-costs/scholarships/>

ESU Scholarship Portal (apply/view scholarships): <https://emporia.scholarships.ngwebsolutions.com/>

## 1.10 Other Resources

It is the student's responsibility to report all outside resources promptly. You must report all estimated or awarded outside financial assistance (private scholarships, employer/third-party tuition payments, private/alternative loans, veterans' benefits, tuition waivers, tuition exchange, and consortium payments) to FASVS as soon as you know about them. Early reporting prevents packaging errors, reduces the risk of an over award, and avoids retroactive reductions or repayments. (see Section 1.16).

### **How to report outside aid**

Email [finaid@emporia.edu](mailto:finaid@emporia.edu) or submit documentation via secure document upload <https://secure-upload.emporia.edu/sites/finaid/> with the award letter or third-party agreement showing amount, term(s), and any payor conditions. FASVS will count reportable outside resources in your aid package per federal rules and notify you of any resulting adjustments.

### **Bureau of Indian Affairs/Tribal Fund**

Students with tribal or Bureau of Indian Affairs sponsorship must have award letters submitted to FASVS. These awards are treated as third-party assistance and must be reported for Title IV coordination. Contact FASVS for documentation requirements.

### **Jones Foundation Educational Grant**

Eligible undergraduates from Lyon, Osage, and Coffey counties may apply for the Jones Foundation Educational Grant, the Jones Success Scholarship, and related local scholarships. Applicants must also complete the FAFSA. Full program details, application procedures, and local contact information are available on Emporia State's Jones Foundation Scholarship page and the Jones Foundation website

For an application and additional information, please contact the Jones Foundation, 2501 W 18<sup>th</sup>, Suite D, Emporia KS 66801, 620.342.1714.

### **Jones Foundation Success Scholarship**

Undergraduate students from Lyon, Osage or Coffey counties who graduated from high school in 2008 or beyond are eligible for this scholarship. This program is administered by FASVS. For more information, please visit <https://www.emporia.edu/admissions-costs/admissions-and-costs/scholarships/additional-scholarships/jones-foundation-success-scholarship/>.

### **Private/Outside Scholarships**

You must notify FASVS of any private/outside scholarships or awards made to students for educational expenses by a source outside the university. Many times, scholarships are available through churches, employers or service clubs/organizations. Students are responsible for contacting these private organizations. Most awards may be used for your education wherever you attend school. According to federal regulations, outside scholarships must be packaged into your aid award so your federal financial aid eligibility will not be exceeded.

### **Private Educational Loans**

Report any private education loan to FASVS prior to disbursement. ESU recommends exhausting federal loan options (Direct Subsidized/Unsubsidized) before using private loans. Use the ESU private loan information page to review lender disclosures, current lender list practices, and application steps.

Students who are interested in private educational loans may obtain more information at:

<https://www.emporia.edu/financial-aid/loans/privatealternative-loans/>.

## **Veterans Administration (VA) Benefits**

Emporia State's Financial Aid, Scholarships, & Veterans office certifies enrollment for VA education benefits and coordinates benefit questions, Yellow Ribbon, tuition billing, and enrollment reporting; contact the Veterans Educational Services office at Plumb Hall 103, 620.341.5453, or [finaid@emporia.edu](mailto:finaid@emporia.edu). As of July 1, 2009, the following benefits are no longer counted as an outside resource for financial aid purposes and will not affect financial aid eligibility:

- Chapter 103 of title 10 (Senior Reserve Officers' Training Corps)
- Chapter 106A of title 10 (Educational Assistance for Persons Enlisting for Active Duty)
- Chapter 1606 of title 10 (Selected Reserve Educational Assistance Program)
- Chapter 1607 of title 10 (Educational Assistance Program for Reserve Component Members Supporting Contingency Operations and Certain Other Operations)
- Chapter 30 of title 38 (All-Volunteer Force Educational Assistance Program, also known as the 'Montgomery GI Bill-active duty')
- Chapter 31 of title 38, United States Code (Training and Rehabilitation for Veterans with Service-Connected Disabilities)
- Chapter 32 of title 38 (Post-Vietnam Era Veterans' Educational Assistance Program)
- Chapter 33 of title 38 (Post-9/11 Educational Assistance)
- Chapter 35 of title 38 (Survivors' and Dependents' Educational Assistance Program)
- Section 903 of the Department of Defense Authorization Act, 1981, 10 U.S.C. 2141 note (Educational Assistance Pilot Program)
- Section 156b of the 'Joint Resolution making further continuing appropriations and providing for productive employment for the fiscal year 1983, and for other purposes', 42 U.S.C. 402 note (Restored Entitlement Program for Survivors, also known as 'Quayle Benefits')
- The provisions of chapter 3 of title 37, related to subsistence allowances for members of the Reserve Officers Training Corps (ROTC)

## **Veterans Tuition Benefit**

Certain military personnel and their families whose domicile or current duty state are in Kansas are eligible for Kansas resident fee privileges. Please visit the Registration Office's website at <https://www.emporia.edu/academics-majors/academic-affairs/office-registrar/enrollment-registration/residency-information/> or complete the necessary form available at <https://www.emporia.edu/documents/2040/Active Military or Veterans Updated 9-10-2020.pdf>.

## **Americorps**

This program provides full-time educational awards in return for community service work. You can work before, during or after your postsecondary education, and you can use the funds either to pay current educational expenses or to repay federal students loans. For more information, contact:

Corporation for National Service  
1201 New York Avenue, NW  
Washington, DC 20525  
1-800-942-2677 (TTY Number: 1-800-833-3722)  
<http://www.americorps.gov/>

## **Vocational Rehabilitation**

Some students qualify for specialized forms of assistance financed by this agency. This agency has its own process of determining eligibility and selecting recipients. You should contact this agency directly if you are interested in this program. Revisions may be necessary to financial aid awards for Vocational Rehabilitation benefit recipients.

### 1.11 Aid Offer Notification

Once a student's admission or continued enrollment is confirmed and a financial aid application is complete, eligibility for Federal program funding is determined. Our basic awarding philosophy is based on awarding funds to students who meet the award criteria. As much as possible, limited funding is awarded on a first-come first-served basis to eligible students.

Federal financial aid eligibility is calculated by the following formula:

$$\begin{array}{r}
 \text{Total Cost of Attendance (see Section 1.3)} \\
 - \text{ The Student Aid Index (SAI) and other expected family/student resources} \\
 \hline
 = \text{ Federal Need}
 \end{array}$$

Student and family resources are determined by the federal government from an analysis of information you submit on the FAFSA. Financial Aid, Scholarships, & Veterans Services determines your eligibility for the various programs. Each program has its own specific eligibility requirements. When your file is complete, all students will receive a notification at their Emporia State University Gmail account. The financial aid offer is generally in the form of a "package" – a combination of scholarship, grants, employment and loans and will vary according to a student's eligibility and promptness in applying for aid.

Carefully review your award offer and the policies provided to you. The award offer will tell you exactly how much money you have been offered each semester from specific programs. Initial award offers may indicate full-time funding for the academic year. If you are attending less than full-time, notify FASVS so that your aid can be revised if necessary. Failure to do so may result in you owing a repayment. If you have a two-semester award and will only be accepted for one semester, please notify Financial Aid, Scholarships, & Veterans Services.

#### **Revisions**

Awards may be revised for changes in enrollment, residency, classification, verification results, or receipt of outside aid; revisions can increase or reduce awards and may require repayment if disbursements exceed eligibility. Disbursement will not occur until verification (if selected), required counseling/MPN for loans, and enrollment/certification conditions are met.

You must report all outside assistance (private scholarships, grants, loans, employer or agency tuition payments, third-party billing, veteran's benefits, AmeriCorps awards, etc.) to FASVS as soon as you receive notice. Reported outside resources will be reviewed and included in your aid package per federal and institutional rules and may reduce other aid to prevent an over award. If an adjustment is required, you will be notified at your ESU email and your award will be revised in Hornet 365; review the revision and update your accept/decline decisions there if needed. If outside aid is reported after Title IV funds have been disbursed and causes total aid to exceed your eligibility, you may be required to return funds or repay the excess.

#### **Award Appeals**

You have the right to appeal financial aid awards if you feel you have been awarded funds inequitably or denied funds because of lack of due process or fair and equitable treatment. Such appeals must be submitted in writing to the Director of Financial Aid, Scholarships, & Veterans Services (see Section 1.16)

### 1.12 Award Disbursement

No Title IV funds will disburse until you accept your award in Hornet 365 and meet enrollment and eligibility requirements; loan funds require a completed Master Promissory Note (MPN) and entrance counseling before disbursement (see Section 1.15). Financial aid is credited to your student account to pay university charges; excess aid is released to you by Cashiering Services via direct deposit if you have set it up in the student billing system. Funds that arrive after that date are disbursed as received financial aid is credited to your student account to pay university charges; excess aid is released to you by Cashiering Services via direct deposit if you have set it up in the student billing system. Information can be found at <https://www.emporia.edu/about-emporia-state-university/business-office/>.

For Federal Title IV aid recipients, as of July 1, 2011, students must be able to obtain books and supplies with Title IV funds by the seventh day of a payment period. The following conditions must be met:

- The institution could disburse the student's Title IV funds 10 days before the beginning of the payment period (i.e. student has met eligibility requirements); and
- If all the Title IV funds had been disbursed 10 days before the beginning of the payment period, the student would have a Title IV credit balance. [A Title IV credit balance occurs when the total amount of all Title IV funds credited exceeds the amount of tuition and fees, housing and food, and other authorized charges the institution assessed to the student.]

If verification, enrollment changes, residency updates, required counseling/MPN, or outstanding documentation remain incomplete, disbursement will be delayed until those conditions are satisfied; late arrivals of funds will be disbursed as received.

Return-of-Title-IV (R2T4) and withdrawal adjustments: if you withdraw or stop attending, federal return rules may require repayment or adjustment of disbursed Title IV funds and could result in a student account balance; you are responsible for any remaining charges not covered by aid.

#### **Extended Payment Plan**

ESU offers an extended payment plan to spread semester balances; an administrative fee of \$50 is assessed and a signed plan must be on file with Cashiering Services to avoid additional fees; financial aid must be authorized and disbursed to be applied as payment on the account.

For additional information, contact Cashiering Services, 104 Plumb Hall, 620.341.5135 or visit their website regarding payment options at <https://www.emporia.edu/about-emporia-state-university/business-office/student-information/tuition-payment/>.

For step-by-step award actions, required loan steps, forms, and to view disbursement dates and actions in Hornet 365, see ESU Financial Aid resources and the Financial Center in Hornet 365

## 1.13 Satisfactory Academic Progress Policy

Per federal regulations, all students receiving financial aid must meet three standards, reviewed at the end of each semester (summer, fall, spring).

### **Policy**

The complete Satisfactory Academic Progress policy including guidelines for maintaining satisfactory academic progress can be reviewed by going to <https://www.emporia.edu/financial-aid/forms-publications-and-resources/> and clicking on “Satisfactory Academic Progress Policy.” Printed copies of the policy are available at Financial Aid, Scholarships, & Veterans Services & Scholarships.

To remain eligible for financial aid, students must:

- Pace (Completion Rate):
  - Complete at least 67% of all attempted hours (including transfer hours).
  - Withdrawals, incompletes, and failing grades count as attempted but not completed.
- Cumulative GPA:
  - Undergraduate (first 3 semesters): minimum 1.80 GPA
  - Undergraduate (4th semester & beyond): minimum 2.00 GPA
  - Second Bachelor’s: minimum 2.00 GPA
  - Graduate/Teacher Licensure: minimum 3.00 GPA
- Maximum Time Frame: Finish your program within 150% of its published length (including transfer credits).

### **Repeat Coursework**

A previously passed course (D or higher) may be repeated only once with aid eligibility.

### **Warning & Suspension**

Students falling below GPA or Pace standards first receive a warning semester with aid. Continued deficiency or exceeding maximum timeframe results in suspension.

### **Appeals**

Students with extenuating circumstances may appeal online with documentation and an advisor-approved academic plan. Approved students are placed on a plan and must meet their conditions each term until SAP standards are regained.

### **Re-establishing Eligibility**

If an appeal is denied, students can regain eligibility by completing coursework at their own expense until SAP standards are met.

### **Deadlines for Appeals (2025–2026):**

Summer / Accelerated Summer: June 13, 2025

Fall / Accelerated Fall: August 22, 2025

Spring / Accelerated Spring: January 27, 2026

Appeals received after the semester deadline may be reviewed at the discretion of the Director of Financial Aid.

## 1.14 Return of Title IV Financial Aid

If you receive federal financial aid (Title IV) and withdraw—officially or unofficially—from all classes, your aid eligibility will be recalculated based on the percentage of the term you completed. This may result in a balance owed to Emporia State University or the U.S. Department of Education.

### How a Withdrawal from Class or School Affects Financial Aid

Federal financial aid is disbursed under the assumption that the student will attend for the entire period of time for which the student was awarded the funds. When a student withdraws from all courses for any reason – including medical withdrawals – that student may no longer be eligible for the full amount of financial aid funds that were awarded.

### When Return of Title IV Applies

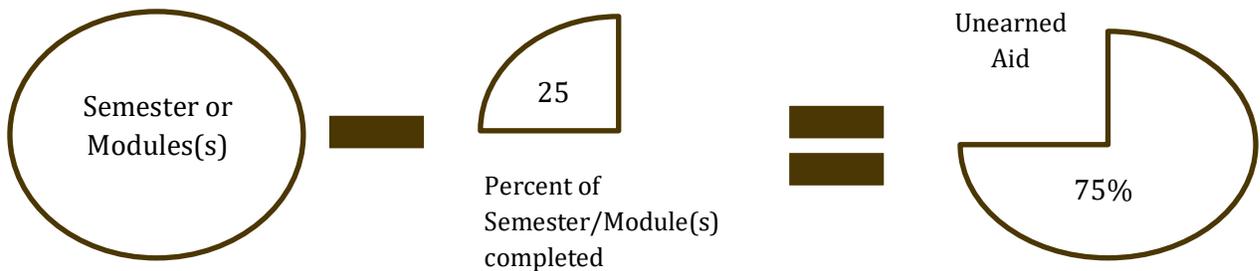
Federal regulations require a return-of-funds calculation if you:

- Officially withdraw from all classes,
- Stop attending or participating in all courses,
- Do not complete all scheduled modules (courses that don't span the full semester), or
- Failing to begin attendance in any course for which aid was disbursed.

If you do not begin attendance in any class, **100% of your aid must be returned.**

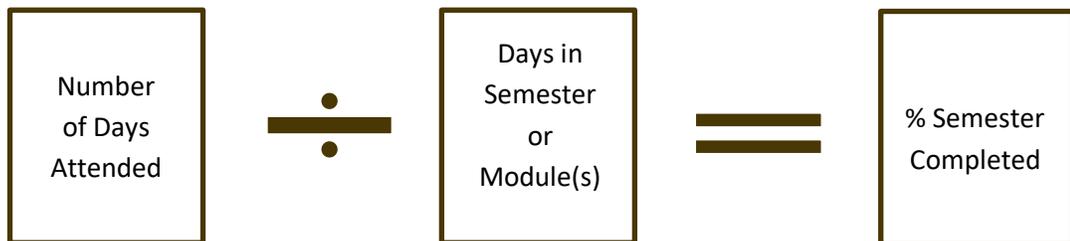
### How Aid is “Earned”

- Aid is earned proportionally based on the number of calendar days completed in the term (excluding breaks of 5+ days).
- Once you complete 60% of the term, you are considered to have earned all your aid.
- Example: If you complete 25% of the term, you earn 25% of your aid; the remaining 75% must be returned.



### When is all Aid Considered “Earned”?

Students earn all Title IV aid once they complete 60% of the days they are scheduled to attend. The percentage is calculated as days attended ÷ total calendar days of the term (excluding breaks of 5+ days). Weekends count as calendar days even if classes are not held.



Note: scheduled breaks of 5 or more days are excluded from both the number of days attended and the days in a semester or module.

## Modules

Special rules apply to modular courses (e.g., summer blocks, fall/spring half semester blocks):

- Dropping a later module while still attending an earlier one does not count as a withdrawal, but your enrollment level may be recalculated.
- You are not considered withdrawn if you:
  - Complete all graduation requirements,
  - Successfully complete Title IV eligible coursework equal to at least 49% of the payment period,
  - Complete coursework at least half-time, or
  - Provide written notice (within 24 hours of withdrawal notification) that you will attend a later module beginning within 45 days.

## Types of Withdrawals

- Drop: Ceasing enrollment during the add/drop period (first 10 days of fall/spring; varies in summer). Dropped courses still count as attempted for R2T4 purposes.
- Official Withdrawal: You follow ESU’s withdrawal procedures through the Registrar: [Course Enrollment Procedures](#).
- Unofficial Withdrawal: You stop attending without officially withdrawing (e.g., fail all courses). The last date of academic engagement is used; if unavailable, the midpoint of the term is used.
- Leave of Absence: ESU does not have a formal LOA policy; students on leave are treated as withdrawn.

## Academic Engagement (required for Title IV eligibility)

The Department of Education defines academic engagement as active participation in instructional activity, such as:

- Attending a class (in person or online with interaction),
- Submitting an assignment,
- Taking an exam,
- Participating in an interactive tutorial, webinar, or assigned discussion,
- Interacting with an instructor on academic matters.

Logging in without participation, living in housing, or meal plan participation **do not** count as engagement.

## Post-Withdrawal Disbursements (PWD)

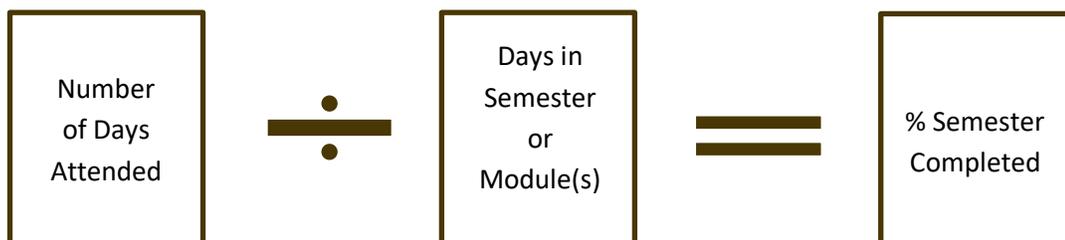
If the calculation shows you earned more aid than was disbursed:

- Grants: Disbursed automatically within 45 days (with your permission for non-tuition charges).
- Loans: You (or your parent for PLUS loans) must provide written permission within 14 days of notification before funds can be disbursed.

If a post-withdrawal disbursement creates a credit balance, Cashiering Services will issue a refund to the student (or parent for a PLUS loan, if designated) within 14 days.

## When is all Aid Considered “Earned”?

Students are considered to have earned all financial aid when they have completed 60% of the days they were scheduled to attend. Percentage of days complete is calculated using the following formula:



## **Student Notification of Results of Calculation**

After the Return to Title IV calculation is completed, students are notified of the amount of aid returned. Emporia State University returns the required funds to the federal programs by charging the student's account. The updated balance can be viewed in Hornet 365, and a letter is mailed with details of the return and a copy of the calculation.

## **Which Funds are Subject to the Return of Title IV Calculation?**

If you withdraw before completing 60% of the term, federal law requires Emporia State to return unearned aid in this order:

1. Federal Unsubsidized Direct Stafford Loan
2. Federal Subsidized Direct Stafford Loan
3. Federal Direct Graduate PLUS Loan
4. Federal Direct Parent PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Education Opportunity Grant (FSEOG)
7. Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant

Note: The Iraq and Afghanistan Service Grant (IASG) program ended July 1, 2024. Eligible students are now considered under Pell Grant rules.

## **Effects of Withdrawal to Direct and Perkins Loan Grace Periods**

Withdrawing or dropping below half-time enrollment starts your federal loan grace period immediately. If you are not enrolled at least half-time before the grace period ends, repayment begins. Contact your loan servicer for repayment options; loan status can be checked anytime at [studentaid.gov](https://studentaid.gov).

## **How State Aid is Affected by a Withdrawal**

State aid is not part of the federal return calculation. However, if you never attend your classes or receive a 100% tuition/fee adjustment, state funds must be returned to the state agency.

## **How Institutional Aid is Affected by a Withdrawal**

Institutional scholarships and grants are also not part of the federal return calculation. They may be reduced or canceled if you never attend, fail to meet enrollment requirements (e.g., full-time status), or receive a 100% tuition/fee adjustment.

## **Consequences of Non-Repayment**

Returned funds are first applied to federal programs. Any remaining balance becomes your responsibility and is charged to your ESU account. Failure to pay may result in transcript holds, denial of reenrollment, and collection costs.

If the return includes federal grant funds, you may be required to repay a portion directly. You have 45 days from notification to resolve the debt with ESU; otherwise, it is reported to the U.S. Department of Education, and you will lose Title IV eligibility until repayment is made through the Department's Debt Collection Service.

## 1.15 Students with Federal Loans (Direct Stafford, Parent PLUS, Graduate PLUS, Perkins)

### General Information

Information about federal student loans can be found at the U.S. Department of Education’s website at <https://studentaid.gov/h/manage-loans>, or you can visit the sites below for specific information:

- [Loan Repayment](#)
- [Consolidating Student Loans](#)
- [Postponing Loan Repayment \(Deferment and Forbearance\)](#)
- [Loan Forgiveness, Discharge or Cancellation](#)

Student Loan Code of Conduct

[Chapter II, Section B, Part 7 of the Kansas Board of Regent’s Policy Manual](#)

(See Section 1.16 - Contact Information if you have specific questions).

### Direct Loans (Stafford, Parent PLUS, Graduate PLUS)

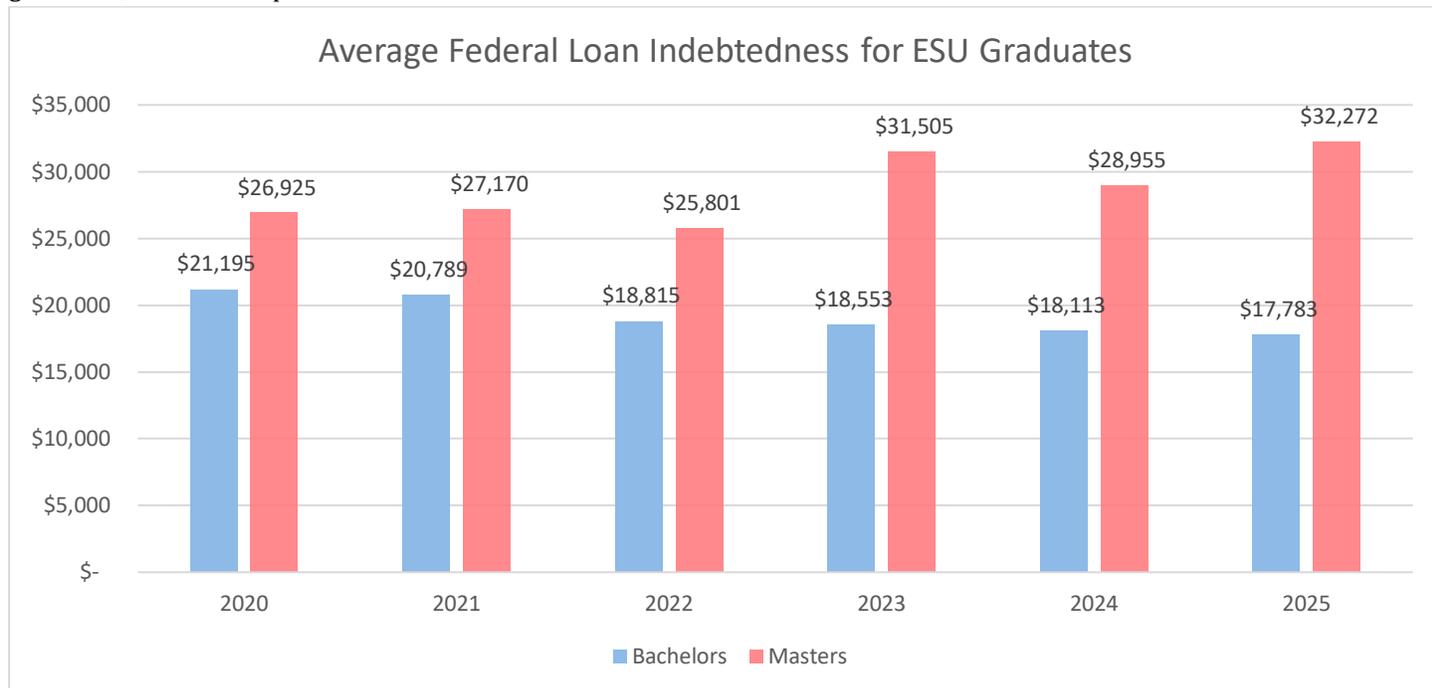
Direct Loan Servicing Center  
 ESU Office of Financial Aid, Scholarships, & Veterans Services

### Perkins Loans

ECSI  
 ESU Student Loan Office (Cashiering Services)

### Average Federal Loan Indebtedness for Graduates of ESU

These figures are maintained by the Financial Aid, Scholarships, and Veterans Services office and are based on May graduates, and are comprised of Federal Direct Stafford loan indebtedness.



### Where can I find information about the student loans I’ve received?

Visit “[My Aid](#)” to view information about all the federal student loans and other financial aid you have received and to find contact information for the loan servicer for your loans.

## 1.16 Contact Information

### **General Contact Information**

ESU Directory: [University Office Directory](#)

ESU (Selected Offices):

- Admissions (undergraduate): 1.877.GO.TO.ESU [Go2esu@emporia.edu](mailto:Go2esu@emporia.edu)
- Admissions (graduate): 620.341.5304
- Distance Education : 620.341.5385
- International Education : 620.341.5374
- Cashiering Services: 620.341.5135
- Student Loan Office (Perkins/Institutional loans): 620.341.5340
- Residential Life: 620.341.5264
- Veterans Certification: 620.341.5167
- Technology & Computing Services (Help Desk): 620.341.5555

### **Federal Loan and FAFSA Contacts**

Loan Servicing: Borrowers now manage loans through their assigned servicer at [studentaid.gov](http://studentaid.gov).

ECSI (Perkins/Institutional Loan Servicer): 1.888.549.3274

FAFSA: 800.4.FED.AID (800.433.3243) TTY users 800.730.8913

### **Contact Information for Financial Aid, Scholarships, & Veterans Services**

Office of Financial Aid, Scholarships, & Veterans Services

1 Kellogg Circle

Campus Box 4038

Emporia KS 66801-5415

Plumb Hall 103

620.341.5453

800.896.0567 (Toll-Free)

[finaid@emporia.edu](mailto:finaid@emporia.edu)

<https://www.emporia.edu/financial-aid/>

### **Contact Information for the Federal Student Aid Ombudsman**

U.S. Department of Education

[FSA Ombudsman Group](#)

P.O. Box 1854

Monticello, KY 42633

800.433.3243 (Toll-Free)

## **Section 2**

# **Academic Programs and Student Attainment Information**

## 2.1 *ESU Accreditation Information*

Emporia State University is accredited by the Higher Learning Commission (HLC), a regional accrediting agency recognized by the U.S. Department of Education. In addition to institutional accreditation, ESU maintains specialized accreditations for specific academic programs across its colleges and departments.

For a full list of current accreditations and recognized agencies, visit: <https://www.emporia.edu/about-emporia-state-university/accreditation-consumer-information-compliance/>.

The colleges, schools, departments, and support areas also hold membership in numerous state and national organizations, reflecting ESU's commitment to academic quality and professional standards.

To request a copy of the university's accreditation documentation, contact:  
Office of the University Provost  
620.341.5171

## 2.2 Educational Programs

Undergraduate students can access information about ESU's educational programs including faculty/instructional personnel and facilities used for these programs in the undergraduate catalog. Please visit <https://www.emporia.edu/academics-majors/academic-affairs/office-registrar/enrollment-registration-courses/course-catalog/>.

You can request a copy from the Registration Office located in Plumb Hall Room 108.

Phone: 620-341-5211

Email: [reguser@emporia.edu](mailto:reguser@emporia.edu).

Graduate students should contact the Graduate Office for information about ESU's graduate-level educational programs. The office is located in Plumb Hall Room 313.

Phone: 620-341-5403

Toll-free: 800.950.GRAD

Email: [gradinfo@emporia.edu](mailto:gradinfo@emporia.edu).

Program Review and Improvement Emporia State University is committed to providing students with high-quality educational programs. Faculty and administrators continually assess and improve offerings through:

- Kansas Board of Regents Program Review: Each program undergoes a formal review every five years, including evaluation of goals and objectives for improvement.
- Annual Internal Reviews: Department chairs submit annual reports to their respective deans, outlining program goals for the upcoming academic year.
- Action Plans: If programs are identified for improvement through state or internal review, specific action plans are developed and implemented to address those needs.

## 2.3 *Student Services for Disabled Students*

Emporia State University is committed to ensuring equal access for all students. In compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, ESU provides services and accommodations to support students with documented disabilities.

Available Services Include:

- Academic accommodations (extended testing time, note-taking assistance, accessible course materials)
- Housing accommodations (accessible residence hall rooms and facilities)
- Assistive technology and software support
- Coordination with faculty to implement approved accommodations
- Advocacy and support services

**Contact Information** Students seeking accommodation should contact the Student Accessibility & Support Services Office:

Location: Plumb Hall, Room 106

Phone: 620-341-6634

Email: [sass@emporia.edu](mailto:sass@emporia.edu)

Website: [ESU Student SAccessibility & Support Services](#)

### **Compliance & Review**

- Students must provide appropriate documentation of disability to receive accommodation.
- Individualized accommodation plans are developed in collaboration with students, faculty, and staff.
- ESU regularly reviews its disability services to ensure compliance with federal and state law.

## 2.4 *Transfer of Credit*

Emporia State University accepts transfer credit from regionally accredited institutions in accordance with policies established by the Kansas Board of Regents and ESU's academic standards. Transfer evaluations are conducted by the Transcript Analyst in the Office of the Registrar.

For detailed information, including a list of schools with articulation agreements, please visit the Transcript Analyst website: <https://www.emporia.edu/academics-majors/academic-affairs/office-registrar/grades/transfer-information-transcript-analyst/>.

**Contact Information** Office of the Registrar – Transcript Analyst

Location: Plumb Hall, Room 108

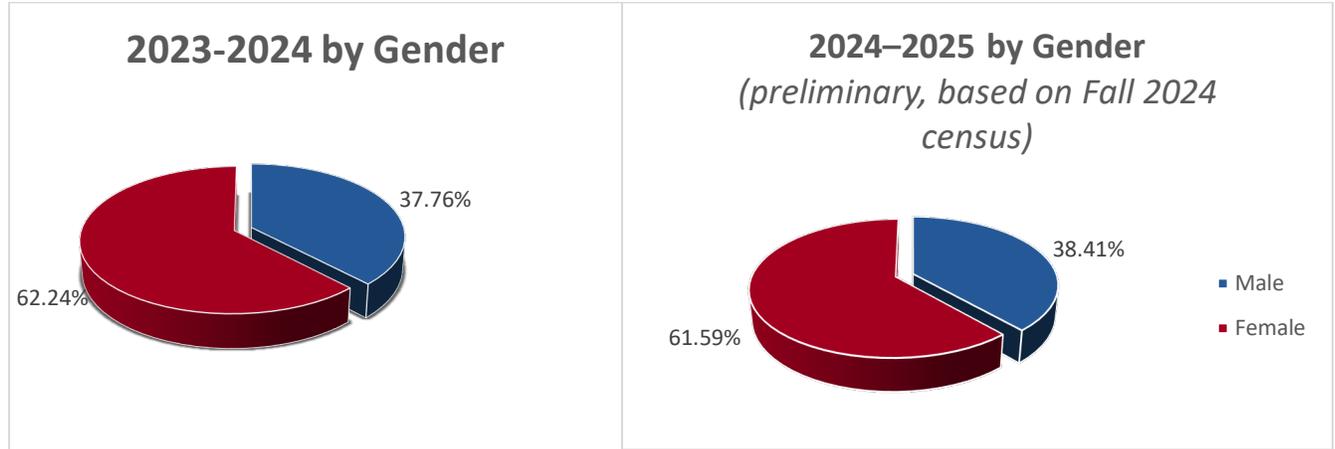
Phone: 620-341-5211

Fax: 620-341-5517

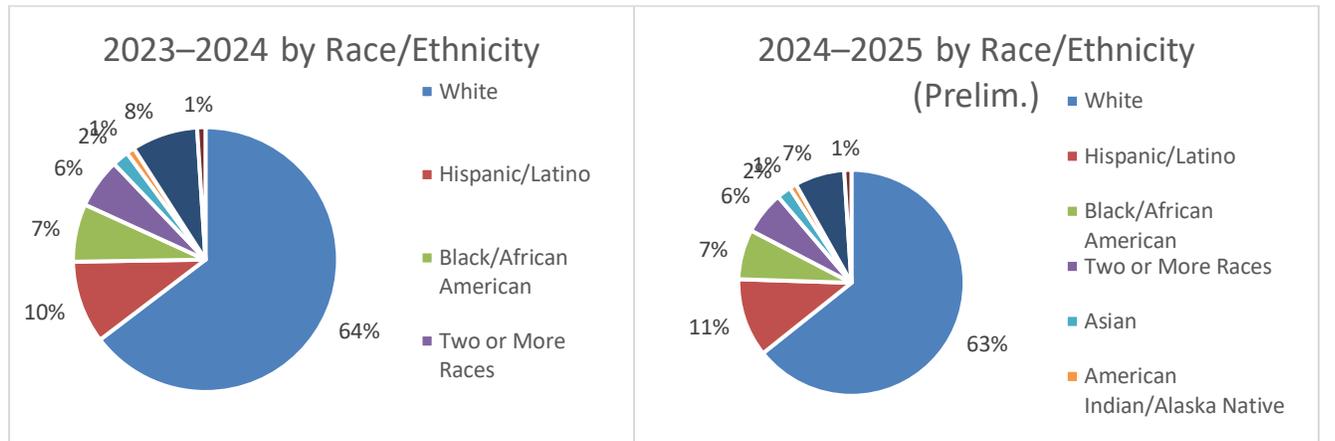
Email: [reguser@emporia.edu](mailto:reguser@emporia.edu)

## 2.5 Student Body Diversity

Listed below is gender and ethnicity information on students who received Pell grants during the 2023-2024 and 2024-2025 years.



(Counts rounded; based on ESU Institutional Effectiveness Student Profiles. Official IPEDS Pell recipient disaggregation for 2024-2025 will be released in 2026.)



(Counts rounded; based on ESU Institutional Effectiveness Student Profiles. Official IPEDS Pell recipient disaggregation for 2024-2025 will be released in 2026.)

## 2.6 Retention and Completion Rates

For information on retention and completion rates, please visit the Office of Institutional Research’s website at <https://www.emporia.edu/office-institutional-effectiveness/outcomes/>.

### Retention Rates – First-Time, Full-Time Freshman

Cohort Year	1 <sup>st</sup> Term	1 <sup>st</sup> year	3 <sup>rd</sup> Term	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
2019	91.0%	77.6%	73.2%	66.8%	55.0%
2020	87.5%	73.7%	69.8%	60.5%	50.7%

2021	90.3%	71.6%	69.6%	56.0%	55.3%
2022	85.8%	68.9%	63.0%	55.3%	
2023	89.6%	76.9%	74.6%		
2024	93.4%				

**Graduation Rates – First-Time, Full-Time Freshmen**

Cohort Year	4 Year Graduation rate	6Year Graduation rate
2016	35%	52%
2017	38%	54%
2018	40%	56%
2019	39%	
2020	43%	

Disaggregated Completion/Graduation Rates Updated disaggregated data (Pell Grant recipients, Stafford Loan recipients, and non-aid students) is published annually and can be accessed directly through ESU's Office of Institutional Effectiveness: <https://www.emporia.edu/office-institutional-effectiveness/outcomes/>

## *Graduates of ESU*

Emporia State University tracks and reports the placement rates of its graduates, including employment outcomes and continuing education statistics. This information is available through Career Services, which provides resources for alumni, students, and employers.

For the most current placement data and career resources, visit

<https://www.emporia.edu/alumni-careers/career-services/alumni-resources/>.

## **2.7** *Teacher Preparation Program Report (Title II Reporting)*

Under Title II of the Higher Education Act, institutions that prepare teachers are required to submit annual reports summarizing the performance of program completers on specified assessments. These reports are submitted to the Kansas State Department of Education (KSDE) by April 7 each year and must also be made publicly available to prospective students, guidance counselors, and employers.

Emporia State University's Teachers College publishes Title II reporting information, including program completer performance and accreditation details, on its website: <https://www.emporia.edu/teachers-college/about-college/deans-office/council-accreditation-educator-preparation/>.

The comprehensive Title II reports for all Kansas institutions are available through the Kansas State Department of Education: <http://www.ksde.org/Default.aspx?tabid=503>.

## 2.8 Cohort Default Rate & Borrowing Rates

**Cohort Default Rate (CDR):** The CDR is the percentage of a school’s borrowers who enter repayment on Federal Direct Loans during a federal fiscal year (October 1–September 30) and default or meet other specified conditions within three years.

Due to the federal student loan payment pause (March 2020–September 2023), official CDRs were reported as 0.0% nationally and institutionally for FY 2020, FY 2021, and FY 2022. Rates will begin to reflect actual repayment behavior again starting with FY 2023.

CDRs for schools can be searched for at <https://www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html>.

Emporia State University Cohort Default Rates vs. National Average:

Fiscal Year (FY)	Emporia State University CDR	National CDR
FY 2019	1.3%	2.3%
FY 2020	0.0%	0.0%
FY 2021	0.0%	0.0%
FY 2022	0.0%	0.0%
FY 2023*	0.0%	0.0%

\*FY 2023 rates expected to be published in late 2026

**Borrowing Rates at ESU:** The percentage of undergraduate students borrowing Subsidized or Unsubsidized Stafford Loans has declined over the past five years, reflecting both reduced enrollment and increased grant/scholarship support.

Award Year	Percentage of Students that Borrowed
2018-2019	44.37%
2019-2020	42.40%
2020-2021	39.89%
2021-2022	40.50%
2022-2023	34.22%
2023-2024*	32%
2024-2025*	31-32%

\*2023–2024 and 2024–2025 figures are preliminary estimates from ESU Institutional Effectiveness and Financial Aid reporting. Official numbers will be finalized after the academic year closes and reported to the Kansas Board of Regents and the U.S. Department of Education.

# **Section 3**

## **ESU's Facilities, Services, and Campus Policies**

## 3.1 *Drug and Alcohol Prevention*

As required by the Higher Education Opportunity Act (HEOA) and the Drug-Free Schools and Communities Act (DFSCA), Emporia State University provides information and programs to prevent drug and alcohol abuse among students, faculty, and staff.

Students, faculty, and employees receive information on the risks associated with drug and alcohol use, campus policies, and available support resources.

ESU maintains a drug-free awareness program for employees, including notices of unlawful activities and the consequences for violations. Prevention efforts include education, counseling, and referral services, as well as enforcement of university policies and applicable laws.

For more information on ESU's prevention programs and resources, visit:

<https://www.emporia.edu/student-life/health-wellness/counseling-services/alcohol-drug-abuse-prevention-program/>.

## 3.2 *Campus Security*

The Emporia State University Police and Safety officers have the same authority and responsibilities as all commissioned law enforcement officers in Kansas. They are certified through the Kansas Law Enforcement Training Center and meet the same requirements as sheriff's deputies and municipal police officers.

ESU Police and Safety maintain a mutual aid agreement with the City of Emporia Police Department and work closely with the Lyon County Sheriff's Department and the Kansas Highway Patrol to ensure campus safety.

For more information on Campus Security, including Emporia State University's security policy and Annual Security and Fire Safety Report, please visit <https://www.emporia.edu/about-emporia-state-university/leadership-faculty-staff/student-affairs/dean-students/right2know/>.

## 3.3 *Missing Persons*

Emporia State University's Missing Person Policy establishes procedures for locating and assisting students reported missing from on-campus housing.

Anyone concerned that a resident may be missing should immediately notify ESU Police and Safety at 620-341-5337. Residential Life staff may also be contacted, and they will notify ESU Police and Safety to initiate missing person procedures.

Residents may register confidential contact to be notified if they are determined missing for more than 24 hours. This information is only shared with law enforcement during a missing person investigation.

Residents under age 18 who are not emancipated must provide custodial parent or guardian contact information. That parent/guardian will be notified within 24 hours if the student is determined to be missing. If a confidential contact is also listed, they will be notified within the same timeframe.

For more details concerning the policies and procedures for missing persons, review the appropriate section of the annual security report at <https://www.emporia.edu/about-emporia-state-university/leadership-faculty-staff/student-affairs/dean-students/right2know/>.

## 3.4 *Emergency Response*

Emporia State University maintains policies and procedures to ensure the safety of students, faculty, and staff during emergencies, including evacuation protocols. These policies are outlined in the University Policy Manual, Section on Inclement Weather and Emergencies.

The manual is available online at:

<https://www.emporia.edu/university-policy-manual/table-of-contents/general-university/inclement-weather-and-emergencies/>.

## 3.5 *Fire Safety*

To provide a safe living environment and comply with the Higher Education Opportunity Act (HEOA), Emporia State University publishes an Annual Fire Safety Report. The report and fire log are maintained by the Director of Residential Life, with assistance from Residential Life staff.:

- a) Statistics concerning fires reported in the halls.
- b) A description of each fire safety system.
- c) The number of supervised fire drills conducted.
- d) Policies related to fire safety, procedures for evacuation, and training provided to students, faculty, and staff.
- e) Plans for future fire safety improvements.

Individuals wanting to access the annual fire log should contact the Department of Residential Life. Additional information regarding fire safety measures and statistics can be found in the Annual Security Report on this page:

<https://www.emporia.edu/about-emporia-state-university/leadership-faculty-staff/student-affairs/dean-students/right2know/>

## 3.6 *Institutional Policy Regarding Vaccinations*

Emporia State University requires compliance with two health policies: meningitis and tuberculosis (TB).

**Meningitis:** Students living in campus housing must provide proof of a quadrivalent meningococcal vaccine (covering A, C, Y, W) given on or after their 16th birthday. Medical and religious exemptions are available. Non-compliance may prevent housing assignment.

**Tuberculosis:** All new students complete a TB risk screening. Those identified as high-risk must complete TB testing before classes begin. Students who do not comply may have an enrollment hold placed on their account.

Full policies are available through Student Health Services:

**Meningitis:** <https://www.emporia.edu/student-life/health-wellness/student-health-services/student-health-services-meningitis-policy/>

**Tuberculosis:** <https://www.emporia.edu/student-life/health-wellness/student-health-services/student-health-services-tuberculosis-policy/>

## 3.7 *Institutional Policy Regarding Copyright Infringement*

Emporia State University prohibits the unauthorized reproduction, distribution, or use of copyrighted materials in any form, including print, non-print, and digital formats. Students, faculty, and staff are expected to comply with all applicable copyright laws and university policies when using university resources.

University Enforcement and Sanctions Violations of copyright law or university policy may result in disciplinary action under the Student Code of Conduct or applicable employee policies. Sanctions may include loss of technology privileges, suspension, dismissal, or other appropriate measures. The university may also respond to Digital Millennium Copyright Act (DMCA) notices and take action to restrict access to infringing materials.

Civil and Criminal Penalties Federal law provides both civil and criminal penalties for copyright infringement. Civil penalties can include substantial monetary damages (up to \$150,000 per work infringed). Criminal penalties can include fines and imprisonment. For more information, see the U.S. Copyright Office's summary of penalties:

<https://www.copyright.gov/help/faq/faq-general.html#illegaldownload>

For more information on Emporia State University's policy regarding copyright infringement of print, non-print, or digital materials, please review the University Policy Manual, section 1.09.

The manual is available online at

<https://www.emporia.edu/university-policy-manual/table-of-contents/general-university/use-of-copyrighted-material/>

### 3.8 *Institutional Policy Regarding Peer to Peer File Sharing*

Emporia State University prohibits the unauthorized distribution of copyrighted material, including through peer-to-peer (P2P) file sharing networks. Students, faculty, and staff are expected to comply with all federal copyright laws and university policies when using university technology resources.

**University Enforcement and Sanctions** The university may monitor network activity and respond to Digital Millennium Copyright Act (DMCA) notices. Individuals found to have engaged in unauthorized file sharing may face disciplinary action under the Student Code of Conduct, which can include loss of network access, referral to the Office of Student Conduct, suspension, or dismissal. Violations may also be referred to law enforcement.

For more information on Emporia State University's policy regarding peer to peer file sharing, please review the Student Handbook at <https://sites.google.com/g.emporia.edu/student-handbook/home>

**Civil and Criminal Penalties** Federal law provides both civil and criminal penalties for copyright infringement. Civil penalties can include substantial monetary damages (up to \$150,000 per work infringed). Criminal penalties can include fines and imprisonment. For more information, see the U.S. Copyright Office's summary of penalties: <https://www.copyright.gov/help/faq/faq-general.html#illegaldownload>

**Legal Alternatives** Students are encouraged to use legal alternatives to unauthorized downloading. Examples include licensed streaming services, university provided library resources, and other authorized platforms.

#### **Additional Resources**

There are several sites which have information on piracy and what you can do to keep from violating copyright laws:

- *Intellectual Property Rights Violations: Federal Civil Remedies and Criminal Penalties Related to Copyrights, Trademarks, and Patents* - <https://www.fas.org/sgp/crs/misc/RL34109.pdf>
- RIAA's *Resources & Learning* - <http://www.riaa.com/resources-learning/about-piracy/>
- MPAA's Anti-Piracy site - <https://www.mpaa.org/what-we-do/advancing-creativity/>
- ESA's Anti-Piracy site - <https://www.theesa.com/policy/intellectual-property/>

### 3.9 *Institutional Policy Regarding Peer to Peer File Sharing*

Emporia State University prohibits the unauthorized distribution of copyrighted material, including through peer-to-peer (P2P) file sharing networks. Students, faculty, and staff are expected to comply with all federal copyright laws and university policies when using university technology resources.

**University Enforcement and Sanctions** The university may monitor network activity and respond to Digital Millennium Copyright Act (DMCA) notices. Individuals found to have engaged in unauthorized file sharing may face disciplinary action under the Student Code of Conduct, which can include loss of network access, referral to the Office of Student Conduct, suspension, or dismissal. Violations may also be referred to law enforcement.

For more information on Emporia State University's policy regarding peer to peer file sharing, please review the Student Handbook at <https://sites.google.com/g.emporia.edu/student-handbook/home>

**Civil and Criminal Penalties** Federal law provides both civil and criminal penalties for copyright infringement. Civil penalties can include substantial monetary damages (up to \$150,000 per work infringed). Criminal penalties can include fines and imprisonment. For more information, see the U.S. Copyright Office's summary of penalties: <https://www.copyright.gov/help/faq/faq-general.html#illegaldownload>

**Legal Alternatives** Students are encouraged to use legal alternatives to unauthorized downloading. Examples include licensed streaming services, university provided library resources, and other authorized platforms.

#### **Additional Resources**

There are several sites which have information on piracy and what you can do to keep from violating copyright laws:

- *Intellectual Property Rights Violations: Federal Civil Remedies and Criminal Penalties Related to Copyrights, Trademarks, and Patents* - <https://www.fas.org/sgp/crs/misc/RL34109.pdf>
- RIAA's *Resources & Learning* - <http://www.riaa.com/resources-learning/about-piracy/>
- MPAA's Anti-Piracy site - <https://www.mpa.org/what-we-do/advancing-creativity/>
- ESA's Anti-Piracy site - <https://www.theesa.com/policy/intellectual-property/>

### 3.10 *Voter Registration*

The Office of Student Accessibility & Support Services at Emporia State University serves as a voter registration site.

For more information regarding voter registration at ESU, please visit <https://www.emporia.edu/academics-majors/academic-services-advising/student-accessibility-support-services/>.

Students may also register to vote online through the national portal at: <https://vote.gov/>

# **Section 4**

## **Athletics Information**

## 4.1 *Athletic Participation*

In accordance with the Equity in Athletics Disclosure Act (EADA), Emporia State University reports annually on athletic participation rates, staffing, and financial support for men's and women's sports. This information is publicly available through the U.S. Department of Education.

For the most recent data on Emporia State University athletics, visit the Equity in Athletics Data Analysis (EADA) website: <http://ope.ed.gov/athletics/>, click on "Get data for one school" and search for "Emporia State University".

# **Section 5**

## **Textbook Information**

## 5.1 Textbook Information

The Higher Education Opportunity Act (HEOA) of 2008 requires institutions to disclose textbook information for each course. When available, Emporia State University provides the International Standard Book Number (ISBN) and retail price of required and recommended textbooks and supplemental materials through the online course schedule.

To support affordability, students are encouraged to explore options such as textbook rentals, used book purchases, digital content, and buy-back programs offered through the ESU Bookstore.

In addition, all undergraduate students are automatically enrolled in the Hornet Textbook Bundle, a flat-rate program that provides required course materials for a predictable cost each semester. The bundle, powered by Barnes & Noble's First Day Complete® program, ensures students have access to all required textbooks and digital resources by the first day of class. Students may choose to opt out each term if they prefer to purchase materials independently.

For current textbook information and ordering options, visit the Memorial Union Bookstore online:

For more information, please go to:

<https://www.emporia.edu/student-life/mem-union-rec-center/memorial-union/barnes-noble-bookstore/>

<https://emporia.bncollege.com/shop/emporia/page/find-textbooks>

## **Section 6**

# **Additional Information**

## 6.1 *College Navigator*

College Navigator is a free consumer information tool provided by the National Center for Education Statistics (NCES). It helps students, families, counselors, and the public access data on more than 7,000 U.S. postsecondary institutions, including:

- Programs and majors offered
- Retention and graduation rates
- Costs and financial aid
- Degrees awarded
- Campus safety
- Accreditation

To view Emporia State University's information on the College Navigator website, go to:

<https://nces.ed.gov/collegenavigator/?id=155025>

## 6.2 *Student Activities*

For more information on activities that students can participate in, go to the ESU Center for Student Involvement website at: <https://www.emporia.edu/student-life/student-involvement-and-organizations/>.

## *University Student Complaints*

From the University Policy Manual, [Section 5.03 University Student Complaints](#):

The Kansas Board of Regents requires each state university to establish and enforce explicit procedures to address student grievances and complaints alleging university activity, or a university employee act of omission, that is proscribed by Board or institutional policies. Each state university must create, maintain, and advertise a single point of contact to assist students in determining the appropriate procedure for initiating a complaint or grievance.

At Emporia State University, the Dean of Students serves as the single point of contact. For complaints without another applicable institutional procedure, students may submit a written, formal, and signed complaint. The Vice President for Student Affairs will evaluate and manage such complaints in accordance with the Kansas Board of Regents "Complaint Process."

If the Vice President cannot resolve the complaint through administrative channels, the matter will be referred to the President, who will appoint an institutional committee to hear the complaint. The committee's recommendation will be forwarded to the President, who may accept, reject, or modify it.

This procedure does not replace other policies governing specific claims or charges of proscribed conduct.

If, after exhausting all institutional processes, a complaint remains unresolved, students may file a written complaint with the Kansas Board of Regents by completing the required forms: (See [http://www.kansasregents.org/students/university\\_student\\_complaints](http://www.kansasregents.org/students/university_student_complaints))

### Contact Information:

Dean of Students  
260 Memorial Union  
620-341-5269

Vice President for Student Affairs  
260 Memorial Union  
620-341-5269