ACADEMIC CALENDAR
SPRING SEMESTER, 2015

December 5, 2014, Friday
Hornet Connection (an enrollment program for new students) Call the Office of Admissions at 877/468-6378 for details.

December 12, Friday
An electronic billing statement will be generated and available through the student’s Buzzin account. **Students enrolling after 12:00 p.m. on Wednesday, December 10th, will NOT be sent a bill.** Students can look up tuition and fees owed on Buzzin and pay on-line or contact Cashiering Services to make arrangements for payment of tuition and fees.

January 14, Wednesday
Residual ACT Test, 12:00 noon, Plumb Hall, Room 316. (Students arrive at 11:45 am. Students register and pay online at www.emporia.edu/oira)

January 18, Sunday
Residence Halls open 12:00 noon.

January 19, Monday
Martin Luther King Day. Holiday - offices closed.

January 21, Wednesday
Classes begin, day & evening. Drop & add classes in Plumb Hall offices. (SAC advisees go to 206 Plumb Hall.)

January 24, Saturday
First meeting of Saturday classes.

January 27, Tuesday
**A $50 administrative fee** charged to all students who have an account balance of $100 or more at 5:00 p.m. central time. Students must sign and submit the Extended Payment Agreement. This form is available at http://www.emporia.edu/busaff/important-forms.

January 31, Saturday, CAAP Exam
>>ESU Campus – 7:30 am. Visser Hall and ESU-KC – 8:00 am, Overland Park. (Enroll by Jan. 5, 2015)

ATTENTION ENROLLED STUDENTS
January 27, Tuesday (Fifth Day of Class)
**DEADLINE** – Undergraduate students who pre-enrolled must pay account balance by 5:00 P.M. central time ON January 27th OR MAKE A $150 ACCOUNT DOWN PAYMENT IN ORDER TO AVOID LOSING THEIR SCHEDULED CLASSES.

**NOTE:** Prior semester charges must be paid-in full before any student can retain their class schedule through the $150 down payment. No student shall be permitted to finalize enrollment for any semester if there are outstanding delinquencies from prior semesters. Students with outstanding debts to the University, whether financial or material, may have their official transcripts and/or enrollment withheld.

Please note that financial aid must be authorized AND disbursed to be considered a payment on your account.

Information regarding the extended payment option can be found at Cashiering Services in Plumb Hall or via the Web. Online information is available at http://www.emporia.edu/busaff

February 3, Tuesday
**Tenth day of classes and 14th Calendar day.**
Last day to enroll in classes.

Last day of official drop period--no transcript entry for classes dropped on or before this date.

**Last day to withdraw from the university with full refund.**
Any student wishing to withdraw from the University with a full refund MUST initiate the withdrawal process through Registration prior to the refund period. More information is available at http://www.emporia.edu/busaff/student-information.

February 5, Thursday
**Deadline for the March 8, 2014, ETS Praxis Exams.** Registration form and fee payment must be sent directly to the Educational Testing Service and must be received by this date. Enroll on-line at www.ets.org/praxis.

February 13, Friday
Juniors must submit an undergraduate application for degree in Degree Analysis, Plumb Hall 108H, if they intend to graduate In May 2015.

February 17, Tuesday
**An additional $50 administrative fee** charged to all students who have an account balance of $100 or more at 5:00 p.m. central time. Students must have signed and submitted the Extended Payment Agreement by this date in order to avoid account holds.

February 17, Tuesday
**Twentieth day of classes.**

February 21, Saturday
ESU Campus & ESU-KC CAAP Competency Examination, 7:30 a.m., Visser Hall.
February 27, Friday
Graduate students intending to graduate in Summer 2014 must file the “Intent to Graduate” form with the Graduate School.

March 7, Saturday
ETS Praxis Testing PPST/PLT Exams, 7:30 a.m., Visser Hall Atrium.

March 10, Tuesday
All student account balances are considered past due. A $50 late fee will be assessed each month the balance remains outstanding during the semester.
Holds placed on student’s account.

March 13, Friday
End of first block and end of the 8th week.
Instructors must evaluate students by the end of the 8th week.

March 13, Friday
Deadline for registration and fee payment for the April 12, 2014 CAAP competency exams.

March 16-22, Monday through Sunday, Spring Break.

March 23, Monday
Midterm grades are due.

March 24, Tuesday
Second block begins.

March 24, Tuesday
Midterm grades are due.

March 28, Saturday – CAAP Exam, ESU Campus Only – 7:30 am, Visser Hall. (Enroll by Feb. 27, 2015)

April 8, Wednesday
Last day to withdraw from a class and receive automatic "W" on transcript (10 wks).

April 11, Saturday
ESU Campus CAAP Competency Examination, 7:30 a.m., Visser Hall.

May 8, Friday
Last day of classes.

May 11, Monday
Deadline for registration and fee payment for the June 7 CAAP competency exam.

May 11-15, Monday-Friday
Final examinations.

May 16, Saturday
Undergraduate Commencement, 9:30 a.m., White Auditorium
Graduate Commencement, 2:00 p.m., Albert Taylor Hall in Plumb Hall

May 19, Tuesday
Grades are due--12:00 Noon.

June 6, Saturday, CAAP Exam
>>ESU Campus - 7:30 a.m., Visser Hall & ESU-KC – 8:00 am, Overland Park. (Enroll by May 4, 2015)

ADMISSION TO THE UNIVERSITY
UNDERGRADUATE

Emporia State University welcomes applications from all individuals who are interested in pursuing their postsecondary education and who will benefit from the programs offered. Recognizing that students vary in regard to ability, motivation, and goals, the University not only encourages applications from individuals with high academic ability, but also from individuals with unique qualities, unusual talents, and special areas of interest. In considering all applications for admission, the University adheres to the "Equal Employment Opportunity, Equal Educational Opportunity and Non-Discrimination Policy."

Qualified Admission Requirements

FRESHMEN

Kansas High School Graduates
• Graduate from an accredited Kansas high school...AND
• A grade point average of 2.00 on a 4.00 scale in core curriculum courses...AND
• ACT composite of 21 or higher...OR
• Rank in the top third of the graduating class...OR
• A grade point average of 2.00 on a 4.00 scale in core curriculum courses.

The core curriculum courses are four units of English, three units of social science, three units of natural science (including Chemistry or Physics), and three years of math with a 22+ Math ACT Subscore. Four years of math are required for students with a 21 or lower Math ACT Subscore.

Admission to all state educational institutions will remain open for each Kansas resident who is 21 years of age or older and who has graduated from an accredited Kansas high school and has not completed college coursework after high school graduation. For further information, contact the Office of Admissions.

Students who do not meet the qualified admissions standards will be automatically considered for admission through the Exception Window.

Out-of-State High School Graduates
• Graduate from an accredited high school...AND
• A grade point average of 2.5 on a 4.00 scale in core curriculum courses...AND
• ACT composite score of 21 or higher...OR
• Rank in the top third of the graduating class...OR
• A grade point average of 2.50 on a 4.00 scale in core curriculum courses.

The core curriculum courses are four units of English, three units of social science, three units of natural science (including Chemistry or Physics), and three years of math with a 22+ Math ACT Subscore. Four years of math are required for students with a 21 or lower Math ACT Subscore.

Students who do not meet the qualified admissions standards will be automatically considered for admission through the Exception Window.

For further information, contact the Office of Admissions
1- 877-GO-TO-ESU or go2esu@emporia.edu.

First-time Freshmen should submit an ESU application for admission and the $30 application fee required by the Kansas
Board of Regents, American College Testing (ACT) or Scholastic Assessment Test (SAT) scores, a current high school transcript, and a final high school transcript.

TRANSFER STUDENTS
As defined by the Kansas Board of Regents, students who have successfully completed at least 24 hours of transferrable course work will be subject to the transfer admissions requirement.

Admission Requirement
To be considered for unconditional admission, students are required to have a 2.0 cumulative grade point average (based on all previous college work).

Admission Materials Required
1. An ESU application for undergraduate admission and the $30.00 application fee required by the Kansas Board of Regents. This application may be obtained from the ESU Admissions Office, from any Kansas community college, or completed online at the following web address: www.emporia.edu/admissions
2. Complete and official transcripts of all college work attempted. These transcripts must be submitted from each college attended and show grades for all courses recorded. Students are encouraged to seek early admission which may necessitate the submission of an incomplete transcript. Complete and official transcripts of all college work attempted at every college where the applicant has enrolled must be on file in the Admissions Office before the end of the student’s first semester.

New Student Enrollment
All students are required to attend Hornet Connection, a pre-enrollment program, to complete processing, obtain a student ID, acquire an academic advisor, and to pre-enroll in their classes. *(A $80* fee is required.) Students will also purchase a student ID for an additional $18.

Please direct questions and requests to the Admissions Office, Campus Box 4034, Emporia State University, 1200 Commercial, Emporia, KS 66801. Students may phone 620-341-5465 or 1-877-GO-TO-ESU. Also students may inquire via e-mail at go2esu@emporia.edu.

It is recommended that completed undergraduate applications be on file by no later than 10 working days before classes begin to ensure admission status and registration. *The above fees are subject to change.*

SPECIAL UNDERGRADUATE STUDENTS
The special undergraduate student classification is for individuals without bachelor’s degrees who take a few college courses without the intention of counting the credits toward a degree at Emporia State. A special undergraduate student may not normally enroll in more than ten credit hours in one semester or summer session. Exceptions to this policy may be granted by the university registrar. If, after time, the student is admitted to undergraduate study, the application of all credit earned while enrolled as a special undergraduate student toward fulfilling degree requirements will be determined after the student becomes a candidate for a particular degree.

Persons most frequently seeking the special undergraduate student classification include the following:
1. Those wishing to take a few courses only for the sake of enjoyment or personal improvement.
2. Students who are enrolled in another college (the parent institution) and wish to earn credit at Emporia State to be counted at the parent institution.
3. Persons enrolling in workshops, seminars, summer camps and summer Suzuki institutes. Field based courses are excluded.
4. Students who have been required to withdraw from the university may not be classified as special undergraduate students.

If you wish to attend ESU as a special undergraduate student, you should complete the special undergraduate application for admission form that can be obtained from the Admissions Office. The requirements for other admission materials such as ACT scores or college transcripts are waived for special undergraduate students. Financial aid is not available for special undergraduate students.

GRADUATE
Electronic applications for admission to graduate study are available online via the Graduate School website at http://www.emporia.edu/grad/admissions/ and should be submitted 30 days before classes begin.

1. 1st Time Degree/Certificate Seeking Application Fee - $40.00
2. Returning New Degree/Dual Degree (This application is to be completed by students who are applying to the School of Library and Information Management or are seeking dual masters degrees and have attended ESU as a graduate student.) - $20.00
3. 1st Time Licensure/Non-Degree Seeking Graduate - $25.00
4. Degree/Certificate Re-Admit – (This application is to be completed by students whose enrollment records have been made inactive, were in a graduate Degree/Certificate seeking program and wish to return to the same Degree/Certificate seeking program.) - $25.00.
5. Returning Licensure/Non-Degree (This application is to be completed by students who previously attended ESU as a graduate student and are returning as a licensure/non-degree seeking student.) - $25.00
6. Changing from Licensure/Non-Degree to Degree/Certificate Seeking - $40.00
7. 1st Time PhD - $50.00
8. Returning PHD (This application is to be completed by students who are applying to the School of Library and Information Management PhD program and have previously attended ESU as a graduate student.) - $25.00
9. The Graduate School does offer application fee waivers for McNair Scholars. Please 620-341-6404 and ask about the procedures to follow if you would like to submit a McNair Application Fee Waiver.

Applicant’s eligibility for graduate study is determined by the applicant’s major department. Applicants will receive electronic notification from the Graduate School of their eligibility status once it is determined by the applicant’s major department.

Students may apply for graduate study in any one of six
categories: (1) Masters, (2) Specialist in Education, (3) Doctorate, (4) Non-Degree, (5) Certificate or (6) Licensure. Applicants for admission to the following categories must submit official transcripts from all previous colleges/universities attended: Masters, Specialist in Education, Doctorate, and Certificate.

Knowledge of and compliance with the requirements for any graduate degree are primarily the responsibility of the student. Students admitted to graduate study are urged to familiarize themselves with all graduate policies and procedures. These can be found in the Graduate Policy Handbook on the Graduate School website at http://www.emporia.edu/grad/graduate-policies/.

For additional information students can call 620-341-5403 or 1-800-950-GRAD, request information via the Graduate School web page at http://www.emporia.edu/grad/, email gradinfo@emporia.edu, or write to the Graduate School: Emporia State University, Campus Box 4003, 1 Kellogg Circle, Emporia KS 66801.

STUDENT ADVISING

BUSINESS ADVISING CENTER

All students pursuing a degree in business are advised in the School of Business Advising Center, 301 Cremer Hall, except for freshmen who are advised in the Student Advising Center. The center is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. For more information, please call 620/341-5523.

ELEMENTARY ADVISING CENTER

The Elementary Advising Center is located in 225 Visser Hall. Advisors will work with sophomore, junior, and senior Elementary Education students to assist with long-range planning, enrollment, drop-add, and other program/career planning issues. You may contact the Elementary Advising Center during office hours as posted, you may e-mail elemadvi@emporia.edu, or you may call 620-341-5770.

STUDENT ADVISING CENTER

All first-year students, undeclared students, and visiting international students are advised in the Student Advising Center. Upon successful completion of approximately 30 hours in a declared major, students are transferred to the appropriate academic department. Undeclared students continue to be advised in the Center until a major is selected.

Students are advised by full-time, professional academic advisors. The Student Advising Center is located in 106 Plumb Hall and is open Monday-Friday 8a-5p. For more information, students may call 620/341-5421 or visit the website at http://www.emporia.edu/sac.

BUZZIN

Buzzin is your central source for ESU information. Besides providing convenient, easy access to e-mail and university announcements, Buzzin offers you numerous ways to enrich your student life. Services include: adding and dropping classes, online transcripts and grades, financial aid and account information, record updates, and much more! Information can be accessed by logging in to Buzzin, clicking on the Academic Life tab, and choosing the appropriate option from the Student Self Service Links box.

ENROLLMENT INSTRUCTIONS AND INFORMATION

NEW STUDENTS

Undergraduate students who have never attended Emporia State University will obtain new student enrollment information from the Admissions Office, 105 Memorial Union, or call 620/341-5465. Graduate students should contact the Graduate Office, 313 Plumb Hall, or call 620/341-5403.

WHO IS MY ACADEMIC ADVISOR?

All current ESU students can learn the name of their academic advisor through Buzzin. INSTRUCTIONS: Once logged into Buzzin, click on “Academic Life”. Under the box “Academic Profile”, the advisor's name and department are listed.

STUDENTS ADVISED IN THE STUDENT ADVISING CENTER (SAC)

Students who are advised in the Student Advising Center must make an appointment with their SAC advisor to enroll in courses and/or to make changes to their Spring semester schedule of classes. Contact the SAC in 106 Plumb Hall or by phone at 620-341-5421. Students who do not want to change their class schedule should follow the procedures listed under Fee Payment.

STUDENTS PURSUING A BUSINESS DEGREE

All Business majors not advised in the University's Student Advising Center will be advised in the School of Business Advising Center, 207 Cremer Hall. All students (business and non-business) need permission to enroll in School of Business upper-level classes (numbered 300 and above). Permission to enroll in these classes can only be obtained in the Business Advising Center. You may call 620/341-5523.

FORMER STUDENTS

(Definition: Students who have attended ESU before but were not in attendance during the 2014 Fall Semester OR students who received degrees from ESU in December.)

Former students must be readmitted prior to enrollment. Graduate students should contact the Graduate Office, 313 Plumb Hall, 620/341-5403. Undergraduates should contact the Registration Office, 108 Plumb Hall, 620/341-5211.

CURRENTLY ENROLLED FRESHMEN, UNDECLARED STUDENTS, AND OTHER SAC ADVISEES

Advising and Registration

Students advised by SAC will receive an email informing them that it is time to make an advising/registration appointment. SAC is open Monday through Friday from 8 a.m. to 5 p.m.

ALL OTHER CURRENTLY ENROLLED STUDENTS

Advisement

Prior to enrollment, students must contact their advisor and plan their schedule of classes for the 2015 Spring Semester. (Non-degree-seeking graduate students do not need to contact an advisor to enroll.)

Courses Requiring Permission to Enroll

Courses such as independent study, projects, research, thesis, etc., may REQUIRE permission of the department chair or instructor before students enroll. Students must contact the appropriate department to secure permission to register for these courses. These classes are indicated with a "Y" to the left of
the course prefix, double section letters beginning with the letter "P", and an appropriate note such as "permission," "consent," etc., in the prerequisite column.

Registration Procedures for Currently Enrolled Students  
(Students not advised in SAC)  
1. Meet with your advisor and discuss your schedule of classes for the spring semester and enroll. You may be given a PIN to enroll yourself through your Buzzin account. An advisor may opt to assist you with enrolling rather than providing you with your PIN to enroll yourself. Remember all enrollment holds must be satisfied prior to class registration.  
2. If you have problems with your enrollment the Registration Office will assist you.  
3. Update your student information through your Buzzin account, including your mailing address and cell phone number.

AUDITING OR VISITING A CLASS  
Students who wish to take a course but do not need or want the credit to be counted toward degree requirements may "audit" that course. The student must secure the instructor's permission and inform the Registration Office during the first ten days of classes, or prior to the first day of the class when it is less than one semester in length. Students must pay the same fee for auditing a course as would be paid for taking the course for full credit. (Residents of Kansas who are 60 years of age or over may audit classes free of charge. For more information, see "Fee Waiver for Persons Age 60 or Over" located in the fee section of this schedule.) Students should consult their academic advisor before signing up to audit a course.

CREDIT BY EXAMINATION  
Students may earn credit by examination in a number of departments of the university. Information should be obtained from the department concerned or from the Office of the Registrar.

REINSTATMENT / READMISSION  
Students who were required to withdraw the last time they attended ESU or students returning to ESU after a semester's absence should contact the Registration Office, 108 Plumb Hall or by phone at 620-341-5211, to process a reinstatement or readmission form. The Registration Office will determine the student's previous advisor.

LOAD  
Undergraduate students may take up to and including 18 hours with permission of their advisor. (A student enrolled in one or more developmental courses will be limited to a total semester enrollment of approximately thirteen credit hours. This applies to new students beginning in Fall 1999 and thereafter.)  
Graduate students may take up to and including 16 hours with permission of their advisor (12 hours for graduate assistants).

OVERLOAD  
Students with superior academic college records may petition to exceed the above stated loads. Written approval to carry an overload must be secured from the student's advisor, the chair of the department of the student's major, and the graduate dean, if for a graduate student. Forms are available in the Registration Office.  
The overload form must be processed before the end of the first week of classes. Failure to process the form by this time may result in withdrawal from all or part of the student's classes.

POLICY ON DROP-ADD, WITHDRAWAL, AND MIDTERM GRADING  
Add Period--The official add period consists of the first five weekdays of each semester. No class may be added after the official add period without the instructor's permission. (The instructor must sign the "Change of Registration" form for each course added.) No class may be added after the 10th day of classes.  
Drop Period--The official drop period consists of the first 10 weekdays of each semester. No record of classes that are dropped during the official drop period will appear on the student's transcript.  
The Registrar will determine the official add and drop periods for classes taught in less than a full regular semester.  
Midterm Grades--Each instructor shall, by the end of the eighth week of each regular semester, evaluate undergraduate students' progress and post a midterm grade for each undergraduate student enrolled in the class. An instructor teaching a graduate-level course has the option of evaluating by the end of the eighth week of each regular semester all of the graduate students in the course. For this purpose, the instructor can assign graduate students a grade as appropriate for the course. The instructor who is teaching a graduate-level course and who chooses to give an eighth-week evaluation shall post a midterm grade for each graduate student enrolled in the course. For classes taught in less than a full regular semester, the instructor will make the evaluation available to the student in time to allow the student to withdraw before completion of 5/8 of the course. Midterm grades are available on Buzzin (see previous page).

Withdrawal Policy--If a student elects to withdraw from one or more classes after the official drop period (first 10 weekdays) through the tenth week of a regular semester, the grade of "W" will be recorded on the transcript regardless of the student's standing in that class. The advisor must sign the withdrawal form. After the tenth week of the regular semester, the student may not withdraw from class nor may the instructor assign the grade of "W". In extreme cases, the student may appeal to the Office of the Associate Provost to receive a grade of "W" after the tenth week.  
Classes taught in less than the regular semester, will follow a similar pattern. If a student elects to withdraw from one of these shorter classes after the official drop period and before 5/8 of the class periods have been completed, the grade of "W" will be recorded on the transcript. After 5/8 of the class periods have been completed, the student may not withdraw nor may the instructor assign the grade of "W." In extreme cases, the student may appeal to the Office of the Associate Provost to withdraw with the grade of "W" after 5/8 of the class periods have been completed.

Developmental Courses--A student enrolled in a developmental course or courses may not drop or withdraw from such courses unless withdrawing from the university.

INCOMPLETE GRADE POLICY  
Except for graduate research, thesis or the equivalent, all "incomplete" work must be finished by the end of the following full semester (summer sessions are not considered a full semester for purposes of this deadline). Individual instructors may establish earlier deadlines or grant one semester extension for completion of the work. Students who do not complete the unfinished work by the end of the following semester or the established deadline will have the grade of "F" entered on their transcript and will be required to re-enroll to earn credit in the course. Students who receive federal financial aid should consult the current satisfactory academic progress policy concerning the
treatment of "incomplete" grades. The policy is online at www.emporia.edu/finaid.

"PASS-NO-CREDIT" GRADING

Students may enroll in certain courses under the pass-no-credit option. This means that the grade which the student receives for the course will be either "P" for passing, or "N" meaning no credit.

This option is limited to certain courses and students may not take courses in their major, minor, or teaching field under this option. Required general education courses are also excluded from this option. Students should consult their academic advisor before enrolling in a pass-no-credit option.

Grades in certain other courses are recorded as pass or no credit for all students enrolled. Such grading practices are in courses designed by the department and approved by the University.

Interested students should inquire within the first five days of classes in the Office of the Registrar concerning full details of this grading option.

FEE INFORMATION

STUDENT FEES

<table>
<thead>
<tr>
<th>ON-CAMPUS COURSES</th>
<th>Resident</th>
<th>NEARR</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$2,873.00</td>
<td>$3,998.00</td>
<td>$8,948.00</td>
</tr>
</tbody>
</table>

Undergraduate students enrolled in LESS than 10 credit hours and Graduate students are assessed a per-credit-hour fee of the following amounts:

<table>
<thead>
<tr>
<th>Resident</th>
<th>NEARR</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$225.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Graduate</td>
<td>$302.00</td>
<td>$416.00</td>
</tr>
</tbody>
</table>

NOTE: An electronic billing statement will be mailed to students who pre-enroll by 5:00 p.m. on Wednesday, December 10, 2014.

DISTANCE EDUCATION ENROLLMENT

Distance Education courses address the academic needs of students who are seeking further education but are usually unable to participate in traditional on-campus courses and programs. Course sections beginning with "X" or "Z" are offered through Distance Education. The "X" designates graduate level credit, the "Z" is undergraduate level credit. For information about enrollment and fees, please call Distance Education at (620) 341-5385 or toll fee 1-877-332-4249.

DISTANCE EDUCATION FEES

All off-campus classes and classes offered to students at a distance are administered by Distance Education. Fee amounts per credit hour are:

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Undergraduate Credit</td>
<td>$225.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Graduate Credit</td>
<td>$302.00</td>
<td>$416.00</td>
</tr>
</tbody>
</table>

*An exception or waiver would be allowed for out of state residents who are employed in Kansas. Verification must be made with the Office of the Registrar.

Off-campus technology fee for all Internet, Interactive TV, and TELENET 2 courses: Undergraduate and graduate, $42 per course. Students attending classes at Distance Education site will be assessed a site facility fee not to exceed $30.00 per credit hour or a fee as required when other facilities are used.

NOTE: Undergraduate students enrolled in Distance Education classes will pay tuition and Distance Education fees at the per credit hour rate unless enrolled in 10 or more on-campus credit hours.

SCHOOL OF LIBRARY AND INFORMATION MANAGEMENT (SLIM)

All non-resident students will pay the non-resident rates per credit hour plus an area fee per credit hour when taking SLIM classes. Kansas residents will pay resident rates per credit hour plus an area fee per credit hour.

Graduate Credit   | $302.00 | $781.00 |

STUDENT FINANCIAL AID

Interested in federal financial aid – loans, grants, work study? Complete the 2014-15 "Free Application for Federal Student Aid" (FAFSA) at www.fafsa.gov. We encourage you to do this by November 1. Our school code is 009127. If you have already completed the 2014-15 FAFSA is it not necessary to do so again.

You can complete the 2015-16 FAFSA any time after January 1, 2015. Results from this FAFSA are used for Summer and Fall 2015 and Spring 2016 awarding. Our priority date is March 15, 2015.

Please contact the Office of Student Financial Aid, Scholarships & Veterans Services 103 Plumb Hall) or call 620/341-5457 or 1-800-896-0567 for further information.

Consumer information can be found at www.emporia.edu/finaid/. If you need a paper copy of this information contact the Financial Aid Office. If you need a paper copy of this information contact the Financial Aid Office.

ACADEMIC SCHOLARSHIPS

Scholarship Information is available at: http://www.emporia.edu/finaid/scholarships/

PAYMENT OF ACCOUNT CHARGES

PLEASE NOTE: If you are enrolled but DO NOT PLAN to attend ESU in Spring 2015, you must withdraw from your classes by the end of the 100% refund period (February 3, 2015) to completely reverse assessed tuition and fees from your student account. If you withdraw, after receiving financial aid, federal regulations may require payment of that excess. Failure to withdraw obligates the student to pay tuition and fees in full.

All fees are due and payable on Tuesday, January 27, 2015 at 5:00 p.m. central time whether a billing statement is generated or not. For payment to be credited to your account by January 27th, please allow time for mailing and processing. Financial aid must be authorized AND disbursed to be considered a payment on your account. Any student, with a balance of $100 or more on January 27, 2015 at 5:00 p.m. central time, will be charged an administrative fee of $50.
If a student is unable to financially cover their entire account balance by January 27th, a $150 payment can be made toward the account balance. Information regarding the extended payment option can be found at Cashiering Services in Plumb Hall or available at http://www.emporia.edu/busaff/payment_options.htm.

NOTE: If you have paid $150 or more on your student account (including grants, scholarships, and/or loan payments) and you DO NOT PLAN to attend ESU, you must withdraw from your classes by the end of the 100% period (February 3) to completely reverse assessed tuition and fees. Failure to do so obligates the student to pay tuition and fees in full.

Cashiering Services is responsible for the collection of tuition, fees and residence hall payments. Payments can be made on-line or at the cashiering window located in Plumb Hall. Students are not officially enrolled in classes until fees are paid or payment arrangements have been made.

To pay on-line, visit your Buzz In account and follow these instructions:
1) Go to http://buzzin.emporia.edu
   a. Login: Username and Password
2) Contact the Help Desk for login questions (620-341-5555)
3) Select the “Academic Life” Tab
4) Select the credit card icon next to the dollar amount under your “My Account” Section
5) Fill in the appropriate information
6) Logout

Students pre-enrolled by 12:00 p.m. Wednesday, December 10, 2014.
• An electronic billing statement will be generated and available through the student’s Buzz In account. Please check your Buzz In account for updated information.

Students pre-enrolling AFTER 12:00 p.m. Wednesday, December 10, 2014.
• The student should see advisor to determine class schedule.
• SAC students should go to the Student Advising Center, PH 206 or call 620-341-5421.
• Check your Buzz In account for Spring 2015 course charges
• The student can
  1) pay fees at Cashiering Services
  2) pay fees online through your Buzz In account.

All students:
1. REVIEW YOUR BUZZ IN ACCOUNT FOR HOLDS. THE STUDENT’S FEE PAYMENT CANNOT BE PROCESSED UNTIL ALL HOLDS ARE RESOLVED.
2. Update your permanent and mailing address information through your Buzz In account.
3. Fees can be paid via your student Buzz In account by electronic check or credit card. The University accepts Discover, MasterCard, Visa and American Express credit card payments. Convenience fees apply for credit card payments. Check, cash and money order payments can be paid at Cashiering Services in Plumb Hall during regular office hours from 8:00 a.m. to 5:00 p.m. central time or through the mail (Campus Box 4080, 1 Kellogg Cir, Emporia, KS 66801). Please do not mail cash. A computer will be available in Plumb Hall for those needing assistance with the online payment process.
4. Any scholarships, grants or loans must first be applied to tuition and fees. Any excess funds that become available will be refunded to the student. Students that have set up direct deposit authorization online through their student Buzz In account will receive excess financial aid funds by direct deposit no earlier than Thursday, January 15, 2015. Students who have not completed the direct deposit authorization will be issued a check. Checks will not be mailed until January 23, 2015 and will be sent to the student’s mailing address. If your mailing address has changed, you must update your address online through Buzz In or with the Registration Office.
5. All students are required to be paid-in-full by on Tuesday, January 27, 2015. Information regarding the extended payment option can be found at Cashiering Services in Plumb Hall or available at http://www.emporia.edu/busaff/payment_options.htm.
6. Administrative fees will be assessed for the extension of payment on a student’s account. Processing and/or service charges may be assessed for some of the services. All reasonable charges necessary for the collection of any amount not paid when due will become the responsibility of the student.
7. All payment for classes that start after January 21, 2015, i.e. workshops, second block classes or other classes starting later must be received by January 27.
8. A $50 administrative fee will be charged on Tuesday, January 27, 2015 at 5:00 p.m. central time to all students who have an account balance. Students must sign and submit the Extended Payment Agreement form in order to avoid account holds.
9. No student shall be permitted to finalize enrollment for any semester if there are outstanding delinquencies from prior semesters. Students with outstanding debts to the University, whether financial or material, may have their official transcripts and/or enrollment withheld.
10. If the University receives a returned check for fees, the University reserves the right to withdraw the student from classes and to charge the student fees due as of that date. Additional information is available from Cashiering Services.

NOTE: The University reserves the right to correct clerical errors.

PAYMENT CALENDAR
Wednesday, January 21st - First day of class
Tuesday, January 27th - 5th day of class - All students must be paid in full or complete the conditions of the Extended Payment Agreement.
- $50 administrative fee charged to all students who have an account balance of $100 or more AND
- Student must sign and submit the Extended Payment Agreement form in order to avoid account holds. The form is available at Cashiering Services or online at http://www.emporia.edu/busaff/payment_options.htm.
Tuesday, February 3rd – 10th day of class

Last day for a tuition refund

Tuesday, February 17th - 20th day of class - Any account balance not paid in full on or before this date will be charged an additional $50 administrative fee.

Tuesday, March 10th - 35th day of class - All account balances are considered past due. 
-$50 late fee assessed each month balance remains outstanding
-Holds placed on student’s account

REFUND POLICIES

Students should inquire with the Office of Cashiering Services about refund amounts. The refund period depends on the how long the class lasts. No refund is available once the refund period is past.

For short term classes of 4 weeks or less, students must process the official drop on or before the Tuesday of the week in which the class begins in order to receive a refund.

For classes 5 to 8 weeks, students will receive a refund if the official drop is processed on the Friday of the week in which the class begins.

For classes 9 to 11 weeks, the official drop must be completed by the Monday following the first week of class.

If the class duration is 12 or more weeks, the official drop must be completed by February 3, 2015 (10th day of classes).

Refunds are processed in the order that they are received and may take three to four weeks, depending on the level of activity in the Business Office at any particular time during the refund period. The official date the class was dropped will be the date posted on the student record. This drop may be made in person or via the Web. If a class is dropped after the above stated refund dates, no refund is issued.

NOTE: Students attending Emporia State and receiving assistance through Title IV Student Financial Aid Programs may be eligible for a pro-rated refund. Inquire in Cashiering Services for additional information. This refund policy is based on official withdrawal through the Registrar’s Office. Tuition refunds may require repayments to Emporia State University or Federal Financial Aid Programs based upon financial aid requirements.

FEE WAIVER FOR PERSONS AGE 60 OR OVER

Residents of Kansas who are 60 years of age or over may take courses at the university without paying the regular fee. A course taken free cannot be counted toward a degree. The person will be considered an auditor in the class, and admission to the class will be by permission of the instructor and only if space is available. Interested individuals should consult with the Registrar or the Director of Admissions.

WITHHOLDING OF STUDENT RECORDS

When necessary, the University may withhold the student’s official transcript for the nonpayment of tuition and fees, loans, other charges, and for failure to return University property.

COLLECTION POLICY

A student's official transcript may be held and/or permission to re-enroll denied for failure to pay any indebtedness or return any property to the university. Students may be required to pay collection agency and attorney fees and all other charges necessary for the collection of any amount not paid when due, as allowed by law.

COMPETENCY EXAMINATION REQUIREMENT

All students seeking a baccalaureate degree from Emporia State University must demonstrate competency in reading, writing, and mathematics.

Teacher candidates seeking a degree in elementary, the Collegiate Assessment of Academic Proficiency (CAAP) before admission to the teacher education program. Please contact your education advisor for questions regarding testing options. A candidate who passes two test areas but scores below the cut-off score in one test area-mathematics, reading, or writing-may be considered for the CAAP Window. Window criteria are as follows:

- Candidates must have taken the CAAP once.
- Candidates must be within two points of the standardized CAAP cut-off score.
- If the above two criteria apply, then candidates may use alternative ways (see non-teaching degree options 2-6 to the competency examination requirement listed below) to meet the Phase I or Block requirement for the Teacher Education Program at Emporia State University.

Teacher candidates should take the examinations during their sophomore or junior year. Standards for passing the examinations have been established by the Council on Teacher Education and are not necessarily the same as those for non-education majors. There is no limit to the number of times a candidate may take the examinations. At the time of this publication, information related to PRAXIS testing is available by contacting Sharon Brown at sbrown20@emporia.edu or by calling 620-341-5770.

Non-teaching degree students have several options for fulfilling the competency examination requirement as listed below.

1. Students may pass the reading, writing, and mathematics the Collegiate Assessment of Academic Proficiency (CAAP), or any other nationally standardized examination for which there is a published concordance with the CAAP. If the standardized examination does not have a reading component, the student's ACT scores will substitute for the CAAP.

2. The writing portion of the requirement may also be fulfilled in any of the following ways:

   - Earning a grade of “A minus” or higher in EG 102 (Composition II) in a resident, on-campus class.
   - Earning a grade of “A minus” or higher in a course equivalent to EG 102 from another accredited university or community college.
   - Earning a grade of “B” or higher in EG 104 (Honors Composition II) or in EG 301 (Advanced Composition).

Receiving credit by examination for EG 102.

Meet the passing score requirements for ESU on the
Compass, GRE, IELTS, G-MAT or TOEFL. Official scores must be on file with ESU in order to receive these forms of test exemptions.

3. The **mathematics** portion of the requirement may also be fulfilled in any of the following ways:
   - Earning a grade of “A minus” or higher in MA 110 (College Algebra) in a resident, on-campus class.
   - Earning a grade of “A minus” or higher in a course equivalent to MA 110 from another accredited university or community college.
   - Earning a grade of “C” or higher in any approved general education mathematics course beyond MA 110 or MA 112 Trigonometry.
   - Receiving credit by examination for either MA 110 or MA 161.

Meet the passing score requirements for ESU on the Compass, GRE, IELTS, or G-MAT. Official scores must be on file with ESU in order to receive these forms of test exemptions.

4. The **reading** portion of the requirement may also be fulfilled in any of the following ways:
   - Receiving a reading score of at least 18 on the ACT Assessment.
   - Receiving an equivalent score on any test for which there is a published concordance with the ACT.
   - Earning a “B minus” or higher (or credit by examination) in each course used to meet the general education requirements.

Meet the passing score requirements for ESU on the Compass, GRE, IELTS, G-MAT or TOEFL. Official scores must be on file with ESU in order to receive these forms of test exemptions.

5. International students may take the Test of English as a Foreign Language (TOEFL) as an alternative to the reading and writing exams. The passing score is the cutoff value (now 550) that the Institution uses to allow International students to enter graduate school without further testing of their language skills. To fulfill the mathematics requirement, students must earn a grade of "A minus" in MA 110 (College Algebra) or a grade of "C" or higher in any approved mathematics course beyond MA 110, College Algebra.

6. Those students who are unable to fulfill the requirement in any of the above ways and who have taken the CAAP and are not an education major may attend the reading, writing and/or mathematics labs. In the lab, students will be given an opportunity to practice necessary skills and pass a lab test as a substitute for the CAAP tests. Passing scores in lab tests fulfill the competency exam requirement.

Students who qualify for competency exemption options 2, 3, 4, or 5 must confirm exemptions with their advisors who will then confirm with the Office of Institutional Research & Assessment (620-341-5103). Students should determine exemption status with their advisor prior to enrolling for CAAP courses. Advisors and students may also consult with the office or can make exemption inquiries via e-mail (bnichols@emporia.edu).

Students will be notified about the need to enroll in CAAP testing courses by e-mail prior to open enrollment dates each semester. This notification will be sent out by the Office of Institutional Research and Assessment. Students should enroll in CAAP courses immediately after completing coursework for Composition II (EG102) and/or College Algebra (MA110), if grades of A or A- are not achieved. Students transferring in coursework for these two subjects should enroll in CAAP courses, if transfer coursework grades were not in the A or A- grade range. Students who haven’t met exemptions for the Reading competency should enroll in the CAAP course no later than their junior year of study.

Students registered with the Office of Disability Services (who are enrolled for CAAP testing) must contact the Office of Disability Services to coordinate their CAAP testing. Students should contact the Office of Disability Services at least two weeks prior to the scheduled testing date to make arrangements.

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<thead>
<tr>
<th>Emporia State University</th>
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<tr>
<td><strong>CAAP EXAM at the ESU-KC location (8:00am) &amp; the ESU Campus</strong></td>
<td><strong>CAAP EXAM at the ESU-KC location (8:00 A.M.) &amp; at the ESU Campus</strong></td>
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<tr>
<td>January 31, 2015</td>
<td>June 6, 2015</td>
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<tr>
<td>(7:30 A.M.)</td>
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<tr>
<td>March 28, 2015 (7:30 A.M.)</td>
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**NOTE:** For more information, contact the Office of Institutional Research & Assessment at 620-341-5103 or for further testing dates and information, please visit: www.emporia.edu/oira

**DISABILITY SERVICES**

The Office of Disability Services (ODS) coordinates reasonable accommodations for students with documented disabilities at Emporia State University in order to afford equal opportunity and full participation in university programs and services for all students. Students must register with ODS in order to receive accommodations. Students with disabilities who do not require accommodations may choose to register with the office in order to be informed of scholarships, employment opportunities, and disability-related events. ODS provides information and referrals to promote successful transitions to college and to work.

We encourage students to plan ahead to facilitate the timely provision of accommodations.

ODS serves as the voter registration site on campus. Voter registration materials are available in both English and Spanish.

Plumb Hall 106. Phone 620-341.6637. Fax 620.341.6640. Email: disabser@emporia.edu.
The first day that a class regularly meets determines the final exam block. [Example: For a class that regularly meets MT, MW, MWF, MTWR, MTWRF, WRF, WF, M only, W only, F only, etc., the student will check the "MWF" blocks. For a class that regularly meets TR, TWR, TWRF, T only, R only, RF, etc., the student will check the "TR" blocks.]

The time within each block on the final exam schedule is determined by dropping the minutes off the regular class time. [Example: For a class that regularly begins at 9:15, 9:30, or 9:45 on Wed., the student will check the 9:00 MWF block.]

After it has been determined which block fits a specific class, the student will check the far left column to determine the time of the examination and the top of the schedule to determine the day the examination will be given. Examples: The examination time for a 9:30 TR class would be 10:10-12:00 Thursday, May 14. The examination for a 1:00 MWF class would be 1:00-2:50 on Thursday, May 14. The examination for an 11:30 Thursday class would be 8:00-9:50 on Friday, May 15.

Students with more than three examinations scheduled for the same day and who have not been able to resolve this situation among their instructors, will have the option of appealing to the Associate Provost to have one of the final exams moved to a different day. This appeal must be initiated by May 1 for regular day classes to accommodate this pattern of scheduling.

Students are responsible for all University property obtained with their Hornet Card. If the ID card is lost, report it immediately to the University ID Center or the University Police and Safety Office. If a card is found, it may also be returned to either office.

Students must show proof of current enrollment to obtain a Hornet Card. The Hornet Card costs $18 and can be obtained in the University ID Center, located in the Memorial Union. The ID Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Students who have questions concerning the Hornet Card may call 620/341-5859.

**VETERANS EDUCATIONAL SERVICES**

Eligible veterans and their dependents may obtain educational benefits through the University. The Veterans Services Office is located in Plumb Hall Rm 103 or the Certification Officer can be reached by phone at 620/341-5457.
Dependents of a prisoner of war, a person missing in action, a person who died as a result of a service connected disability suffered during the Vietnam Conflict, may be eligible for a waiver of tuition and fees. Please see http://www.emporia.edu/finaid/veterans/

LIVING AREAS
The University offers a wide variety of choices in housing accommodations to suit the various needs of the students. The University offers a variety of choices in housing accommodations to suit the various needs of the students.

First Year Student Live-In Requirement
Emporia State University requires all freshmen to live in the residence halls. Exceptions are limited to those students commuting 30 miles or less to the campus while living with a member of their immediate family (father, mother, sister, brother, aunt, uncle or grandparents); are married (with documentation); have children (with documentation) or have graduated from high school at least one year before entering Emporia State University and are 19 years of age or older by the 1st day of class Fall semester. Any student enrolled for 12 hours or more, filing for a waiver due to residing with family within 30 miles must provide notarized letters of support from a parent and the family member with whom the student will reside. Waivers of Residential Requirement forms and information are available on the residential life website or by emailing or calling the Department of Residential Life.

Periodic checks of approved waivers may be made. Any student found to have purposefully filed inaccurate information or is living under circumstances that have changed since the initial approval of a waiver may be required to move into on-campus facilities and/or be subject to University sanctions. Enrollment, final registration, official records, and other University services may be suspended until a Housing and Dining application/contract or an approved waiver is on file with the Department of Residential Life.

HOUSING OPTIONS:
Residence Halls --- The on-campus location of two residence hall complexes provides housing accommodations for approximately 1,000 students. Both residence hall complexes are conveniently located and offer a variety of activities and resources, including professional staff, to meet the needs of the students who reside in them.
Fraternities and Sororities --- Members of Emporia State university fraternities and sororities have the opportunity to live off-campus in chapter houses after their freshmen year. For additional information contact the Center for Student Involvement in the Memorial Union, 620/341-5481.

CAMPUS FOOD SERVICE
The Memorial Union Dining Service provides a variety of food service options for students living on or off campus. Students who live in the residence halls have the following options for eating in the Memorial Union Cafeteria:

15-Block Plan - Every week students on the plan will be given 15 meals to use. You choose how to use your meals. If you want to have an early lunch and then eat again later during the lunch hour, you can. Just keep in mind that once the 15 meals are used, you will have to wait for the new week to have more meals. On this plan you can treat friends or family members to a meal using part of your 15 meals for the week.

10-Block Plan - This plan is just like the 15-Block Plan but you are limited to 10 meals per week.

Off-campus students have several meal options: They may pay cash in the Hornet’s Nest, Skyline, or Hornet Express; they may purchase a meal plan in the Hornet’s Nest; or they may take advantage of our declining balance plan that allows the purchase of credits for use in any of the dining areas with a minimum deposit of $25.00. This plan gives a bonus of 10%, plus it can be used in the MU Bookstore.

On-campus students contract for meal plans through their housing and food service contract. Contact the Department of Residential Life, 620-341-5264 for more information. After move-in changes made to on-campus dining plans should be made through the Memorial Union ID Card Center.

To obtain additional dining information, contact the ID Card Center (620/341-5859) or the Dining Services Office (620/341-5277) located in the Memorial Union.
**GENERAL EDUCATION**

**MISSION:**
The General Education Program at ESU provides students with an educational experience that promotes their personal wellbeing, prepares them for career success and provides for the common good. This program is at the core of the university experience and complements a student’s major program of study.

**GOVERNANCE:**
The overall General Education Program is the responsibility of the Dean of The College of Liberal Arts and Sciences and his or her designated Director of General Education. ESU’s Council on General Education, which is composed of faculty, students and administrators, assists the Director and has responsibility for approving, monitoring, and reviewing all policies, procedures, and curricula pertaining to the general education. Faculty in the arts and sciences play a key role in the definition and delivery of the General Education Program.

**GENERAL INFORMATION**
The General Education Program at Emporia State University has six foundational goals with outcomes under each goal. These goals and outcomes represent what ESU considers to be the foundation of a well-rounded educational experience essential for student success as they complete their educations, prepare for careers, and engage as involved citizens. Each course in the General Education Program is aligned with at least one of these outcomes and provides an educational experience that will satisfy the outcome with which that course is aligned. These goals and outcomes, as well as the courses aligned with them, satisfy requirements of the Kansas Board of Regents (Foresight 20/20), the Kansas State Board of Education, and other accrediting bodies.

Students must complete the General Education Program outlined below. Students whose first enrollment occurred prior to the fall of 2009 may have the option of satisfying the requirements of the General Education Program that were in force when they enrolled provided that the requirements of “Reasonable Continuity” have been satisfied. Such students should check with their academic advisor, Registration Office Personnel, or the Director of General Education for a final determination of this issue.

Students must study these general education requirements carefully and consult with their academic advisor to ensure that they are completing the appropriate requirements as some degree programs require specific courses in the Program. Such program requirements are presented below. When appropriate, students in consultation with their academic advisors, can petition the Director of General Education for the substitution of specific courses requirements, or, in extraordinary circumstances, for exemption from specific course requirements.

**GENERAL EDUCATION REQUIREMENTS**

Students whose first enrollment occurred in an accredited college or university in the Fall 2009 or later must meet the general education requirements as outlined below in order to graduate from Emporia State University.

The General Education CORE requirements are common to all students regardless of major. However, there are some requirements unique to specific majors and degrees.

The list below clarifies the CORE requirements and denotes any variations as determined by major or degree requirements. Some majors or programs may require a minimum grade for specific General Education courses. Students should contact their academic advisors and consult the applicable university catalog for details.

See also the General Education Prerequisites, General Education Approved Substitutions, and General Education Honors Courses sections at the end of this document.

**GENERAL EDUCATION GOALS**

1. Acquire proficiency in core skills necessary for academic success.
   A. Demonstrate effective communication skills in speaking and listening.
      Complete one course:
      SP 100 Interpersonal Communication 3 hrs.
      SP 101 Public Speaking 3 hrs.

   B. Demonstrate effective communication skills in speaking and listening.
      Complete both courses:
      EG 101 Composition I 3 hrs.
      EG 102 Composition II 3 hrs.
      (Must have a “C” or better in each)

   C. Demonstrate effective skills in quantitative and mathematical reasoning.
      Complete one course:
      MA 110 College Algebra 3 hrs.
      MA 111 College Algebra with Review 5 hrs.
      MA 156 Principles of Mathematics 3 hrs.
      MA 160 Functions of Calculus 3 hrs.
      MA 161 Calculus I 5 hrs.
      MA 165 Basic Calculus 5 hrs.

   Major/Degree Requirements

   Business, Elementary/Secondary Education, and Nursing Majors must select:
   SP 101 Public Speaking 3 hrs.

   D. Demonstrate effective skills in Information Technology
      Complete one course:
      CS 301 Fluency with Info Technology 3 hrs.
      IS 110/113 Intro to Micro Computer App/Lab 0/3 hrs.
      UL 100 Info Literacy and Technology 2 hrs.
      An approved technology course in the discipline 2-3 hrs.

   Major/Degree Requirements

   Business, Elementary/Secondary Education
   Business/Business Education majors must take IS 113.
Elementary Education majors must take IT 325 Instructional Technology for Educators

Secondary Education majors may take IT 325 or an approved technology course in their discipline 2-3 hrs.

2. Demonstrate knowledge of concepts and principles in a wide range of academic disciplines including:
   A. The Creative Arts
      Select one course from any of the following three areas:
      1. **Art**
         AR 105 Art Appreciation 2 hrs.
         AR 225 Art History I 3 hrs.
         AR 235 Art History II 3 hrs.
      2. **Music**
         MU 226 Music Appreciation 2 hrs.
         MU 326 Focus on Fifteen Classical Music Composers 3 hrs.
      3. **Theater**
         TH 105 Theatre Appreciation 2 hrs.

   Major/Degree Requirements

   Bachelor of Arts, Bachelor of Science in Education, Bachelor of Fine Arts, Bachelor of Music, majors choose two courses, one course from two different areas.

   All Art majors choose AR 225 and one course from each of the other two areas.

   B. Humanities
      Select two courses, one each from any two of the following three areas:
      1. **History**
         HI 101 World Cultures to 1500 3 hrs.
         HI 102 Modern World Civilizations 3 hrs.
         HI 111 U.S. History to 1877 3 hrs.
         HI 112 U.S. History since 1877 3 hrs.
         HI 302 Introduction to History 3 hrs.
      2. **Literature/Mass Media**
         EG 207 Literary Perspectives 3 hrs.
         JO 200 Mass Communications 3 hrs.
      3. **Philosophy**
         PI 225 Introduction to Philosophy 3 hrs.
         PI 301 Ethics 3 hrs.
         PI 325 Social and Political Philosophy 3 hrs.

   Major/Degree Requirements

   Elementary and Secondary Education majors choose one history course (Music Education may choose MU 329 Music History II to fulfill the history requirement) and one course from either of the other two areas.

   Nursing majors choose either PI 225 or PI 301 and one history course.

   C. **The Life Sciences**
      Complete both courses:
      GB 100 General Biology 3 hrs.
      GB 101 General Biology Laboratory 1 hrs.

   **Major/Degree Requirements**

   Biology Majors and Nursing Majors
   GB 140/141 Principles of Biology/Lab 3 hrs.

   Elementary Education Majors
   Complete both courses:
   GB 100 General Biology 3 hrs.
   GB 303 Field and Lab Biology 3 hrs.

   D. The Physical Sciences
      Select one course and one lab from the following:
      CH 110/111 Introduction to Chemistry/Lab 4/1 hrs.
      CH 123/124 Chemistry I/Lab 3/2 hrs.
      ES 110/111 Introduction to Earth Science/Lab 4/1 hrs.
      PH 110/111 Introduction to Space Science/Lab 3/2 hrs.
      PH 190/191/192 Physics I/Lab 3/1/1 hrs.

   **Major/Degree Requirements**

   Elementary Education Majors
   PS 115 Our Physical World 5 hrs.

   Nursing Majors
   CH 120/121 General Chemistry/Lab 3/2 hrs.

   E. Social and Behavioral Sciences
      Select two courses, one from any two of the following five areas:
      1. **Economics**
         EC 101 Basic Economics 3 hrs.
         BC 103 Principles of Economics I 3 hrs.
      2. **Geography**
         GE 200 Introduction to Geography 3 hrs.
      3. **Political Science**
         PO 100 Intro to Gov and Political Science 3 hrs.
         PO 121 American National Government 3 hrs.
         PO 322 State and Local Gov and Politics 3 hrs.
      4. **Psychology**
         PY 100 Introduction to Psychology 3 hrs.
      5. **Sociology**
         SO 101 Introduction to Sociology 3 hrs.
         SO 202 Social Problems 3 hrs.

   **Major/Degree Requirements**

   Elementary Education
   PY 100 Introduction to Psychology 3 hrs.
   Select one of the Political Science courses 3 hrs.

   Secondary Education
   PY 100 Introduction to Psychology 3 hrs.
   Select one other course from one of the other areas 3 hrs.

   Business Majors
   BC 103 Economics I 3 hrs.
   Select one other course from one of the other areas 3 hrs.

   Crime and Delinquency Studies Majors
   SO 101 Introduction to Sociology 3 hrs.
   Select one other course from one of the other areas 3 hrs.

   Nursing Majors
   PY 100 Introduction to Psychology 3 hrs.
   Select one of the Sociology courses 3 hrs.
Information Resource Studies Major
SO 101 Introduction to Sociology 3 hrs.
PY 100 Introduction to Psychology 3 hrs.

3. Demonstrate knowledge of similarities and differences among the world’s cultures, past and present.
   A. Critically examine the characteristics of one’s own culture and other cultures.
   B. Critically examine how one’s own culture and other cultures shape one’s attitudes and opinions.
   C. Demonstrate knowledge of the importance of tolerance and respect towards people of diverse cultures.

Select two courses, one from any two of the following five areas:
1. **Anthropology**
   AN 210 Contemporary Cultures 3 hrs.
2. **Ethnic and Gender Studies**
   ID 301 Issues in Ethnic and Gender Studies 3 hrs.
3. **Geography**
   GE 101 World Regional Geography 3 hrs.
   GE 454 Cultural Geography 3 hrs.
4. **Political Science**
   PO 330 International Relations 3 hrs.
5. **Modern Languages**
   AB 110 Arabic Lang and Culture I 5 hrs.
   AB 210 Arabic Lang and Culture II 5 hrs.
   AS 110 Chinese Lang and Culture I 5 hrs.
   AS 210 Chinese and Lang and Culture II 5 hrs.
   FR 110 French Lang and Culture I 5 hrs.
   FR 210 French Lang and Culture II 5 hrs.
   GR 110 German Lang and Culture I 5 hrs.
   GR 210 German Lang and Culture II 5 hrs.
   SA 110 Spanish Lang and Culture I 5 hrs.
   SA 210 Spanish Lang and Culture II 5 hrs.
   One Advanced Level (200 or above) Modern Language Course 3/4 hrs.

Major/Degree Requirements

Bachelor of Arts
Ten (10) hours of one Modern Language (plus one (1) additional 3 hour course from one of the other areas). To meet this requirement, students will demonstrate proficiency at the 210: Language and Culture II level. Proficiency will be demonstrated by successfully completing a Modern Languages and Literatures course numbered 210 or above, for a minimum of three and a maximum of ten hours of language courses. International students for whom English is not their native language may meet the language requirement upon successful completion of EG 102: Comp II.

Elementary and Secondary Education Majors
Choose either AN 210 or ID 301 and a course from one of the other areas.

4. Demonstrate knowledge and skills necessary for promoting personal and social well-being.
   A. Demonstrate the ability to gather, analyze, and use information to make decisions that promote personal and social well-being.

   Select two courses from those listed below:
   1. **Business**
      BU 241 Personal Finance 3 hrs.
   2. **Leadership Skills**
      LR 170 Principles of Leadership 3 hrs.
   3. **Health and Well-being**
      HL 150 Critical Issues and Decisions in Health 3 hrs.
      PE 100 Active Living 1 hr.
   4. **Sociology**
      SO 261 Intimate Relationships 3 hrs.

Major/Degree Requirements

Business Majors
BU 293 Ethics, Social Responsibility & Sustainability 3 hrs.
Select one other course from this area 1-3 hrs.

Business Education Majors
BU 241 Personal Finance 3 hrs.
HL 150 Critical Issues and Decisions in Health 3 hrs.

Elementary/Secondary Education Majors
HL 150 Critical Issues and Decisions in Health 3 hrs.
Select one other course from this area 1-3 hrs.

   B. Demonstrate awareness of operations of civic and societal institutions.
   C. Identify issues that inform and affect civic and societal institutions.

Courses aligned with these outcomes (6B and 6C) are found in the Social and Behavior Science area. Consequently, these objectives will be met as students complete the Social and Behavior Science requirement.

5. Be able to think critically and analytically about an issue, an idea, or a problem.
   A. Identify and define an issue, an idea, or a problem.
   B. Gather, analyze, and evaluate relevant and reliable information from diverse perspectives.
   C. Formulate and support a well-reasoned argument, perspective or conclusion.

A wide variety of courses in the General Education Program assist students in developing critical thinking skills. Students will acquire these skills as they complete the General Education Program without the need to select a specific course.

6. Be able to make connections among the ideas and perspectives of multiple disciplines.
   A. Explore and compare complex ideas for multiple disciplines.
   B. Apply knowledge from the perspective of multiple disciplines.

A wide variety of courses in the General Education Program assist students in making connections from one discipline to another. Students will learn to make these connections as they complete the General Education Program without the need to select a specific course.
GENERAL EDUCATION PREREQUISITES

Writing . . .
Students whose test scores indicate a need for strengthening basic writing skills are required to take EG 001, Basic Writing (3 hours) before enrolling in EG 101.

Mathematics . . .
Students whose test scores indicate a need for strengthening basic computational or algebraic skills are required to take MA 097 Beginning & Intermediate Algebra (4 hours).

Developmental Classes - if needed . . .
EG 001 Basic Writing
MA 097 Beginning & Intermediate Algebra
EL 072 Improvement in Reading Skills

GENERAL EDUCATION APPROVED SUBSTITUTIONS
(These substitutions apply only to students who were elementary education majors when they took the specified general education courses in fine arts, physical science, and life science, but have since changed their major.)

Fine Arts:
Basic Music (MU 124) substitutes for Music Appreciation (MU 226).

Physical Science:
Our Physical World (PS 115) substitutes for the five-hour physical science requirement (lecture and lab).

Life Science:
Field and Lab Biology (GB 303) substitutes for Biology Laboratory (GB 101).

GENERAL EDUCATION ADVANCED COURSES

Art: AR 225 or AR 235, Art History I or II, may be substituted for AR 105, Art Appreciation.

Fine Arts: TA 315, Survey of Dramatic Literature, may be substituted for TA 125, Theatre Appreciation.

Literature and Ideas: GR 365, SA 365, FR 419, EG 220, EG 221, EG 230, EG 231, EG 240, EG 241, EG 350, EG 355, and EG 360 may be substituted for EG 207.

Mathematics: Education majors may take MA 161, Calculus I, to satisfy the mathematics requirement. Grades of "C" require evaluation by the Mathematics Department. Students pursuing other majors may take either MA 160, Functions of Calculus; MA 161, Calculus I; or MA 165, Basic Calculus.

Physical Science: Students may take either CH 123/124, Chemistry I/ Lab, PH 140/141, College Physics/Lab, or PH 190/191/192, Physics I/ Lab/Recitation to satisfy this requirement.

Social and Behavioral Science: Students may take either BC 103, Economics I, or BC 104, Economics II, in place of EC 101, Basic Economics.

Writing: Students with ACT scores of 24 or above in both English and Reading may take EG 103 and EG 104, Honors Composition I and II, to satisfy the writing requirement.
(Students eligible for this course may choose EG 101, Composition I, and EG 102, Composition II, instead.)

TEST OUTS AND CREDIT BY EXAMINATION
Information on advanced placement and certain general education courses is available at the following address:
http://www.emporia.edu/regist/analyst/cexam.htm

GENERAL EDUCATION HONORS COURSES
Honors students are encouraged to consider taking the following "Honors" classes as part of their general education experience.

BC 103 *Z Principles of Economics I
BC 104 *Z Principles of Economics II
CH 123 *Z Chemistry I
EG 103 *Z Honors Composition I
EG 104 *Z Honors Composition II
EG 207 *Z Literary Perspectives
ES 110 *Z Introduction to Earth Science
GB 100 *Z General Biology
GB 140 *Z Principles of Biology
GE 101 *Z World Regional Geography
HI 101 *Z World Cultures to 1500
HI 111 *Z US History to 1877
HI 112 *Z US History Since 1877
MA 161 *Z Calculus I
PI 225 *Z Introduction to Philosophy
PO 100 *Z Introduction to Government & Politics
PY 100 *Z Introductory Psychology
SP 100 *Z Interpersonal Communication
SP 101 *Z Public Speaking
*All honors sections are designated by a letter followed by "Z," for example MA161DZ, Calculus.
COURSE INFORMATION

COURSE PREFIX

AB Arabic IR Information Resources
AC Accounting IS Information Systems
AN Anthropology ID Interdisciplinary Stds
AR Art IE Intensive English
AS East Asian Studies IT Instructional Techn
AT Art Therapy JO Journalism
BC* Economics *(School of Business) LE Lab Experiences
BE Business Education LR Leadership
BO Botany LI Library Information
BU General Business MA Mathematics
CD Early Childhood MC Microbial/Cellular Bio
CE Counselor Education MG Management
CH Chemistry MH Mental Health Couns
CS Computer Science MK Marketing
CW College Wide MU Music
EA Educational Administration NU Nursing
ED Education PE Physical Education
EE Elementary Education PH Physics
EL Elementary PI Philosophy
EG English PO Political Science
ER Educational Research PS Physical Science
ES Earth Science PY Psychology
FI Finance RE Recreation
FL Modern Language RH Roosevelt Hall
FR French SA Spanish
GE Geography SC School Counseling
GO Geology SD Special Education
GP Great Plains SH Science Hall
GR German SO Sociology
HI History SP Speech Comm
HL Health SS Social Science

BUILDING ABBREVIATIONS

These abbreviations are used to designate buildings in which classes are held.

AA Art Annex
BC Butcher Education Center
BH Beach Music Hall
BL Brighton Lecture Hall
CH Cremer Hall
CM Cora Miller Hall, Nursing Department, 1127 Chestnut
EC The Earl Center, 1601 State Street
EI King Hall
MC Morse Complex
MU Memorial Union
PE Physical Education Building
PH Plumb Hall
RH Roosevelt Hall
SH Science Hall
VI Visser Hall
WL William A. White Library
WS Welch Stadium

PROGRAMS OF INSTRUCTION

Emporia State University is authorized by the Kansas State Board of Regents to award the following degrees:

Bachelor of Arts
Bachelor of Fine Arts
Bachelor of Interdisciplinary Studies
Bachelor of Music
Bachelor of Music Education
Bachelor of Science
Bachelor of Science in Business
Bachelor of Science in Education
Bachelor of Science in Nursing
Master of Accountancy
Master of Arts
Master of Arts in Teaching
Master of Business Administration
Master of Legal Information Management
Master of Library Science
Master of Music
Master of Science
Education Specialist
Doctorate of Library & Information Management

In addition to the above degrees, the Emporia State University offers a number of pre-professional or cooperative degree programs. See the general catalog for descriptions of these programs.

The University also offers specialized study programs in business and cooperates with area business and industry in developing special programs to serve their needs.

COURSE OFFERINGS

Courses on the following pages are offered with the understanding that the University may withdraw any course if conditions beyond the institution's control make it impossible to offer it, or if enrollment in that course is insufficient to justify the course.

Schedule information is arranged in the following order: Permission required; course prefix/number/section, course title, credit hours, prerequisite/other information, date class begins & length in weeks, building, room, time, days (*R” indicates Thursday; “U” indicates Sunday), and instructor.

Definitions:

*Graduate I - Courses and thesis for Masters students who will ordinarily have accumulated from one through 30 graduate hours and students enrolled in professional schools (Law, Veterinary Medicine, M.D., Architecture, etc).

*Graduate II - Courses for Specialists and Doctoral students who will ordinarily have completed greater than 30 hours of graduate work.