

# *Iowa College Student Aid Commission*

Postsecondary Registration Administrator  
603 East 12<sup>th</sup> Street, FL 5<sup>th</sup>  
Des Moines, IA 50319  
(515) 725-3470

## **Postsecondary Registration Iowa Code Chapter 261B**

This is the application form for all schools that are required to register under Iowa Code Chapter 261B.

All items must be completed before the registration application or the exemption will be considered received for processing. If there is insufficient space on the form to provide all requested information, use additional pages as required, numbering to correspond to the item. Other documents or materials may be attached to the form in lieu of providing the information on the form. In such cases, the material or document should be referenced on the form and clearly marked for ease of identification.

**Submit one paper copy and one electronic pdf copy of the application.**

The information you provide will be open to public inspection under Iowa Code Chapter 22.11

# *Iowa College Student Aid Commission*

Postsecondary Registration Administrator  
603 East 12<sup>th</sup> Street, FL 5<sup>th</sup>  
Des Moines, IA 50319  
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## **Application for Approval and Registration Of Postsecondary School Iowa Code Chapter 261B**

Submit a paper document and a complete duplicate in pdf format on a CD or other electronic media. Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

**All items must be completed** before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents.

(Registrations must be renewed every two years or upon any substantive change in program offerings, location, or accreditation.)

Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141: [(261B.4(2))] and [(261.B4(1))]

Name of School: Eastern Kentucky University  
Suite: \_\_\_\_\_  
Street: 521 Lancaster Avenue  
City: Richmond  
State: Kentucky  
Zip: 40475  
Country: United States  
Telephone Number (including country or area code): (859)622-1000

Type of school:

- For –profit
- Non-profit
- Public

Address of this school in all in other states, and in foreign countries:           None

| Suite | Street | City | State | Zip | Country | Telephone |
|-------|--------|------|-------|-----|---------|-----------|
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |

Address of all locations in Iowa where instruction is to be provided: Clinical sites to be determined.

| Suite | Street | City | State | Zip | Country | Telephone |
|-------|--------|------|-------|-----|---------|-----------|
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |

Total tuition charges, fees and other costs payable to the school by a student. [261B.4(3)]- See attached Supporting Document 1, a list of all online programs that includes tuition amounts, list of expenses and fees and list of book cost for the online programs. Supporting Document 1 contains financial aid information. Tuition and financial aid information can also be found on the University's Online Campus website at: <http://ekuonline.eku.edu/eku-online-tuition-financial-aid>. A detailed account of the tuition, fees, expenses etc. can also be found on the University's Online Campus at: [http://studentaccounting.eku.edu/sites/studentaccounting.eku.edu/files/files/Tuition%20and%20Fees%2013-14\(3\).pdf](http://studentaccounting.eku.edu/sites/studentaccounting.eku.edu/files/files/Tuition%20and%20Fees%2013-14(3).pdf). All text book and supply costs can be found on the University's website at: <http://eku.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=19060&catalogId=10001>

| Program to be Offered in Iowa      | Tuition | Fees | Books and Supplies | Other | Total |
|------------------------------------|---------|------|--------------------|-------|-------|
| See attached Supporting Document 1 |         |      |                    |       |       |
|                                    |         |      |                    |       |       |
|                                    |         |      |                    |       |       |
|                                    |         |      |                    |       |       |
|                                    |         |      |                    |       |       |
|                                    |         |      |                    |       |       |

Refund policy of the school for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))]  
If the refund policy is attached, please summarize the policy below.

**Eastern Kentucky University is a public institution and therefore exempt from this requirement.**

Degrees granted by the school [(261B.4(5))]

Offered in Iowa [(261B.4(11))] – See attached supporting document 1.

Name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

Name: Michael T. Benson, President

Suite: CPO 1A, Coates Building, Room 107

Street: 521 Lancaster Avenue

City: Richmond

State: Kentucky

Zip: 40475

Country: United States

Telephone Number (including country or area code): (859) 622-2101

Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261b.4(8))]  
Code section 261B.9 is as follows: See attached Supporting Document 2, EKU's Student Handbook that can also be found on the University's website at: <http://studentaffairs.eku.edu/studenthandbook>

**261B.9 DISCLOSURE TO STUDENTS.**

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course. Each student is provided a class syllabus which contains the name/title of the courses for which the students are enrolled for the semester. The course information can also be obtained by selecting the particular program on the University's Online Campus at: <http://ekuonline.eku.edu/#our-online-deegree> and then selecting to review the curriculum.
2. A brief description of the subject matter of the course. See above answer to 1.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum. The name or title of course, brief description of the subject matter of the course can be found in each course syllabus distributed to every student prior to the commencement of classes. This information can also be found on EKU's website at: <http://ekuonline.eku.edu/#our-online-deegree> and within the Undergraduate and Graduate Catalogs. (Enclosed as Supporting Document 3 are copies of the Undergraduate Catalog and Graduate Catalog.)  
Each student is provided with a detailed billing statement for all tuition charges and other fees charged for each course and provided a receipt upon payment.
4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.

Refund policy can be found on the University's website at: <http://studentaccounting.eku.edu/>  
Also see attached Supporting Document 4, a copy of Eastern Kentucky University's Tuition Resolution Policy.

5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made. All course/program can be found on the University's online website at: <http://ekuonline.eku.edu/#our-online-deegree> . In addition, students are assigned advisors and are given access/contact information for each program advisors that will advise the online student of all information referenced in item #5. This information is also contained in the Undergraduate and Graduate Catalogs that are provided to each Undergraduate or Graduate Student prior to classes beginning and can also be found the University's website at: <http://catalogs.eku.edu/>
6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school. Southern Association of Colleges and Schools. Also see pages 145 – 146 of the Graduate Catalog and pages 358 -359 Undergraduate Catalog enclosed with this application. All accreditation and rankings information can be found the University's website at: <http://ekuonline.eku.edu/insidelook/accreditation-rankings>

Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]. If the school is applying for distance education and has registered with the Iowa Secretary of State as a for-profit or non-profit corporation transacting business in Iowa, please list the corporation's Iowa registered agent. Eastern Kentucky University is exempt from this requirement.

Not applicable

Name: \_\_\_\_\_  
Suite: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone Number (including country or area code): \_\_\_\_\_

Name, address, and title of the other officers and members of the legal governing body of the school:  
[(261B.4(6))] – Board of Regents Members (Names and Addresses for each)

Office Number 1

Name: \_\_\_\_\_  
Suite: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone No. (including country or area code): \_\_\_\_\_

For officers 2 or more, add pages as needed:

Owner Number 1

Names and addresses of persons owning more than 10% of the school: [261B.4(6)]

Not applicable, Eastern Kentucky University is an institution recognized by the state of Kentucky, see attached copy of ownership statement KRS 164.290.

Name: \_\_\_\_\_  
Suite: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone No. (including country or area code): \_\_\_\_\_

For owners 2 or more, add pages as needed:

Name all agencies accrediting the institution. For each agency, include **name, address, telephone number, and whether the agency is recognized by the U.S. Department of Education.** [(261B.4(9))] Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the College Student Aid Commission. **Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world.**

Accrediting agency 1

Name: Southern Association of Colleges and Schools  
Suite: \_\_\_\_\_  
Street: 1866 Southern Lane  
City: Decatur  
State: Georgia  
Zip: 30033  
Country: United States  
Telephone No. (including country or area code): (404) 679-4500  
Contact Person: \_\_\_\_\_

Is this agency recognized by the U.S. Department of Education? [X ] Yes [ ] No

Also see pages 145 – 146 of the Graduate Catalog and pages 358 -359 Undergraduate Catalog enclosed with this application. All accreditation and rankings information can be found the University's website at: <http://ekuonline.eku.edu/insidelook/accreditation-rankings>

Describe the procedures followed by the school for permanent preservation of student records. [261B.4(12)]

See attached Supporting Document 5, State Agency Records Retention Schedule

Provide the contact information to be used by students and graduates who seek to obtain transcript information.

Name: EKU Registrar's Office, Transcript Department  
 Suite: SSB CPO 58  
 Street: 521 Lancaster Avenue  
 City: Richmond  
 State: Kentucky  
 Zip: 40475  
 Country: United States  
 Telephone No. (Including country or area code): (859) 622-1102  
 Registrar's Office and Transcript request can also be found on the University's website at:  
<http://registrar.eku.edu/transcripts>

List the states and approval or registration agencies for all states in which the school operates or maintains a presence.

Not applicable at this time.

| State | Agency Name | Address | Contact Person | Telephone Number |
|-------|-------------|---------|----------------|------------------|
|       |             |         |                |                  |
|       |             |         |                |                  |
|       |             |         |                |                  |
|       |             |         |                |                  |
|       |             |         |                |                  |
|       |             |         |                |                  |

Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used, including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]How do you interact with students? How do they access their instructors and materials?

Eastern Kentucky University treats all online out of state students the same as traditional students who are on campus. The only difference between an online degree and a traditional degree is that the course work is completed online. Upon graduation, online students will hold a degree from Eastern Kentucky University, and will have all the rights and privileges of traditional ECU alumni.

EKU uses The Blackboard Learning System, which provides a framework for instructors to organize course material and interact with students through discussion boards, chat rooms and online assignments. Online students will log in to this system to access their courses. Some professors also produce mini-lectures on video and incorporate instructional videos in their course design. Others rely more on PowerPoint presentations, discussion boards and reading assignments. Most use a combination of strategies and techniques to ensure for a high level of interaction and instructor feedback.

Every course will be presented in Blackboard, which means online students will always work within a standardized course layout and navigation system. This will allow online students to devote their time to the coursework rather than the technology.

The Blackboard Learning System is an internet-based course management system that provides a web site for every class. Blackboard lets students and instructors participate in class activities online. The system offers online storage for course materials, discussion boards, virtual chat, online quizzes, grades and more.

Students will need a computer with high bandwidth Internet access (not a dial-up connection), a Flash player and speakers. It is recommended to use Mozilla Firefox as the primary browser when working with the system. Some courses will have additional requirements. The ECU tech support team is always available to answer any technical questions from online students.

EKU Libraries are proud to support all ECU students, faculty and staff, regardless of location. Much of what is needed to conduct research can be found on the Library website, including ability to chat or txt with a librarian, search the library catalog, or search hundreds of online resources, even from home. The library can UPS resources to students who live outside the ECU service area and are enrolled in ECU classes. Even more, if a student needs a book or article the library does not own, the Librarian can order it for the online or campus student.

Distance Education academic and instructional methodologies and delivery systems information can be found on the University's website at: <http://www.ecu.edu/distance ED/>

Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval. Attach documentation in the form of a letter or certificate for each agency.

Not applicable.

| Agency Name | Contact Person | Telephone Number | Approval Status |
|-------------|----------------|------------------|-----------------|
|             |                |                  |                 |
|             |                |                  |                 |
|             |                |                  |                 |

Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

Yes  No

If yes, explain below.

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Provide the name and contact information for a U.S. Department of Education official who can verify the LST statement.

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Do you:

Enroll students in Iowa?  Yes  No

Employ Iowa faculty?  Yes  No

Do you intend to:

Enroll students in Iowa?  Yes  No

Employ Iowa faculty?  Yes  No If need arose.

Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.

We plan to enroll Iowans who show interest and we do not have Iowa facility at this time we want to consider such in employment in the future. Credentials for online faculty are included with each description of our online programs on the website at: <http://ekuonline.eku.edu/>

Name address, telephone number and resume of employees in Iowa. Please identify which employees are full time.

Not applicable at this time.

Name: \_\_\_\_\_

Suite: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone No. (including country or area code): \_\_\_\_\_

\*Resumes may be provided as attachments

Will your school comply with *Iowa Code* section 261B.7, which requires the school to disclose that it is registered by the Commission, including Commission contact information?

(See the *Iowa Code* for details)

Yes  No

Will your school comply with the requirements of Iowa Code section 261.9(1)"e" to "h"?

(See the Iowa Code for details.)  Yes  No

Please provide policies that comply with these requirements as attachments. See attached Supporting Document 6, policies, statutes and all related documentation.

Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities?  Yes  No

Attach a copy of the applicant school's most recent audit prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

See attached Supporting Document 7.

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Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the school's degree programs. See attached Supporting Document 8.

EKU Libraries are proud to support all ECU students, faculty and staff, regardless of location. Much of what is needed to conduct research can be found on the Library website, including ability to chat or txt with a librarian, search the library catalog, or search hundreds of online resources, even from home. The library can UPS resources to students who live outside the ECU service area and are enrolled in ECU classes. Even more, if a student needs a book or article the library does not own, the Librarian can order it for the online or campus student.

All students enrolled in ECU's Online Distance Education Programs have access to the University's online library resources. All distance Online Learning Resources can be found on the University's website at: <http://www.library.eku.edu/distance-online-learning>

Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

Please see Supporting Document 9, Program Development and Approval Process

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If applicable, please provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease. Please include a photograph of the location.

Not applicable

Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.

Statement may be in an attached document. See attached Supporting Document 10, Statement of Commitment.

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.

Not applicable.

Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

Access to information regarding all types of complaints can be found on the University's website at: [http://www.eku.edu/search?as\\_q=complaints](http://www.eku.edu/search?as_q=complaints) and is also addressed in the Student Handbook attached hereto as Supporting Document 2, page 23.

The below statement can be found at the bottom of the Home Page for the Eastern Kentucky University's Online Degrees website at: <http://ekuonline.eku.edu/>

Students enrolled in EKU online programs should attempt to resolve complaints by using the policies and procedures of the university (see the Student Handbook page 23). However, if the issue cannot be resolved internally, students can file a complaint about the institution by referring to the following list of State Agencies in compliance with U.S. Department of Education regulations.

If applicable, provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

Not Applicable

Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.

9.4

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Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization. Data for each program (what we have).  
For entire institution or graduate/undergraduate or per program

See attached Supporting Document 11, Debt Average for Online Students

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Provide the U.S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year programs if those rates are reported to the U.S. Department of Education National Center for Education Statistics.  
Cohort Graduation Rate - In general.

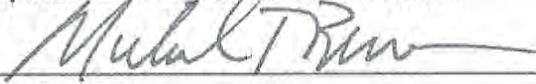
Please see attached Support Document 12, Cohort Graduation Rates and Statistics from U.S. Department of Education National Center for Education Statistics

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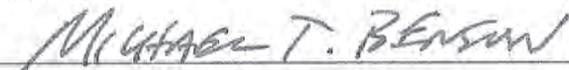
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**SIGNATURE**

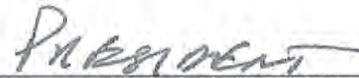
**Applicant School Chief Executive Officer**



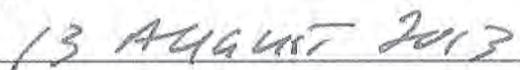
Name



Signature



Title

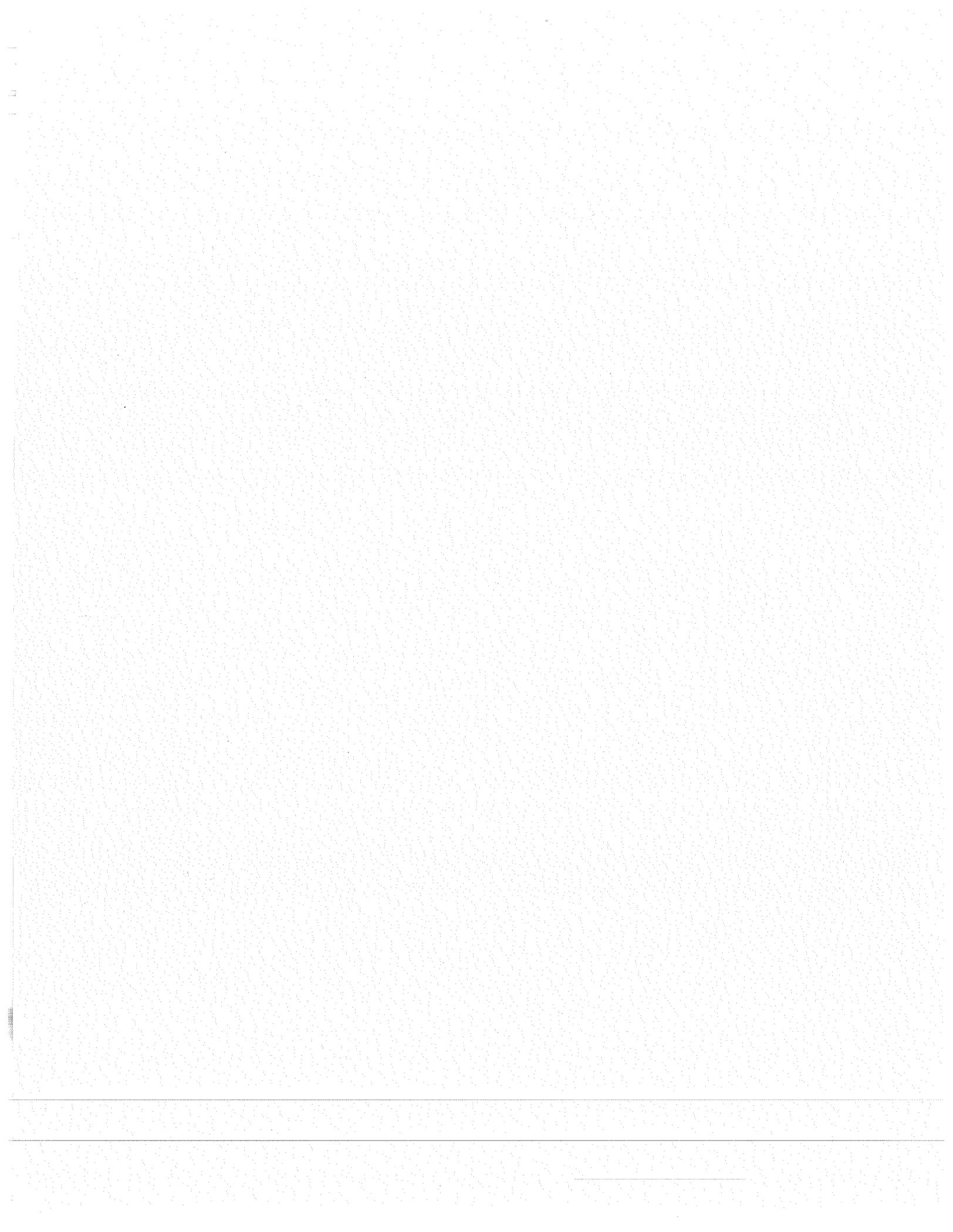


Date

If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.

**Do Not Send any money with application and send**

A registration fee of \$2000 is due and payable to the State of Iowa upon registration approval.





University Counsel

(859) 622-6693 ♦ Fax (859) 622-8030

## **EASTERN KENTUCKY UNIVERSITY**

### **Iowa College Student Aid Commission**

#### **Supporting Document 1:**

**See attached list of online programs that includes tuition amounts.**

**Also attached are the additional fees and costs, including book cost and financial aid information.**



Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution.

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## List of Online Programs

| Program Title  | Degree                    | CIP Code | Specialized Programmatic Accreditation:   | Offered on Main Campus | Offered Online | Total Tuition & Fee Costs | Total Credit Hours |
|--|---------------------------|----------|---|------------------------|----------------|---------------------------|--------------------|
| General Studies  | A.G.S.                    | 24.0102  | See pages 258 – 259 of Undergraduate Catalog for Complete list of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$395 per hr.             | 60sem              |
| General Studies  | B.A.                      | 24.0102  | See pages 258 – 259 of Undergraduate Catalog for Complete list of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$395 per hr.             | 120sem             |
| Paralegal Sciences   | A.A.S.                    | 22.0302  | See pages 258 – 259 of Undergraduate Catalog for Complete list of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$395 per hr.             | 64sem              |
| Paralegal Sciences   | B.A.                      | 22.0302  | See pages 258 – 259 of Undergraduate Catalog for Complete list of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$395 per hr.             | 120sem             |
| Paralegal Sciences   | Certificate (Post – B.A.) | 22.0302  | See pages 258 – 259 of Undergraduate Catalog for Complete list of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$395 per hr.             | 30-31sem           |
| Psychology   | B.S.                      | 42.0101  | See pages 258 – 259 of Undergraduate Catalog for Complete list of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$395 per hr.             | 120sem             |
| Fire Protection Administration                                 | B.S.                      | 43.0202  | See pages 258 – 259 of Undergraduate Catalog for Complete list of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$395 per hr.             | 120sem             |
| Fire Protection and Safety Engineering Technology              | B.S.                      | 43.0201  | See pages 258 – 259 of Undergraduate Catalog for Complete list of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$395 per hr.             | 120sem             |
| Certificate in Fire Protection & Safety Engineering Technology | Certificate Undergraduate | 43.0201  | See pages 258 – 259 of Undergraduate Catalog for Complete list of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$395 per hr.             | 30-32 sem          |
| Corrections & Juvenile Justice Studies                         | B.S.                      | 43.0102  | See pages 258 – 259 of Undergraduate Catalog for Complete list of Accrediting Agencies and Memberships which applies to all programs on this chart. | No                     | Yes            | \$395 per hr.             | 120sem             |

| Program Title                                       | Degree                    | CIP Code | Specialized Programmatic Accreditation:   | Offered on Main Campus | Offered Online | Total Tuition & Fee Costs | Total Credit Hours |
|---|---------------------------|----------|---|------------------------|----------------|---------------------------|--------------------|
| Certificate in Correctional Intervention Strategies | Certificate Undergraduate | 43.0102  | See pages 258 – 259 of Undergraduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart. | No                     | Yes            | \$395 per hr.             | 24 sem             |
| Certificate in Youth Services                       | Certificate Undergraduate | 43.0107  | See pages 258 – 259 of Undergraduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart. | No                     | Yes            | \$395 per hr.             | 24 sem             |
| Occupational Safety                                 | B.S.                      | 15.0703  | See pages 258 – 259 of Undergraduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$395 per hr.             | 120 sem            |
| Homeland Security                                   | B.S.                      | 43.9999  | See pages 258 – 259 of Undergraduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$395 per hr.             | 120 sem            |
| Homeland Security                                   | Certificate Undergraduate | 43.9999  | See pages 258 – 259 of Undergraduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$395 per hr.             | 24 sem             |
| Certificate in Emergency Management                 | Certificate Undergraduate | 43.9999  | See pages 258 – 259 of Undergraduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$395 per hr.             | 24 sem             |
| Certificate in Intelligence Studies                 | Certificate Undergraduate | 43.9999  | See pages 258 – 259 of Undergraduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$395 per hr.             | 24 sem             |
| Certificate in Intelligence & Security Operations   | Certificate Undergraduate | 43.9999  | See pages 258 – 259 of Undergraduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$395 per hr.             | 24 sem             |
| Police Studies                                      | A.A.                      | 43.0107  | See pages 258 – 259 of Undergraduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$395 per hr.             | 64 sem             |
| Police Studies                                      | B.S.                      | 43.0107  | See pages 258 – 259 of Undergraduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$395 per hr.             | 120 sem            |

| Program Title  | Degree                | CIP Code | Specialized Programmatic Accreditation:   | Offered on Main Campus | Offered Online | Total Tuition & Fee Costs | Total Credit Hours |
|--|-----------------------|----------|---|------------------------|----------------|---------------------------|--------------------|
| Adult, Juvenile & Community Corrections leadership   | M.S.                  | 43.0102  | See pages 145-146 of Graduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart.        | No                     | Yes            | \$570 per hr.             | 30 sem             |
| Corrections/Juvenile Leadership  | Certificate Graduate  | 43.0102  | See pages 145-146 of Graduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart.        | No                     | Yes            | \$570 per hr.             | 12 sem             |
| Safety, Security & Emergency Management  | M.S.                  | 43.9999  | See pages 145-146 of Graduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart.        | Yes                    | Yes            | \$570 per hr.             | 36 sem             |
| Safety, Security & Emergency Management - (Options: Ergonomics Fire & Emergency Services, Emergency Management, Homeland Security, Occupational Safety, Labor & Employment, School Safety) | Certificates Graduate | 43.9999  | See pages 258 - 259 of Undergraduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$570 per hr.             | 12-15 sem          |
| Library Science  | M.A.Ed.               | 13.1334  | See pages 145-146 of Graduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart.        | No                     | Yes            | \$460 per hr.             | 37 sem             |
| Rank 1 - Library Science   | Rank 1                | 13.1334  | See pages 258 - 259 of Undergraduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart. | No                     | Yes            | \$460 per hr.             | 31 sem             |
| School/Media Librarian Certification   | Certification         | 13.1334  | See pages 258 - 259 of Undergraduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart. | No                     | Yes            | \$460 per hr.             | 25 sem             |
| School/Safety Endorsement  | Endorsement           | 13.0401  | See pages 258 - 259 of Undergraduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart. | No                     | Yes            | \$460 per hr.             | 15 sem             |
| Teacher Leader Endorsement   | Endorsement           | 13.0401  | See pages 258 - 259 of Undergraduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$460 per hr.             | 15 sem             |
| Elementary Education   | M.A.Ed.               | 13.1202  | See pages 145-146 of Graduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart.        | No                     | Yes            | \$460 per hr.             | 30 sem             |

| Program Title   | Degree  | CIP Code | Specialized Programmatic Accreditation:   | Offered on Main Campus | Offered Online | Total Tuition & Fee Costs | Total Credit Hours        |
|---|---------|----------|---|------------------------|----------------|---------------------------|---------------------------|
| Instructional Leadership, Teacher Leadership for Student Learning                 | M.A.Ed. | 13.0401  | See pages 145-146 of Graduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart.        | No                     | Yes            | \$460 per hr.             | 30 sem                    |
| Instructional Leadership, Safety and Facilities Management in Educational Setting | M.A.Ed. | 13.0401  | See pages 145-146 of Graduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart.        | No                     | Yes            | \$460 per hr.             | 30 sem                    |
| Special Education, Learning & Behavior Disorders                                  | M.A.Ed. | 13.1001  | See page 258 – 259 of Undergraduate Catalog for Complete List of Accrediting Agencies and Memberships   | No                     | Yes            | \$460 per hr.             | 30 sem                    |
| Special Education, Learning & Behavior Disorders Adding Certification             | M.A.Ed. | 13.1001  | See pages 145-146 of Graduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart.        | No                     | Yes            | \$460 per hr.             | 37 sem                    |
| Fire, Arson, and Explosion Investigation  | B.S.    | 43.0205  | See pages 258 – 259 of Undergraduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart. | Yes                    | Yes            | \$395 per hr.             | 120 sem                   |
| Psychiatric Mental Health Nurse Practitioner                                      | MSN     | 51.1601  | See pages 145-146 of Graduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart.        | No                     | Yes            | \$570 per hr.             | 39 sem + 7 hr of NSC 800  |
| Public Health Nursing, Concentration in Administration                            | MSN     | 51.1601  | See pages 145-146 of Graduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart.        | No                     | Yes            | \$570 per hr.             | 39 hrs + 5 hrs NSC 802    |
| Rural Health Family Nurse Practitioner  | MSN     | 51.1601  | See pages 145-146 of Graduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart.        | No                     | Yes            | \$570 per hr.             | 39 sem + 9 hr. of NSC 800 |

| Program Title        | Degree | CIP Code | Specialized Programmatic Accreditation:  | Offered on Main Campus | Offered Online | Total Tuition & Fee Costs | Total Credit Hours |
|----------------------|--------|----------|--|------------------------|----------------|---------------------------|--------------------|
| Nursing Practice     | DNP    | 51.3818  | See pages 145-146 of Graduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart. | No                     | Yes            | \$590 per hr.             | 36 – 39 sem        |
| Occupational Therapy | OTD    | 51.2306  | See pages 145-146 of Graduate Catalog for Complete List of Accrediting Agencies and Memberships which applies to all programs on this chart. | No                     | Yes            | \$590 per hr.             | 41 sem             |

TABLE O

**Eastern Kentucky University**  
**Student Program and Course Fees**  
**2012-13 Operating Budget**

|                                     | 2012-13 | 2011-12 |         | 2012-13 | 2011-12 |
|-------------------------------------|---------|---------|---------|---------|---------|
| <b>College of Arts and Sciences</b> |         |         |         |         |         |
| <b>Art</b>                          |         |         |         |         |         |
| ART 100                             | 20.00   | 20.00   | ART 381 | 28.00   | 28.00   |
| ART 101                             | 98.00   | 98.00   | ART 382 | 28.00   | 28.00   |
| ART 152                             | 50.00   | 50.00   | ART 383 | 28.00   | 28.00   |
| ART 153                             | 30.00   | 30.00   | ART 401 | 25.00   | 25.00   |
| ART 210                             | 128.00  | 128.00  | ART 413 | 23.00   | 23.00   |
| ART 220                             | 53.00   | 53.00   | ART 414 | 23.00   | 23.00   |
| ART 230                             | 73.00   | 73.00   | ART 423 | 83.00   | 83.00   |
| ART 240                             | 48.00   | 48.00   | ART 424 | 63.00   | 63.00   |
| ART 270                             | 33.00   | 33.00   | ART 432 | 63.00   | 63.00   |
| ART 280                             | 203.00  | 203.00  | ART 434 | 63.00   | 63.00   |
| ART 300                             | 25.00   | 25.00   | ART 443 | 48.00   | 48.00   |
| ART 301                             | 25.00   | 25.00   | ART 444 | 48.00   | 48.00   |
| ART 312                             | 23.00   | 23.00   | ART 460 | 40.00   | 40.00   |
| ART 313                             | 73.00   | 73.00   | ART 472 | 53.00   | 53.00   |
| ART 314                             | 23.00   | 23.00   | ART 473 | 53.00   | 53.00   |
| ART 321                             | 63.00   | 63.00   | ART 474 | 53.00   | 53.00   |
| ART 322                             | 63.00   | 63.00   | ART 483 | 28.00   | 28.00   |
| ART 323                             | 63.00   | 63.00   | ART 484 | 28.00   | 28.00   |
| ART 331                             | 63.00   | 63.00   | ART 560 | 40.00   | 40.00   |
| ART 332                             | 63.00   | 63.00   | ART 760 | 40.00   | 40.00   |
| ART 333                             | 63.00   | 63.00   | ART 800 | 25.00   | 25.00   |
| ART 341                             | 48.00   | 48.00   | ART 810 | 23.00   | 23.00   |
| ART 343                             | 48.00   | 48.00   | ART 820 | 63.00   | 63.00   |
| ART 344                             | 48.00   | 48.00   | ART 830 | 63.00   | 63.00   |
| ART 360                             | 40.00   | 40.00   | ART 840 | 63.00   | 63.00   |
| ART 371                             | 43.00   | 43.00   | ART 870 | 53.00   | 53.00   |
| ART 372                             | 53.00   | 53.00   | ART 880 | 28.00   | 28.00   |
| ART 376                             | 33.00   | 33.00   |         |         |         |
| <b>Design</b>                       |         |         |         |         |         |
| DES 122                             | 30.00   | 30.00   | DES 352 | 70.00   | 70.00   |
| DES 222                             | 30.00   | 30.00   | DES 353 | 70.00   | 70.00   |
| DES 226                             | 30.00   | 30.00   | DES 354 | 70.00   | 70.00   |
| DES 250                             | 70.00   | 70.00   | DES 422 | 30.00   | 30.00   |
| DES 322                             | 30.00   | 30.00   | DES 426 | 30.00   | 30.00   |
| DES 326                             | 30.00   | 30.00   | DES 450 | 70.00   | 70.00   |
| DES 330                             | 30.00   | 30.00   | DES 451 | 70.00   | 70.00   |
| DES 350                             | 70.00   | 70.00   | DES 453 | 70.00   | 70.00   |
| DES 351                             | 70.00   | 70.00   | DES 454 | 70.00   | 70.00   |
| <b>Biology</b>                      |         |         |         |         |         |
| BIO 100                             | 20.00   | 20.00   | BIO 556 | 30.00   | 30.00   |
| BIO 102                             | 20.00   | 20.00   | BIO 557 | 30.00   | 30.00   |
| BIO 121                             | 20.00   | 20.00   | BIO 558 | 30.00   | 30.00   |
| BIO 131                             | 20.00   | 20.00   | BIO 561 | 50.00   | 50.00   |
| BIO 141                             | 20.00   | 20.00   | BIO 584 | 30.00   | 30.00   |
| BIO 171                             | 20.00   | 20.00   | BIO 586 | 50.00   | 50.00   |
| BIO 271                             | 20.00   | 20.00   | BIO 598 | 30.00   | 30.00   |
| BIO 273                             | 50.00   | 50.00   | BIO 710 | 30.00   | 30.00   |
| BIO 304                             | 30.00   | 30.00   | BIO 711 | 50.00   | 50.00   |
| BIO 315                             | 30.00   | 30.00   | BIO 721 | 50.00   | 50.00   |
| BIO 316                             | 30.00   | 30.00   | BIO 722 | 30.00   | 30.00   |
| BIO 320                             | 30.00   | 30.00   | BIO 725 | 50.00   | 50.00   |
| BIO 328                             | 30.00   | 30.00   | BIO 727 | 50.00   | 50.00   |

TABLE O

**Eastern Kentucky University  
Student Program and Course Fees  
2012-13 Operating Budget**

|  | <u>2012-13</u> | <u>2011-12</u> |          | <u>2012-13</u> | <u>2011-12</u> |
|--|----------------|----------------|----------|----------------|----------------|
| BIO 335                                  | 30.00          | 30.00          | BIO 728  | 50.00          | 50.00          |
| BIO 340                                  | 50.00          | 50.00          | BIO 731  | 50.00          | 50.00          |
| BIO 342                                  | 30.00          | 30.00          | BIO 735  | 50.00          | 50.00          |
| BIO 348                                  | 30.00          | 30.00          | BIO 736  | 50.00          | 50.00          |
| BIO 371                                  | 30.00          | 30.00          | BIO 742  | 50.00          | 50.00          |
| BIO 378                                  | 30.00          | 30.00          | BIO 746  | 30.00          | 30.00          |
| BIO 382                                  | 30.00          | 30.00          | BIO 747  | 30.00          | 30.00          |
| BIO 489                                  | 30.00          | 30.00          | BIO 750  | 30.00          | 30.00          |
| BIO 510                                  | 30.00          | 30.00          | BIO 753  | 30.00          | 30.00          |
| BIO 511                                  | 50.00          | 50.00          | BIO 754  | 30.00          | 30.00          |
| BIO 521                                  | 50.00          | 50.00          | BIO 756  | 30.00          | 30.00          |
| BIO 522                                  | 30.00          | 30.00          | BIO 757  | 30.00          | 30.00          |
| BIO 525                                  | 50.00          | 50.00          | BIO 758  | 30.00          | 30.00          |
| BIO 527                                  | 50.00          | 50.00          | BIO 761  | 30.00          | 30.00          |
| BIO 528                                  | 50.00          | 50.00          | BIO 784  | 30.00          | 30.00          |
| BIO 531                                  | 50.00          | 50.00          | BIO 786  | 50.00          | 50.00          |
| BIO 535                                  | 50.00          | 50.00          | BIO 798  | 30.00          | 30.00          |
| BIO 536                                  | 50.00          | 50.00          | BIO 806  | 30.00          | 30.00          |
| BIO 542                                  | 50.00          | 50.00          | BIO 831  | 50.00          | 50.00          |
| BIO 546                                  | 30.00          | 30.00          | BIO 835  | 50.00          | 50.00          |
| BIO 547                                  | 30.00          | 30.00          | BIO 845  | 30.00          | 30.00          |
| BIO 550                                  | 30.00          | 30.00          | BIO 848  | 50.00          | 50.00          |
| BIO 553                                  | 30.00          | 30.00          | BIO 849  | 30.00          | 30.00          |
| BIO 554                                  | 30.00          | 30.00          | BIO 850  | 50.00          | 50.00          |
| <b>Chemistry</b>                         |                |                |          |                |                |
| CHE 100*                                 | 30.00          | 30.00          | CHE 432  | 50.00          | 0.00           |
| CHE 101L*                                | 30.00          | 0.00           | CHE 473  | 0.00           | 50.00          |
| CHE 102*                                 | 0.00           | 30.00          | CHE 495  | 50.00          | 50.00          |
| CHE 102L*                                | 30.00          | 0.00           | CHE 501L | 50.00          | 0.00           |
| CHE 105L*                                | 30.00          | 0.00           | CHE 515  | 50.00          | 0.00           |
| CHE 107*                                 | 0.00           | 30.00          | CHE 525  | 50.00          | 50.00          |
| CHE 111L*                                | 30.00          | 30.00          | CHE 532  | 50.00          | 50.00          |
| CHE 112L*                                | 30.00          | 30.00          | CHE 574L | 50.00          | 0.00           |
| CHE 325                                  | 0.00           | 30.00          | CHE 575L | 50.00          | 0.00           |
| CHE 325L                                 | 40.00          | 0.00           | CHE 701L | 50.00          | 0.00           |
| CHE 330                                  | 0.00           | 30.00          | CHE 715  | 50.00          | 50.00          |
| CHE 361L                                 | 40.00          | 40.00          | CHE 774L | 50.00          | 0.00           |
| CHE 362L                                 | 40.00          | 40.00          | CHE 775L | 50.00          | 0.00           |
| CHE 425L                                 | 50.00          | 0.00           |          |                |                |
| * fee does not apply to online sections  |                |                |          |                |                |
| FOR 411                                  | 0.00           | 50.00          | FOR 442L | 50.00          | 0.00           |
| FOR 411L                                 | 50.00          | 0.00           | FOR 451  | 0.00           | 50.00          |
| FOR 412                                  | 50.00          | 50.00          | FOR 451L | 50.00          | 0.00           |
| FOR 412L                                 | 50.00          | 0.00           | FOR 490  | 50.00          | 50.00          |
| FOR 430                                  | 0.00           | 50.00          | FOR 499  | 50.00          | 0.00           |
| <b>Computer Science</b>                  |                |                |          |                |                |
| All CSC courses except CSC 349 & CSC 839 |                |                |          | 25.00          | 25.00          |
| <b>Geography</b>                         |                |                |          |                |                |
| GEO 325                                  | 15.00          | 15.00          | GEO 450  | 500.00         | 500.00         |
| GLY 107                                  | 30.00          | 30.00          | GLY 409  | 50.00          | 50.00          |
| GLY 351                                  | 200.00         | 200.00         | GLY 410  | 50.00          | 50.00          |

TABLE O

**Eastern Kentucky University  
Student Program and Course Fees  
2012-13 Operating Budget**

|  | 2012-13                        | 2011-12  |                        | 2012-13  | 2011-12  |
|--|--------------------------------|----------|------------------------|----------|----------|
| <b>Music</b>   | Music Fees, per applied lesson |          | Level 1                | 75.00    | 75.00    |
|  |                                |          | Level 2                | 100.00   | 100.00   |
| <b>Physics &amp; Astronomy</b>   |                                |          |                        |          |          |
| PHY 101  | 25.00                          | 25.00    | PHY 202                | 25.00    | 25.00    |
| PHY 102  | 25.00                          | 25.00    | PHY 303                | 25.00    | 25.00    |
| PHY 131  | 25.00                          | 25.00    | PHY 306                | 25.00    | 25.00    |
| PHY 132  | 25.00                          | 25.00    | PHY308                 | 25.00    | 25.00    |
| PHY 201  | 25.00                          | 25.00    | AST 135                | 25.00    | 25.00    |
| <b>Psychology</b>  |                                |          |                        |          |          |
| PSY 311  | 25.00                          | 25.00    | PSY 853                | 25.00    | 25.00    |
| PSY 824  | 30.00                          | 30.00    |                        |          |          |
| <b>College of Business and Technology</b>  |                                |          |                        |          |          |
| <b>Agriculture</b>   |                                |          | AGR 375                | 50.00    | 50.00    |
| <b>Aviation - Flight Fees</b>  |                                |          |                        |          |          |
| AVN192 <sup>B</sup>  | 400.00                         |          | AVN 304 A <sup>S</sup> | 3,250.00 |          |
| AVN 192A <sup>B</sup>  | 3,800.00                       |          | AVN 310 A              | 3,400.00 | 3,400.00 |
| AVN 193A <sup>B</sup>  | 4,350.00                       |          | AVN 320 A              | 3,475.00 | 3,475.00 |
| AVN 194 A  | 7,750.00                       | 7,750.00 | AVN 331 A <sup>M</sup> | 6,100.00 |          |
| AVN 205 A  | 3,000.00                       | 3,000.00 | AVN 332 A <sup>M</sup> | 2,800.00 |          |
| AVN 206 A  | 2,975.00                       | 2,975.00 | AVN 333 A <sup>M</sup> | 2,800.00 |          |
| AVN 220 <sup>B</sup>   | 1,600.00                       |          | AVN 334 A <sup>M</sup> | 5,000.00 |          |
| AVN 220 A  | 6,800.00                       | 6,800.00 | AVN 305 <sup>B</sup>   | 800.00   |          |
| AVN 221 A <sup>B</sup>   | 4,100.00                       |          | AVN 305 A <sup>B</sup> | 6,500.00 |          |
| AVN 222 A <sup>B</sup>   | 5,450.00                       |          | AVN 400 A              | 4,525.00 | 4,525.00 |
| AVN 229 A  | 4,350.00                       | 4,350.00 | AVN 415 A <sup>S</sup> | 3,750.00 |          |
| AVN 230 A  | 4,850.00                       | 4,850.00 | AVN 416 A <sup>M</sup> | 5,750.00 |          |
| AVN 300 <sup>B</sup>   | 400.00                         |          | AVN 420 A              | 4,525.00 | 4,525.00 |
| AVN 300 A  | 4,350.00                       | 4,350.00 | AVN 421 A <sup>B</sup> | 3,150.00 |          |
| AVN 301 A <sup>S</sup>   | 3,300.00                       |          | AVN 422 A <sup>S</sup> | 8,900.00 |          |
| AVN 302 A <sup>S</sup>   | 2,700.00                       |          | AVN 423 A <sup>M</sup> | 4,400.00 |          |
| AVN 303 A <sup>S</sup>   | 2,700.00                       |          |                        |          |          |
| <sup>S</sup> = Single Engine Land Option; <sup>M</sup> = Multi-Engine Land Option; <sup>B</sup> = Both Single and Multi-Engine Land Option<br>Flight fees are based on estimated usage of instructor time, aircraft and simulator. At course end, final charges are adjusted to actual usage resulting in refunds or additional charges. |                                |          |                        |          |          |
| <b>Aviation - Course Fees (Flight Course Insurance)</b>  |                                |          |                        |          |          |
| AVN 192A <sup>B</sup>  | 260.00                         |          | AVN 310 A              | 260.00   | 260.00   |
| AVN 193A <sup>B</sup>  | 260.00                         |          | AVN 320 A              | 260.00   | 260.00   |
| AVN 194 A  | 260.00                         | 260.00   | AVN 331 A <sup>M</sup> | 260.00   |          |
| AVN 205 A  | 260.00                         | 260.00   | AVN 332 A <sup>M</sup> | 260.00   |          |
| AVN 206 A  | 260.00                         | 260.00   | AVN 333 A <sup>M</sup> | 260.00   |          |
| AVN 220 A  | 260.00                         | 260.00   | AVN 334 A <sup>M</sup> | 260.00   |          |
| AVN 221 A <sup>B</sup>   | 260.00                         |          | AVN 305 A <sup>B</sup> | 260.00   |          |
| AVN 222 A <sup>B</sup>   | 260.00                         |          | AVN 400 A              | 260.00   | 260.00   |
| AVN 229 A  | 260.00                         | 260.00   | AVN 401                | 30.00    | 30.00    |
| AVN 230 A  | 260.00                         | 260.00   | AVN 415 A <sup>S</sup> | 260.00   |          |
| AVN 300 A  | 260.00                         | 260.00   | AVN 416 A <sup>M</sup> | 260.00   |          |
| AVN 301 A <sup>S</sup>   | 260.00                         |          | AVN 420 A              | 260.00   | 260.00   |
| AVN 302 A <sup>S</sup>   | 260.00                         |          | AVN 421 A <sup>B</sup> | 260.00   |          |
| AVN 303 A <sup>S</sup>   | 260.00                         |          | AVN 422 A <sup>S</sup> | 260.00   |          |
| AVN 304 A <sup>S</sup>   | 260.00                         |          | AVN 423 A <sup>M</sup> | 260.00   |          |
| <b>Professional Flight Option - Liability Insurance Coverage</b>   |                                |          |                        |          |          |
| All students taking any AVN flight course will be required to provide evidence of \$250,000 in aviation liability insurance from an approved carrier.  |                                |          |                        |          |          |
| <b>Business</b>  |                                |          |                        |          |          |
| ACC 201  | 6.00                           | 6.00     | ACC 350                | 12.00    | 12.00    |
| CCT 101  | 12.00                          | 12.00    | CCT 250                | 12.00    | 12.00    |
| CCT 106  | 12.00                          | 12.00    | CCT 300                | 12.00    | 12.00    |
| CCT 107  | 12.00                          | 12.00    | CCT 302                | 12.00    | 12.00    |
| CCT 200  | 12.00                          | 12.00    | CCT 850                | 12.00    | 12.00    |
| CCT 201  | 12.00                          | 12.00    |                        |          |          |
| CIS 212  | 6.00                           | 6.00     | CIS 300                | 12.00    | 12.00    |
| CIS 215  | 12.00                          | 12.00    | CIS 370                | 12.00    | 12.00    |
| CIS 230  | 12.00                          | 12.00    | CIS 375                | 12.00    | 12.00    |
| CIS 240  | 6.00                           | 6.00     | CIS 380                | 12.00    | 12.00    |

TABLE O

**Eastern Kentucky University  
Student Program and Course Fees  
2012-13 Operating Budget**

|                              | <u>2012-13</u> | <u>2011-12</u> |              | <u>2012-13</u> | <u>2011-12</u> |
|------------------------------|----------------|----------------|--------------|----------------|----------------|
| CIS 250                      | 12.00          | 12.00          | CIS 435      | 12.00          | 12.00          |
| FIN 201                      | 6.00           | 6.00           | FIN 300      | 12.00          | 12.00          |
| GBU 301                      | 12.00          | 12.00          | GBU 480      | 12.00          | 12.00          |
| MGT 301                      | 6.00           | 6.00           | MGT 370      | 12.00          | 12.00          |
| MKT 309                      | 12.00          | 12.00          | MKT 851      | 12.00          | 12.00          |
| MKT 401                      | 12.00          | 12.00          |              |                |                |
| QMB 200                      | 12.00          | 12.00          | QMB 300      | 12.00          | 12.00          |
| QMB 240                      | 12.00          | 12.00          | QMB 850      | 12.00          | 12.00          |
| RST 325                      | 12.00          | 12.00          |              |                |                |
| <b>Communications</b>        |                |                |              |                |                |
| BEM 240*                     | 15.00          | 15.00          | BEM 370*     | 15.00          | 15.00          |
| BEM 295*                     | 15.00          | 15.00          | BEM 395*     | 15.00          | 15.00          |
| BEM 353*                     | 15.00          | 15.00          | BEM 495*     | 15.00          | 15.00          |
| * Lab only                   |                |                |              |                |                |
| CMS 210                      | 5.00           | 5.00           |              |                |                |
| COM 201                      | 15.00          | 15.00          | COM 425      | 15.00          | 15.00          |
| COM 301                      | 15.00          | 15.00          | COM 490      | 5.00           | 5.00           |
| COM 325                      | 15.00          | 15.00          |              |                |                |
| JOU 305*                     | 15.00          | 15.00          | JOU 410*     | 15.00          | 15.00          |
| JOU 307*                     | 15.00          | 15.00          | JOU 412      | 15.00          | 15.00          |
| JOU 320*                     | 15.00          | 15.00          | JOU 480*     | 15.00          | 15.00          |
| JOU 325*                     | 15.00          | 15.00          |              |                |                |
| * Lecture only               |                |                |              |                |                |
| PUB 320                      | 15.00          | 15.00          | PUB 475      | 5.00           | 5.00           |
| PUB 380                      | 5.00           | 5.00           | PUB 490      | 5.00           | 5.00           |
| PUB 412                      | 15.00          | 15.00          |              |                |                |
| <b>Military Science Fees</b> |                |                |              |                |                |
| Uniform Dep                  | 25.00          | 25.00          | Activity Fee | 15.00          | 15.00          |
| <b>PGM Program</b>           |                |                |              |                |                |
| 1st Year                     | 2,100.00       | 2,100.00       |              |                |                |
| 2nd Year                     | 2,100.00       | 2,100.00       |              |                |                |
| 3rd Year                     | 2,100.00       | 2,100.00       |              |                |                |
| 4th Year                     | 2,100.00       | 2,100.00       |              |                |                |
| <b>Technology</b>            |                |                |              |                |                |
| AEM 195                      | 10.00          | 10.00          | AEM 371      | 10.00          | 10.00          |
| AEM 201                      | 15.00          | 15.00          | AEM 383      | 15.00          | 15.00          |
| AEM 301                      | 15.00          | 15.00          | AEM 390      | 10.00          | 10.00          |
| AEM 338                      | 5.00           | 5.00           | AEM 392      | 10.00          | 10.00          |
| AEM 352                      | 20.00          | 20.00          | AEM 397      | 10.00          | 10.00          |
| EET 251                      | 43.00          | 43.00          | EET 257      | 35.00          | 35.00          |
| EET 252                      | 48.00          | 48.00          | EET 452      | 10.00          | 10.00          |
| EET 253                      | 15.00          | 15.00          |              |                |                |

TABLE O

**Eastern Kentucky University  
Student Program and Course Fees  
2012-13 Operating Budget**

|  | <u>2012-13</u> | <u>2011-12</u> |             | <u>2012-13</u> | <u>2011-12</u> |
|--|----------------|----------------|-------------|----------------|----------------|
| EET/NET 302                                    | 10.00          | 10.00          | EET/NET 395 | 10.00          | 10.00          |
| EET/NET 303                                    | 10.00          | 10.00          | EET/NET 440 | 20.00          | 20.00          |
| EET/NET 343                                    | 10.00          | 10.00          | NET 454     | 10.00          | 10.00          |
| EET/NET 354                                    | 10.00          | 10.00          |             |                |                |
| GCM 211  | 10.00          | 10.00          | GCM 317     | 20.00          | 20.00          |
| GCM 217  | 20.00          | 20.00          | GCM 319     | 10.00          | 10.00          |
| GCM 316  | 10.00          | 10.00          |             |                |                |
| TEC 141  | 30.00          | 30.00          | TEC 315     | 10.00          | 10.00          |
| TEC 313  | 20.00          | 20.00          | TEC 322     | 30.00          | 30.00          |
|  |                |                |             |                |                |
| CON 201  | 10.00          | 10.00          | CON 323     | 10.00          | 10.00          |
| CON 202  | 10.00          | 10.00          | CON 423     | 10.00          | 10.00          |
|  |                |                |             |                |                |
| <b><u>College of Education</u></b>             |                |                |             |                |                |
| <b>ASL and Interpreter Education</b>           |                |                |             |                |                |
| ASL 101*                                       | 25.00          | 25.00          | ASL 201*    | 25.00          | 25.00          |
| ASL 102*                                       | 25.00          | 25.00          | ASL 202*    | 25.00          | 25.00          |
| *except extended campuses                      |                |                |             |                |                |
| <b>Counseling</b>                              |                |                |             |                |                |
| ELE 492  | 25.00          | 25.00          |             |                |                |
| <b>Educational Leadership</b>                  |                |                |             |                |                |
| EAD 831  | 25.00          | 25.00          |             |                |                |
| <b>Special Education</b>                       |                |                |             |                |                |
| CDS 365  | 25.00          | 25.00          | CDS 874     | 25.00          | 25.00          |
| CDS 374  | 25.00          | 25.00          | CDS 878     | 25.00          | 25.00          |
| CDS 474  | 25.00          | 25.00          |             |                |                |
| SED 351  | 25.00          | 25.00          | SED 710     | 25.00          | 25.00          |
| SED 352  | 25.00          | 25.00          | SED 776     | 25.00          | 25.00          |
| SED 510  | 25.00          | 25.00          | SED 801     | 25.00          | 25.00          |
| SED 576  | 25.00          | 25.00          | SED 803     | 25.00          | 25.00          |
| <b>Student Teaching Fee \$100 per semester</b> |                |                |             |                |                |
| <b><u>College of Health Sciences</u></b>       |                |                |             |                |                |
| <b>Family &amp; Consumer Sciences</b>          |                |                |             |                |                |
| ADM 102  | 23.00          | 23.00          | ADM 312     | 23.00          | 23.00          |
| ADM 201  | 23.00          | 23.00          | ADM 339     | 12.00          | 12.00          |
| ADM 222  | 8.00           | 8.00           | ADM 412     | 23.00          | 23.00          |
| ADM 302  | 23.00          | 23.00          |             |                |                |
| CDF 236  | 12.00          | 12.00          | CDF 344     | 9.00           | 9.00           |
| CDF 246  | 9.00           | 9.00           | CDF 346     | 9.00           | 9.00           |
| CDF 327  | 9.00           | 9.00           |             |                |                |
| NFA 121  | 22.00          | 22.00          | NFA 323     | 22.00          | 22.00          |
| NFA 321  | 22.00          | 22.00          |             |                |                |
| <b>Health Education</b>                        |                |                |             |                |                |
| HEA 202  | 15.00          | 15.00          | HEA 390     | 15.00          | 15.00          |

TABLE O

**Eastern Kentucky University  
Student Program and Course Fees  
2012-13 Operating Budget**

|  | 2012-13 | 2011-12 |                             | 2012-13 | 2011-12 |
|--|---------|---------|-----------------------------|---------|---------|
| HEA 203                                      | 15.00   | 15.00   | HEA 391                     | 15.00   | 15.00   |
| HEA 285                                      | 15.00   | 15.00   | HEA 463                     | 15.00   | 15.00   |
| HEA 360                                      | 10.00   | 10.00   | HEA 899                     | 10.00   | 10.00   |
| <b>Medical Assisting Technology</b>          |         |         |                             |         |         |
| All MAS Courses                              | 15.00   | 15.00   |                             |         |         |
| <b>Recreation &amp; Park Administration</b>  |         |         |                             |         |         |
| REC 110                                      | 200.00  | 0.00    | REC 590/790*                | 400.00  | 0.00    |
| REC 190                                      | 20.00   | 20.00   | * First summer session only |         |         |
| <b>Wellness Screening</b>                    |         |         |                             |         |         |
| Per Test                                     | 3.00    | 3.00    |                             |         |         |
| <b>Exercise &amp; Sport Science</b>          |         |         |                             |         |         |
| PHE 180*                                     | 15.00   | 15.00   | PHE 282*                    | 15.00   | 15.00   |
| PHE 190*                                     | 15.00   | 15.00   | PHE 390*                    | 15.00   | 15.00   |
| *except extended campuses                    |         |         |                             |         |         |
| PHE 220                                      | 15.00   | 15.00   | PHE 313                     | 15.00   | 15.00   |
| PHE 241                                      | 15.00   | 15.00   | PHE 323                     | 15.00   | 15.00   |
| PHE 242                                      | 15.00   | 15.00   | PHE 325                     | 25.00   | 25.00   |
| PHE 282                                      | 15.00   | 15.00   | PHE 340                     | 15.00   | 15.00   |
| PHE 300                                      | 15.00   | 15.00   | PHE 345                     | 15.00   | 15.00   |
| PHE 305                                      | 15.00   | 15.00   | PHE 390                     | 15.00   | 15.00   |
| PHE 306                                      | 15.00   | 15.00   |                             |         |         |
| ATR 100                                      | 25.00   | 25.00   | ATR 302                     | 20.00   | 20.00   |
| ATR 201                                      | 20.00   | 20.00   | ATR 398                     | 20.00   | 20.00   |
| ATR 202                                      | 20.00   | 20.00   | ATR 401                     | 20.00   | 20.00   |
| ATR 301                                      | 20.00   | 20.00   | ATR 402                     | 20.00   | 20.00   |
| <b>Health Sciences External Testing Fees</b> |         |         |                             |         |         |
| NUR 124                                      | 20.00   | 20.00   | NSC 442 **                  | 45.00   | 45.00   |
| NUR 126                                      | 20.00   | 20.00   | NSC 484                     | 45.00   | 45.00   |
| NUR 205                                      | 37.00   | 37.00   | NSC 492*                    | 45.00   | 37.00   |
| NUR 242                                      | 37.00   | 37.00   | NSC 832                     | 50.00   | 50.00   |
| NSC 396*                                     | 48.00   | 37.00   |                             |         |         |
| *(Pre-Licensure Students)                    |         |         |                             |         |         |
| ** (RN Students)                             |         |         |                             |         |         |
| <b>Associate Degree Nursing</b>              |         |         |                             |         |         |
| NUR 112                                      | 25.00   | 25.00   | NUR 232                     | 25.00   | 20.00   |
| NUR 116                                      | 25.00   | 25.00   | NUR 234                     | 25.00   | 20.00   |
| NUR 124                                      | 25.00   | 25.00   | NUR 242                     | 25.00   | 25.00   |
| NUR 126                                      | 25.00   | 25.00   |                             |         |         |
| <b>Baccalaureate &amp; Graduate Nursing</b>  |         |         |                             |         |         |
| All NSC courses                              | 15.00   | 15.00   |                             |         |         |
| <b>Clinical Lab Sciences</b>                 |         |         |                             |         |         |
| CLS 201                                      | 15.00   | 15.00   | CLS 346                     | 30.00   | 30.00   |
| CLS 308                                      | 15.00   | 15.00   | CLS 350                     | 30.00   | 30.00   |
| CLS 310                                      | 30.00   | 30.00   | CLS 355                     | 30.00   | 30.00   |

TABLE O

**Eastern Kentucky University  
Student Program and Course Fees  
2012-13 Operating Budget**

|   | <u>2012-13</u> | <u>2011-12</u> |         | <u>2012-13</u> | <u>2011-12</u> |
|---|----------------|----------------|---------|----------------|----------------|
| CLS 320                                     | 30.00          | 30.00          |         |                |                |
| CLT 202                                     | 30.00          | 30.00          | CLT 204 | 30.00          | 30.00          |
| CLT 203                                     | 30.00          | 30.00          | CLT 211 | 30.00          | 30.00          |
| <b>Health Information</b>                   |                |                |         |                |                |
| All HSA courses                             | 15.00          | 15.00          |         |                |                |
| <b>Environmental Health Science</b>         |                |                |         |                |                |
| EHS 230                                     | 20.00          | 20.00          | EHS 345 | 20.00          | 20.00          |
| EHS 280                                     | 15.00          | 15.00          | EHS 360 | 30.00          | 30.00          |
| EHS 300                                     | 30.00          | 30.00          | EHS 410 | 20.00          | 20.00          |
| EHS 330                                     | 20.00          | 20.00          | EHS 460 | 20.00          | 20.00          |
| EHS 335                                     | 20.00          | 20.00          | EHS 485 | 20.00          | 20.00          |
| EHS 340                                     | 30.00          | 30.00          |         |                |                |
| <b>Occupational Therapy</b>                 |                |                |         |                |                |
| All OTS courses                             | 15.00          | 15.00          |         |                |                |
| <b>Background Checks</b>                    |                |                |         |                |                |
|   | 50.00          | 50.00          |         |                |                |
| <b><u>College of Justice and Safety</u></b> |                |                |         |                |                |
| <b>Emergency Medical</b>                    |                |                |         |                |                |
| EMC 102                                     | 11.00          | 11.00          | EMC 310 | 11.00          | 11.00          |
| EMC 104                                     | 11.00          | 11.00          | EMC 315 | 11.00          | 11.00          |
| EMC 110                                     | 11.00          | 11.00          | EMC 320 | 11.00          | 11.00          |
| EMC 115                                     | 11.00          | 11.00          | EMC 342 | 11.00          | 11.00          |
| EMC 212                                     | 11.00          | 11.00          | EMC 352 | 11.00          | 11.00          |
| EMC 270                                     | 11.00          | 11.00          | EMC 360 | 11.00          | 11.00          |
| EMC 275                                     | 11.00          | 11.00          | EMC 362 | 11.00          | 11.00          |
| EMC 280                                     | 11.00          | 11.00          |         |                |                |
| TRS 233                                     | 30.00          | 30.00          | TRS 235 | 30.00          | 30.00          |
| TRS 234                                     | 30.00          | 30.00          | TRS 491 | 30.00          | 30.00          |
| <b>Asset Protection</b>                     |                |                |         |                |                |
| APS 210                                     | 35.00          | 35.00          |         |                |                |
| <b>Fire &amp; Safety Engineering</b>        |                |                |         |                |                |
| FSE 101                                     | 25.00          | 25.00          | FSE 361 | 25.00          | 25.00          |
| FSE 120                                     | 25.00          | 25.00          | FSE 362 | 25.00          | 25.00          |
| FSE 200                                     | 25.00          | 25.00          | FSE 366 | 25.00          | 25.00          |
| FSE 201                                     | 25.00          | 25.00          | FSE 360 | 25.00          | 25.00          |
| FSE 221                                     | 25.00          | 25.00          | FSE 367 | 25.00          | 25.00          |
| FSE 223                                     | 25.00          | 25.00          | FSE 370 | 25.00          | 25.00          |
| FSE 225                                     | 25.00          | 25.00          | FSE 400 | 25.00          | 25.00          |
| FSE 250                                     | 25.00          | 25.00          | FSE 412 | 25.00          | 25.00          |
| FSE 301                                     | 25.00          | 25.00          | FSE 420 | 25.00          | 25.00          |
| FSE 305                                     | 25.00          | 25.00          | FSE 430 | 25.00          | 25.00          |
| FSE 320                                     | 25.00          | 25.00          | FSE 450 | 25.00          | 25.00          |
| FSE 322                                     | 25.00          | 25.00          | FSE 489 | 25.00          | 25.00          |
| FSE 349                                     | 25.00          | 25.00          | FSE 490 | 25.00          | 25.00          |
| FSE 350                                     | 25.00          | 25.00          | FSE 495 | 25.00          | 25.00          |
| FSE 355                                     | 25.00          | 25.00          |         |                |                |
| OSH 200                                     | 25.00          | 25.00          | OSH 366 | 25.00          | 25.00          |
| OSH 225                                     | 25.00          | 25.00          | OSH 367 | 25.00          | 25.00          |

TABLE O

**Eastern Kentucky University  
Student Program and Course Fees  
2012-13 Operating Budget**

|         | <u>2012-13</u> | <u>2011-12</u> |         | <u>2012-13</u> | <u>2011-12</u> |
|---------|----------------|----------------|---------|----------------|----------------|
| OSH 305 | 25.00          | 25.00          | OSH 379 | 25.00          | 25.00          |
| OSH 349 | 25.00          | 25.00          | OSH 410 | 25.00          | 25.00          |
| OSH 361 | 25.00          | 25.00          | OSH 412 | 25.00          | 25.00          |
| OSH 362 | 25.00          | 25.00          |         |                |                |

TABLE P

**Eastern Kentucky University  
Professional Liability Insurance  
2012-13 Operating Budget**

|                                       | 2012-13 | 2011-12 |           | 2012-13 | 2011-12 |
|---------------------------------------|---------|---------|-----------|---------|---------|
| <u>College of Arts &amp; Sciences</u> |         |         |           |         |         |
| SWK 390                               | 21.00   | 21.00   |           |         |         |
| SWK 490                               | 21.00   | 21.00   |           |         |         |
| <u>College of Health Sciences</u>     |         |         |           |         |         |
| ATR 200                               | 21.00   | 21.00   | ATR 302   | 21.00   | 21.00   |
| ATR 202                               | 21.00   | 21.00   | ATR 401   | 21.00   | 21.00   |
| ATR 301                               | 21.00   | 21.00   | ATR 402   | 21.00   | 21.00   |
| CDF 247                               | 21.00   | 21.00   | CDF 443   | 21.00   | 21.00   |
| CDF 344                               | 21.00   | 21.00   | CDF 499   | 21.00   | 21.00   |
| CDF 349                               | 21.00   | 21.00   |           |         |         |
| CLT 205                               | 21.00   | 21.00   | CLT 206   | 21.00   | 21.00   |
| CLS 432                               | 21.00   | 21.00   | CLS 438   | 21.00   | 21.00   |
| CLS 434                               | 21.00   | 21.00   | CLS 439   | 21.00   | 21.00   |
| CLS 436                               | 21.00   | 21.00   | CLS 440   | 21.00   | 21.00   |
| EHS 349                               | 21.00   | 21.00   | EHS 863   | 21.00   | 21.00   |
| EHS 463                               | 21.00   | 21.00   | EHS 849   | 21.00   | 21.00   |
| FCS 349                               | 21.00   | 21.00   | FCS 330 C | 21.00   | 21.00   |
| FCS 330 B                             | 21.00   | 21.00   | FCS 330 D | 21.00   | 21.00   |
| HEA 463                               | 21.00   | 21.00   | HEA 899   | 21.00   | 21.00   |
| HEA 472                               | 21.00   | 21.00   |           |         |         |
| HSA 312                               | 21.00   | 21.00   | HSA 412   | 21.00   | 21.00   |
| HSA 316                               | 21.00   | 21.00   |           |         |         |
| MAS 323                               | 21.00   | 21.00   | MAS 390   | 21.00   | 21.00   |
| MAS 324                               | 21.00   | 21.00   |           |         |         |
| NFA 326                               | 21.00   | 21.00   | NFA 831   | 21.00   | 21.00   |
| NFA 349                               | 21.00   | 21.00   | NFA 835   | 21.00   | 21.00   |
| NFA 830                               | 21.00   | 21.00   |           |         |         |
| NUR 112                               | 21.00   | 21.00   | NUR 239   | 21.00   | 21.00   |
| NUR 124                               | 21.00   | 21.00   | NUR 242   | 21.00   | 21.00   |
| NUR 126                               | 21.00   | 21.00   | NUR 245   | 21.00   | 21.00   |
| NUR 215                               | 21.00   | 21.00   | NUR 880   | 79.00   | 79.00   |
| NUR 232**                             | 21.00   | 21.00   | NUR 882   | 79.00   | 79.00   |
| NUR 234**                             | 21.00   | 21.00   | NUR 884   | 79.00   | 79.00   |
| NUR 236*                              | 21.00   | 21.00   | NUR 886   | 79.00   | 79.00   |
| NUR 238*                              | 21.00   | 21.00   |           |         |         |
| * fall only                           |         |         |           |         |         |
| ** spring only                        |         |         |           |         |         |
| NSC 300                               | 21.00   | 21.00   | NSC 836   | 21.00   | 21.00   |
| NSC 380                               | 21.00   | 21.00   | NSC 848   | 21.00   | 21.00   |
| NSC 386                               | 21.00   | 21.00   | NSC 850   | 21.00   | 21.00   |

TABLE P

**Eastern Kentucky University  
Professional Liability Insurance  
2012-13 Operating Budget**

|   | <u>2012-13</u> | <u>2011-12</u> |         | <u>2012-13</u> | <u>2011-12</u> |
|---|----------------|----------------|---------|----------------|----------------|
| NSC 392                                     | 21.00          | 21.00          | NSC 852 | 21.00          | 21.00          |
| NSC 396                                     | 21.00          | 21.00          | NSC 862 | 21.00          | 21.00          |
| NSC 484                                     | 21.00          | 21.00          | NSC 870 | 79.00          | 79.00          |
| NSC 486                                     | 21.00          | 21.00          | NSC 872 | 79.00          | 79.00          |
| NSC 492                                     | 21.00          | 21.00          | NSC 874 | 79.00          | 79.00          |
| NSC 832                                     | 79.00          | 79.00          | NSC 876 | 79.00          | 79.00          |
| OTS 402                                     | 21.00          | 21.00          |         |                |                |
| PHE 470                                     | 21.00          | 21.00          | PHE 472 | 21.00          | 21.00          |
| PHE 471                                     | 21.00          | 21.00          | PHE 870 | 21.00          | 21.00          |
| REC 163                                     | 21.00          | 21.00          | REC 463 | 21.00          | 21.00          |
| REC 263                                     | 21.00          | 21.00          |         |                |                |
| <b><u>College of Justice and Safety</u></b> |                |                |         |                |                |
| EMC 110                                     | 21.00          | 21.00          | EMC 352 | 79.00          | 79.00          |
| EMC 115                                     | 21.00          | 21.00          | EMC 360 | 79.00          | 79.00          |
| EMC 342                                     | 79.00          | 79.00          | EMC 362 | 79.00          | 79.00          |



University Counsel

(859) 622-6693 ♦ Fax (859) 622-8030

## **EASTERN KENTUCKY UNIVERSITY**

### **Iowa College Student Aid Commission**

#### **Book cost for online programs**



Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution.

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| Dept | Course | Section | Instructor         | Title                                   | ISBN              | New Price | Used Price | Rental Price - NEW | Rental Price - USED |
|------|--------|---------|--------------------|---|-------------------|-----------|------------|--------------------|---------------------|
| ACC  | 201    | 15141   | OL-MID-FENTONE     | FINANCIAL ACCOUNTING-PKG-CUSTOM-F11     | 978-0-0-7788460-4 | 182.15    | 136.6      |                    |                     |
| ACC  | 201    | 15141   | OL-MID-FENTONE     | SUPER REVIEW/ACCOUNTING                 | 978-0-8-7891175-2 | 9.95      | 7.45       | 5.95               | 4.00                |
| APS  | 210    | 13670   | OL-MID-BAGGETTR    | EBK EFFECTIVE PHYSICAL SECURITY         | 978-0-1-2415891-5 | 64.95     | 48.7       |                    |                     |
| APS  | 210    | 13670   | OL-MID-BAGGETTR    | EFFECTIVE PHYSICAL SECURITY             | 978-0-1-2415892-4 | 64.95     | 48.7       | 38.95              | 28.00               |
| BIO  | 317    | 16698   | OL-SUMTHIRAN       |   |                   |           |            |                    |                     |
| CHE  | 101    | 12590   | OL-WILSONL         | CHE 101 >IC<                            | 978-1-2-5918719-3 | 107.15    | 80.35      |                    |                     |
| CHE  | 101L   | 14464   | OL-WILSONL         | LABPAQ CHE 101/107 (CK-EKU-107)         | 2818-4-4003743-6  | 217.15    | 182.85     |                    |                     |
| CHE  | 102    | 14486   | OL-MID-KLEPPINGERE | CHE 102 >IC<                            | 978-1-2-5918720-9 | 107.15    | 80.35      |                    |                     |
| CHE  | 102L   | 14467   | OL-MID-KLEPPINGERE | LABPAQ CKEKU102(I/ WITHOUT 101 LABPAQ)  | ISBN UNKNOWN      | 320       | 240        |                    |                     |
| CHE  | 102L   | 14467   | OL-MID-KLEPPINGERE | LABPAQ CKEKU102(I/ W/101 LABPAQ)        | ISBN UNKNOWN      | 245.7     | 184.3      |                    |                     |
| CMS  | 100    | 16521   | OL-VIOLETTE        | COMMUNICATION FOR CMS 100 W/ACCESS >IC< | 978-1-2-5668989-2 | 106.05    | 79.55      |                    |                     |
| COR  | 201    | 11567   | OL-MARTINL         | CORRECTIONS IN CRIMINAL JUSTICE SYSTEM  | 978-0-7-6373500-5 | 120       | 90         | 72.00              | 48.00               |
| COR  | 375    | 15639   | OL-MID-MATTHEWSB   |   |                   |           |            |                    |                     |
| COR  | 413    | 15727   | OL-SODERSTROMI     |   |                   |           |            |                    |                     |
| COR  | 423    | 14279   | OL-MID-KOEBELL     | SIGNIFICANT CASES IN JUVENILE JUSTICE   | 978-0-1-8533039-7 | 44.95     | 33.7       | 22.50              | 13.50               |
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Public Administration (MPA) - \$590 per credit hour

Heath Bergmann is working on getting his masters degree while being deployed in...

## YouTube

### EKU Online

Eastern Kentucky University  
125 Stratton Building  
Richmond, KY 40475  
Phone: (859) 622-7441  
[onlinedegrees@eku.edu](mailto:onlinedegrees@eku.edu)

## Eastern Shines in Online Education

A growing community of graduates has never sat in a bricks and mortar classroom on any campus. A...

© Copyright Eastern Kentucky University 2011 | EO/AA Statement | 521 Lancaster Ave, Richmond, KY 40475 | (859) 622-1000 | [Login](#)



[More Stories](#)

## Events

AUG 19 MON Fall 2013 Classes Begin (A Term)

SEP 06 Applications Due for Fall

## Doctorate

Doctor of Nursing Practice (DNP) - \$610 per credit hour

Doctor of Occupational Therapy (OTD) - \$610 per credit hour

FRI 2013 Online Undergraduate Degree Programs (B Term)

OCT 16 WED Fall 2013 Classes Begin (B Term)

## Financial Aid and Scholarships

Students pursuing online degrees at Eastern Kentucky University may also qualify for federal financial aid\* (loans and grants), private loans, employer tuition reimbursement and military benefits. The [EKU Financial Aid Office](#) can assist you with questions about the Free Application for Federal Student Aid (FAFSA) and federal loans. The [EKU Scholarship Office](#) offers a variety of awards and has additional information that can help you pay for college.

Remember to research other funding options that may be available to you. For example, find out if your employer offers tuition assistance and explore scholarship opportunities from sources other than EKU.

\*Starting classes in a B term or Summer term can affect your financial aid. Contact the EKU Financial Aid Office for details.

[More Events](#)

Contact us to learn how to get started.





University Counsel

(859) 622-6693 ♦ Fax (859) 622-8030

## **EASTERN KENTUCKY UNIVERSITY**

### **Iowa College Student Aid Commission**

#### **Supporting Document 2:**

#### **EKU's Student Handbook**



Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution.



*Eastern Kentucky*  
*University*  
*Handbook for Students*



**Revised 01/29/13**

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## CHAPTER ONE: GUIDING PRINCIPLES & POLICIES

About this publication: All statements in the *University Handbook for Students* are announcements of present policy only, and the University reserves the right at any time to modify or revoke any of the policies and procedures contained in this Handbook. Accordingly, readers of this Handbook should inquire as to whether any such revisions, amendments, or changes have been made since the site's last update. The *University Handbook for Students* serves as a means of communicating to the student the rights, responsibilities, and obligations of being a member of the University community; however, this is not to be regarded as a contract or offer to contract.

While the handbook is a major source of information, it does not contain all policies and statements that a student needs to know. The *Undergraduate Catalog*, *Graduate Catalog*, *Colonel's Compass*, and other relevant official University publications are incorporated by reference.

Upon request, this handbook is available in an alternative format.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974

In accordance with Public Law 93-380 Public Law 93-380, this is to serve notice to all students of Eastern Kentucky University of the rights and restrictions regarding the maintenance, inspection, and release of student records contained in the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. The University is composed of five colleges and offers a wide variety of services to students. Each college and service requires the maintenance of some records concerning students enrolled in a particular college or participating in a nonacademic service. The location and type of record maintained by the University depends upon the field of study or service in which the student is enrolled. The following is a list of the types of records maintained by the University for students:

1. Grade reports
2. Transcripts
3. Curriculum information
4. Applications for graduation
5. Correspondence with students
6. Withdrawal records, if applicable
7. Admissions forms
8. ACT test scores
9. Student teacher evaluations
10. Letters of recommendation
11. Nominations for awards
12. Biographical data
13. Evaluation forms
14. Weekly student teacher logs
15. Mid-term evaluations
16. Records of school visitations
17. Physical education requirements waivers
18. Field training evaluations and correspondence
19. Professional conduct agreements and liability insurance
20. Disciplinary records

---

#### ACCESS TO RECORDS

In general, the records maintained by the University are available only to the student, to University personnel with legitimate educational interests, to other institutions where the student is seeking financial aid, and to authorized representatives of the Comptroller General of the U.S., the Secretary of Education, or an administrative head of an education agency, in connection with an audit or evaluation of federally support programs, and as provided by Section 164.283 of the Kentucky Revised Statutes. However, information may

be released by the institution to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. Records may also be furnished in compliance with a judicial order or pursuant to a subpoena or with the consent of the student.

Students may inspect and review all records pertaining to them within forty-five (45) days of making request for same, except for (1) records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting or assisting in a professional capacity in connection with treatment of the student (except that the student may have these records reviewed by a physician or appropriate professional designated by the student, ), (2) financial records of the student's parents, (3) confidential letters and recommendations put in the files prior to January 1, 1975, and (4) confidential recommendations relating to admission, applications for employment, or honors, if the student has waived his/her right to review such records. Where a particular record cannot be reviewed by a student without revealing confidential information relating to other students, the records custodian will inform the student, upon request, of the contents of the record pertaining to that student.

Parents who claim a student as a dependent may present their federal tax declaration, in lieu of having the student's written consent, to gain access to information concerning their children's grades.

---

## PROCEDURES FOR CHALLENGE

A student who believes that any record maintained by the University pertaining directly to that student is inaccurate, misleading, or otherwise in violation of the right of privacy of the student as provided by Title IV of Pub L. 90-247, as amended, and Publ. L. 93-380 as amended by Senate Joint Resolution 40 (1974) may request a hearing before a panel of three persons appointed by the President of the University. The panel may direct that appropriate action be taken to correct, explain, or expunge the record(s) challenged.

Request for hearings should be addressed to the Office of University Counsel, Eastern Kentucky University, Coates Room 205, CPO 40A, 521 Lancaster Avenue, Richmond, Kentucky 40475-3102.

---

## DISCIPLINARY RECORDS

Disciplinary records are defined as those records (maintained in any format) which relate exclusively to violations

of University **General Regulations Governing Student Behavior** which have been adjudicated through the office of Student Rights and Responsibilities. Complaints to the Office of Student Rights and Responsibilities which have been dismissed or withdrawn are not considered disciplinary records. A student disciplinary record includes and is limited to: 1) violation report, 2) student notification letter, 3) sanction sheet, 4) notice of hearing, 5) students right form, 6) roll call of hearing participants in any hearing, 7) documents presented as evidence during any hearing, 8) record of Student Disciplinary Council hearing; 9) appeal letter with accompanying documents; and 10) final disposition of appeal.

---

## DIRECTORY INFORMATION

The University may release information without the student's consent where the information is classified as "directory information." The following categories of information have been designated by the University as directory information: name, address (excluding EKU residence hall room number), telephone listing (excluding cell phone), email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, academic level (undergraduate or graduate), academic class (freshman, sophomore, junior, or senior), dates of attendance, enrollment status, degrees and awards received, student photo or likeness, and the most recent previous education institution attended by the student. Students who do not wish such information released without their consent should notify the Student Records Office in writing. Any such request should be sent to Office of the Registrar, Office of Academic Records/Transcripts, Eastern Kentucky University, Student Success Building Room 239, CPO 58, 521 Lancaster Avenue, Richmond, Kentucky 40475-3158.

---

## NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

FERPA affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school to which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

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## GUEST ACCESS TO STUDENT EDUCATION RECORD

Effective Fall 2010, ECU implemented a new initiative "Web-4-Parent". A student can give written permission authorizing an individual(s) to have a guest ECU Direct access only account to view the student's academic and financial information. This access is "view only" and does not enable the guest to make any changes to the student's information.

The student granting permission must complete the Web-4-Parent Authorization form and return it to the ECU Registrar's Office (SSB 239), either in person or via an e-mail attachment from their ECU e-mail account. The authorization form may be picked up from the Registrar's Office. To be compliant with federal privacy regulation, we are not able to accept a completed authorization form if it is mailed, returned by the student's parent, or is not signed by the student. Parental signature is not required; student signature is required.

In accordance with FERPA (Family Educational Rights and Privacy Act), only the student can approve this access. Permission for this account can be revoked by the student at any time. Detailed information

regarding Guest Access to Student Education Record can be found at:

<http://www.registrar.eku.edu/web4parent/>.

## STUDENT RIGHT TO KNOW ACT

Section 103 of the Student Right-To-Know and Campus Security Act of 1990 (Public Law 101-542) as amended by the Higher Education Technical Amendments of 1991 (Public Law 102-26) requires public disclosure of relevant graduation rate information for students enrolled in colleges and universities receiving federal financial assistance annually beginning July 1, 1993. Graduation rate information is published each year in the *University Handbook for Students* or may be obtained upon request from the Office of the Provost and Vice President for Academic Affairs, Coates Administration Building, Room 110, CPO 30A, 521 Lancaster Avenue, Richmond, Kentucky 40475-3102.

### GRADUATION RATE OF ENTERING FRESHMEN

The information to be disclosed by July 1 of each year is “the graduation rate for the most recent cohort of entering students that all have had an opportunity to complete or graduate from their respective programs in the specified completion period” (which for EKU is six years). The most recent class meeting this requirement is the 2005-06 freshman class. The graduation rate for all students entering Eastern Kentucky University as first-time freshmen during the 2005-06 academic year was 38.2%. This graduation rate represents the percentage of students entering Eastern Kentucky University as first-time (i.e., new) full-time degree-seeking freshmen during the 2005 Summer and Fall terms who subsequently were awarded an undergraduate degree by Eastern Kentucky University within six (6) calendar years (i.e., through August 2011).

## EASTERN KENTUCKY UNIVERSITY’S CORE VALUES

### CIVIC RESPONSIBILITY AND CIVILITY

We believe that it is the duty of Eastern Kentucky University to deliver to our students an understanding of how the knowledge taught to them can benefit the citizens of southeastern Kentucky, the Commonwealth of Kentucky, the nation, and the world. Civic responsibility is a value that will show those who acquire it how to influence democratic decision-making and to reap the rewards of participatory democracy and active citizenship. At the heart of civic responsibility lies another value: civility. The university community strives to propagate the understanding and practice of civility in public discourse and social life by encouraging the adoption of techniques of democratic conflict resolution that rely on reason and public debate rather than on violence and aggression.

### DIGNITY AND DIVERSITY

Members of the EKU community expect one another to adopt high moral principles and professional standards both inside and outside of the university setting. We hold ourselves to the responsibility of dignity as exemplified by a proper sense of pride and self-respect in fulfilling the University's mission. We honor and pursue a university community climate that respects and celebrates the diversity of peoples and seeks to embrace all individuals and prohibits judgments based on race, ethnicity, religion, socioeconomic status, gender, sexual orientation, and physical disabilities.

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## EXCELLENCE AND INNOVATION

Achievement of high standards can only be attained through ongoing assessment and continuous improvement. The promotion of academic excellence is the foundation for institutional excellence and vice versa. An environment that fosters innovation at all levels and rewards creativity is critical to the success of the University and its population.

---

## OPPORTUNITY AND ACCESS

The EKU community is dedicated to the idea that its history and tradition are embedded in Appalachian values, foremost of which are the belief in the sovereignty and uniqueness of the individual and the belief that a university education is of great value and should be available to anyone who wants to pursue it.

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## SHARED GOVERNANCE AND COLLABORATION

The EKU community accepts as true that leadership characterized by vision and embedded within participatory decision-making at all levels is the emblem of an effective university. We are committed to providing an atmosphere in which we pursue our joint aspirations in the spirit and practice of collegiality and collaboration at all levels of the organization.

---

## STUDENT SUCCESS

The EKU community acknowledges that its students, faculty, staff, and alumni are the source of its strength: They determine the spirit, eminence, and efficacy of the institution. The future of EKU directly hinges on the success of its students, so our most central core value is “student success”--in the classroom, at work, and on the world stage where students will represent the collective efforts of the EKU community.

---

## KEY UNIVERSITY POLICIES

(Other important university policies may be found at <http://www.policies.eku.edu/>)

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## ALCOHOLIC BEVERAGES ON CAMPUS, CONSUMPTION AND SERVING

The possession and/or consumption of alcoholic beverages on Eastern Kentucky University property is subject to Kentucky statute and University regulations developed in keeping with this policy. All members of the Eastern community are expected to obey these laws and regulations. Eastern desires to provide an environment for underage students where alcohol is not made available, and alcohol education and counseling programs are promoted.

---

## PROCEDURES

Consistent with the philosophy stated in the Policy Statement, the Board of Regents requires compliance with the following:

a. Use of alcoholic beverages on Eastern Kentucky University property must not violate state and local laws, University regulations or procedures developed and approved by the President to implement this policy.

b. The possession or consumption of alcoholic beverages on University property or in any University building is strictly prohibited with the exception of those locations and circumstances set forth in Appendix A. Use in residence halls, offices, and classrooms is strictly prohibited.

c. Alcoholic beverages may be served and consumed at official University functions and approved non University functions only inside specific reserved locations outlined in Appendix A or other such locations as the President might approve. Such service shall be in compliance with regulations and procedures approved by the President for implementation of this policy. Such regulations and procedures shall include and be consistent with the following provisions:

#### APPLICABILITY

The President has designated responsibility for the regulation of the service and consumption of alcoholic beverages on the Eastern Kentucky University campus to the University Counsel. The policy of the Board applies to all persons and entities in all University owned and/or operated facilities.

#### LIMITATION

Common alcohol sources (i.e., kegs, beer balls, party punches, champagne fountains, etc.) are strictly prohibited. Alcoholic beverages to be served are restricted to wine (including champagne), and beer. All alcohol must be served as outlined below:

#### LICENSING, PERMIT, AND CERTIFICATION REQUIREMENTS

a. Alcohol may be served as a part of an event approved under the provisions of this Policy only if served by a licensed server.

b. General: No person attending the event will be permitted to bring his/her own beverages. The sponsor must obtain, or ensure that its caterer obtains, the applicable ABC permits under Chapter 243 of the Kentucky Revised Statutes and must submit a copy of such permit to the University Counsel at least 10 business days prior to the event. In addition, the sponsor must obtain, or ensure that its caterer obtains, evidence that the server has a current certificate of completion from S.T.A.R. or TIPS and must submit a copy of such certificate to the University Counsel at least 10 days prior to the event.

c. Specific Requirements: The following permits are required for specific types of events as noted:

| Event Type                    | Statutory Requirement  | EKU Requirement                                |
|-------------------------------|--|--|
| Private event -no fee charged | No license required  | S.T.A.R. or TIPS server certification required |
| Private event – fee charged   | Caterer’s license (KRS 243.033) or special temporary event issued pursuant to applicable KRS | S.T.A.R. or TIPS server certification required |
| Public event – fee charged    | Caterer’s license (KRS 243.033) or special temporary event issued pursuant to applicable KRS | S.T.A.R. or TIPS server certification required |
| Public event – no fee         | Prohibited by KY statutes  | Prohibited by ECU                              |

|         |  |        |
|---------|--|--------|
| charged |  | policy |
|---------|--|--------|

d. Additional Precautions May Be Required: The University reserves the right to require additional precautions such as greater limitations on time of service, or the use of security to assist in ensuring compliance with this policy.

**SPONSOR REQUIRED:** Every event at which alcoholic beverages will be served must have a designated sponsor. The sponsor may be either an individual of at least 21 years of age or an organization or association. If the sponsor is an organization or association, the sponsor must designate an individual who is at least 21 years of age to assume responsibility on behalf of the sponsor ("Organizer/On-Site Contact "). The sponsor is responsible for:

- Ensuring compliance with the Eastern Kentucky University Alcohol Policy and all pertinent state and local laws governing possession and consumption of alcoholic beverages.
- Executing and submitting to the University Counsel a Request for Approval to Serve Alcoholic Beverages at least 10 working days prior to the event. Approval will be granted only if the University Counsel is satisfied that the requirements of this policy will be met.
- Any failure of its Organizer/On-Site Contact to ensure compliance with this Policy.
- Indemnifying the University for any losses resulting from noncompliance with this policy.

**THE UNIVERSITY AS SPONSOR:** No one may represent the University (or any of its subsidiary departments and offices) as the sponsor of an event at which alcoholic beverages are served without express written permission from the appropriate Vice President. Students and/or student organizations are prohibited from sponsoring events where alcohol will be served.

**PLACES WHERE ALCOHOL MAY BE SERVED:** Without the approval of the President for an exception, alcohol may be served only in those facilities identified in **Appendix A**. The provision, possession, and consumption of alcohol in all other campus facilities is prohibited, with the exception of the instructional use of alcoholic beverages in the College of Justice and Safety and the Department of Criminal Justice Training.

**SALE OF ALCOHOL PROHIBITED:** The sale of alcoholic beverages is prohibited at any event on campus except as permitted pursuant to a lawfully issued license in accordance with the provisions of Kentucky Revised Statute 243.033 (governing caterers) or Kentucky Revised Statutes 243.260 (governing special temporary licenses) and the regulations issued pursuant thereto.

**SERVICE OF ALCOHOL TO MINORS PROHIBITED:** Consumption of alcoholic beverages is limited to persons 21 years of age or older. No one under the age of 21 shall be served alcoholic beverages.

**FOOD AND NON-ALCOHOLIC BEVERAGES MUST BE MADE AVAILABLE:** Alternate non-alcoholic beverages and food must also be provided at any event at which alcoholic beverages are served.

**ATTENDANCE LIMITED TO INVITED GUESTS:** Events at which alcoholic beverages are served will be closed except for those persons specifically invited.

**EVENT ADVERTISING AND PROMOTION:** Promotions and advertisements for events shall not be permitted to indicate that alcohol will be served or consumed.

**ALCOHOL MUST REMAIN IN DESIGNATED SPACE:** Alcoholic beverages may not be carried or consumed outside rooms or areas designated and approved for a specific event.

**INTOXICATED PERSONS MAY NOT BE SERVED:** Intoxicated persons shall not be served or permitted to consume alcoholic beverages on the premises.

**TIME OF SERVICE LIMITED:** Alcoholic beverage service will be limited to a total of not more than three (3) hours at an approved event. In addition, the service of alcohol will conclude one hour prior to the scheduled conclusion of the event.

**INVOLVEMENT OF FACILITIES COORDINATOR:** Persons or organizations wishing to use one of the designated facilities under this policy should consult with the coordinator of such facility for additional instructions or information prior to submitting a Request for Approval to Serve Alcoholic Beverages to the University Counsel.

**APPROVAL PROCESS:** Any person or organization wishing to sponsor an event on campus under the provisions of this Policy must complete a Request for Approval to Serve Alcoholic Beverages, which may be obtained from Continuing Education and Outreach, the Office of the University Counsel, or found at <http://www.forms.eku.edu> . Any sponsor from outside the University is required to make all arrangements under this Policy through Continuing Education and Outreach. Sponsors from within the University must obtain the approval of the appropriate Vice President prior to submission of the form.

**TAILGATING:** Tailgating has become a popular adjunct to athletic event attendance and is permitted at Eastern Kentucky University in the Colonel Club and Alumni Coliseum Parking Lots. Persons planning to tailgate do not have to get prior approval or secure the services of a licensed provider. **Please review the University's Tailgating Regulation (9.1.2.R).**

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## DEFINITIONS

**FEE:** refers to any admission, donation and/or any monies paid by attendees to participate in an event.

**LICENSED SERVER:** an individual who has received certification through an educational program designed for individuals who serve and sell alcoholic beverages. S.T.A.R. and TIPS certifications are currently acceptable programs; certifications from other programs may be deemed acceptable after review by University Counsel.

**ORGANIZER/ON SITE CONTACT:** Individual, group or organization responsible for organizing, coordinating and communicating all conference and event logistics. Organizer/On-Site Contact may be EKU Faculty, staff or student or an external constituent. Organizer/One-Site Contact must be present at the event. At times, the Organizer/On-Site Contact and Sponsor are the same individual, group or organization.

**PRIVATE EVENT:** an event that may be attended by invitation only and is not advertised to the general public.

**PUBLIC EVENT:** an event open to the public and anyone is allowed to attend.

**SERVER TRAINING IN ALCOHOL REGULATIONS (S.T.A.R.):** A voluntary educational certification program offered by the Commonwealth of Kentucky for the purpose of educating individuals who sell and serve alcoholic beverages in Kentucky. Training is not mandated by the Commonwealth.

**SPONSOR:** Individual, group or organization (may be internal or external) who is ultimately responsible for the conference or event, including financial and legal obligations for using campus facilities and/or other services and resources. At times, the Organizer/On-Site Contact and Sponsor are the same individual, group or organization.

**TRAINING FOR INTERVENTION PROCEDURES (TIPS):** A voluntary educational certification program designed to educate people who sell and serve alcoholic beverages through on-line or in person training.

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## VIOLATIONS OF THE POLICY

Any person or organization that violates this Policy in the sponsoring of an event on campus where alcoholic beverages are served may be barred by the University from the sponsorship of further events on campus. The University reserves the right, in its sole discretion, to terminate the service of alcohol at any event on University property.

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## APPENDIX A – LOCATIONS WHERE ALCOHOL MAY BE SERVED

### ALUMNI COLISEUM PARKING LOT

#### CAMPBELL

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- Giles Gallery
- Lobby

#### CENTER FOR PERFORMING ARTS

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- Lobby

#### FITNESS AND WELLNESS CENTER

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- President's Box

#### KEEN JOHNSON

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- Walnut Hall
- Faculty Lounge
- Hall of Distinguished Alumni
- Ball Room (including all wings)
- Lobby

#### MOBERLY

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- Multipurpose Room

#### NOEL STUDIO FOR ACADEMIC CREATIVITY

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- For fundraising events involving donors and Friends of the Library

#### PERKINS

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- Quads (A-D)
- Foyer/Lobby
- Planetarium
- Outdoor plaza

#### STRATTON

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- Cafeteria

#### STUDENT SERVICES BUILDING

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- First Floor lobby

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## BULLETIN BOARDS AND POSTING PLACES

This policy ensures the wide variety of information that members of the University community might find of interest is displayed in a manner that promotes clarity of information, ownership of posting places, reasonable allocation of space, and a marketplace of ideas. In short, the development of categories of bulletin boards and posting places is designed to give context to information.

As freedom of expression is a fundamental value of Eastern Kentucky University and a critical foundation for a vibrant marketplace of ideas, this policy was crafted, and is intended to be applied, in a manner that encourages and facilitates free and effective communication and expression.

This policy is not intended to address those postings and signage required by statutes or building codes

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### BACKGROUND

Information addressing the issue of posting on bulletin boards and tabletops was published in the Faculty Handbook. This policy was developed in response to input from the Student Government Association that the University's former approach to postings and posting places was cumbersome and discouraging to a vibrant marketplace of ideas. Moreover, confusion existed about which entities were responsible for various posting places around campus, such as posting places that appeared to be specific to a given office or organization but in fact were affected by the policies and practices of other offices.

Working with the Faculty Senate and with input from the Ad Hoc Committee on University Facilities, the Student Government Association proposed this policy to deal with the complex nature of expression in a public university setting.

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### PROCEDURES

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#### INFORMATIONAL CATEGORIES

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Eastern Kentucky University requires that all bulletin boards and posting places on campus fit into one of the following types of informational categories, and must bear one of the following types of explanatory signage as appropriate:

- "Campus Information Only"
- "Unrestricted Posting Place"
- "Building Information Only"
- "[Insert department/office name] Departmental (or) Office Information Only"
- "[Insert organization name] Information Only"

For the purposes of applying these guidelines, Eastern Kentucky University considers the above type of bulletin boards and posting places to be the following types of forums:

- The University considers Unrestricted Posting Places to be Designated Public Forums as related to postings only and as such does not create a free speech zone at that posting location.
- The University considers Campus Information bulletin boards to be Limited Public Forums.
- Likewise, the University considers Departmental/Office, Building, and Organizational bulletin boards and posting places to be Non-Public Forums because they are often maintained by specific entities for specific purposes, some of which may not be public even while being hosted in public facilities.

## NUMBER OF POSTINGS

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Parties wishing to post on bulletin boards and posting places may not post more than one of any item on the same bulletin board.

## SIZE OF POSTINGS

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Posted items must not be so large in size that they prevent the posting of other items on the same bulletin board or posting place.

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## PLACEMENT OF BULLETIN BOARDS AND POSTINGS

When possible and reasonable, bulletin boards and posting places should be established in highly visible areas that receive significant foot traffic and are intuitively located.

## OFFICE/DEPARTMENTAL/BUILDING OR ORGANIZATIONAL BULLETIN BOARDS OR POSTING PLACES

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Prior to posting items on bulletin boards belonging to an office/department/building or specific organization, parties wishing to post should obtain the express permission of said office, department, building supervisor or organization.

## UNRESTRICTED BULLETIN BOARDS OR POSTING PLACES

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No prior approval is needed to post items on unrestricted bulletin boards and posting places.

## CAMPUS ONLY BULLETIN BOARDS OR POSTING PLACES

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No prior approval is needed to post items on campus information bulletin boards and posting places.

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## DEFINITIONS

### BUILDING INFORMATION

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Information pertaining to a particular building that is likely to be of interest to the University community and does not fit into another more appropriate category. Examples include hours of operation, location of venues and offices, contact information for building staff, upcoming events within the building, etc.

### BULLETIN BOARD

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A geometric object, that is designed to be attached to a wall or other broad surface and which is constructed with materials that are designed for the non-permanent display of prepared information such as fliers, posters, pamphlets, etc. as distinct from a television or computer monitor.

### CAMPUS INFORMATION

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Information related to ideas that primarily affect the actual campus of Eastern Kentucky University; events occurring on campus or that are sponsored by University entities; or information generated by current students, faculty, or staff that pertains to Eastern Kentucky University.

## DEPARTMENT/ OFFICE OR BUILDING INFORMATION

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Information pertaining to the responsibilities, services, or function of a specific University department, office, or building, or information that a given department, office or building supervisor wishes to make known to the University in the context of their mission.

## DESIGNATED PUBLIC FORUM

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Designated public forums are defined as "public property which the state has opened for use by the public as a place for expressive activity" and are treated substantially the same as traditional public forums.

## INTUITIVE LOCATION

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A location where it is reasonable to predict that the public may expect to find a bulletin board or posting place; locations that are not difficult to access, scarcely used, randomly selected, or receive minimal foot traffic.

Examples of intuitive locations include the entrance ways to buildings, common areas, and wall space located near office locations.

## LIMITED PUBLIC FORUM

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Limited public forums typically allow for more restrictions on speech than designated public forums because they are designated as such for a specific activity by a stated group or entity or for a specific type of expression such as a town hall meeting.

## ORGANIZATIONAL INFORMATION

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Information pertaining to the programs, services, functions, initiatives, or interests of a campus organization, which that organization wishes to make known to the University community.

Examples of "organizations" (as distinct from "departments" or "offices"), include Registered Student Organizations and faculty or staff associations.

## POSTING FIXTURE

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An object, other than a bulletin board, designed for the display of tangible, non-permanent information. Examples include kiosks, obelisks, or suction mounted window display frames. A posting fixture does not include walls or other areas that may be damaged by postings.

## POSTING PLACE

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A physical location reserved for the posting of information, either on bulletin boards or other posting fixtures.

## TRADITIONAL PUBLIC FORUM

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In a traditional public forum, the state may not restrict speech based on content unless it can show that its regulation is necessary to serve a compelling state interest and is narrowly tailored to achieve that interest.

## UNIVERSITY

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Eastern Kentucky University

## UNRESTRICTED BULLETIN BOARD OR POSTING PLACE

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Unrestricted bulletin boards or posting places function as a traditional public forum.

### DRUG FREE WORKPLACE ACT

Eastern Kentucky University is committed to providing a healthy and safe environment for its students, faculty and staff through its compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. In accordance with these laws, students, faculty and staff are hereby notified of the standards of conduct which shall be applicable while on University property, on University business or at University sponsored activities.

By University rules and regulations, federal laws, state laws, and local ordinances, students, faculty and staff are prohibited from the unlawful possession, use, dispensation, distribution, or manufacture of illicit drugs on University property, on University business and/or at University sponsored activities.

Any member of the student body, faculty or staff who violates the University's standards of conduct shall be subject to appropriate disciplinary action up to and including suspension and/or termination. In addition to disciplinary sanctions, students or employees may face prosecution and imprisonment under federal and/or state laws which make such acts felony or misdemeanor crimes. The specifically defined standards of conduct, the disciplinary procedures and possible sanctions appear in the *University Handbook for Students*, the *Faculty Handbook*, and other University publications.

### EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

Eastern Kentucky University is an Equal Opportunity/Affirmative Action employer and educational institution and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, disability, national origin, veteran status, or genetic information in the admission to, or participation in, any educational program or activity which it conducts, or in any employment policy or practice. Any complaint arising by reason of alleged discrimination should be directed to the Equal Opportunity Office, Eastern Kentucky University, Jones Building, Room 106, Coates CPO 37A, Richmond, Kentucky 40475-3102, (859) 622-8020 (V/TDD), or the Director of the Office for Civil Rights, U.S. Department of Education, Philadelphia, PA.

The Equal Opportunity Office is charged with the University's compliance with Title IX of the Educational Amendments of 1972 and Title VII of the Civil Rights Act of 1964. This compliance is coordinated through:

**Title IX Coordinator:**

Chief of Staff and Executive Director of Policy, Compliance and Governance Coates 103,  
521 Lancaster Avenue  
Richmond, KY 40475  
(859) 622-6785

[Virginia.underwood@eku.edu](mailto:Virginia.underwood@eku.edu)

**Deputy Title IX Coordinators:**

Director of Equal Opportunity  
Jones 106  
521 Lancaster Avenue  
Richmond, KY 40475  
859) 622-8020  
Jenny.allen@eku.edu

Assistant Director, Policy Compliance and  
Governance  
Coates 103  
521 Lancaster Avenue  
Richmond, KY 40475  
(859) 622-8221  
Val.parks@eku.edu

The Title IX Coordinator has ultimate oversight responsibility over Title IX complaints and identifies and addresses any patterns or systemic problems that may arise during the review of such complaints. The Deputy Title IX Coordinators provide training and conduct complaint investigations.

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## POLICY PROCEDURES

If you believe that you or any student or employee has been subjected to discrimination or harassment in violation of the University's Nondiscrimination Policy, we ask that you immediately report your concerns to the Equal Opportunity Office, instructor, chair, dean or any other member of the administration with whom you feel comfortable in making such a report. To the extent permissible all such reports shall be treated confidentially and will be investigated by the University in a prompt and responsible manner.

The Equal Opportunity Office is an independent office of the University reporting directly to the President and is responsible for accepting and processing discrimination and harassment complaints under the University's Nondiscrimination Policy. Instructors, chairs, deans, supervisors and other members of the administration should notify the Equal Opportunity Office when they receive or otherwise become aware of complaints.

Reports of assault, battery, and other crimes or concerns for personal safety should be directed to Public Safety, Mattox Building, (859) 622-2821 (EMERGENCY ONLY - 911), regardless of whether the incident has also been reported as a possible harassment or discrimination. Additionally, Incidents of rape, sexual assault, sexual battery and sexual coercion are to be reported to the Equal Opportunity Office to comply with Title IX of the Educational Amendments of 1972.

No student or employee shall be subject to any form of reprisal or retaliation for having made a good faith complaint under the University's Nondiscrimination Policy or participating in an investigation of such complaint. Appropriate steps will be taken to protect employees and students from retaliation.

Each complaint of discrimination or harassment must be evaluated on a case-by-case basis with reference to the pertinent circumstances.

If appropriate, a complaint may be resolved informally. Other complaints will be conducted as formal investigations, including interviews and review of documents. At either Complainant's or Respondent's request any complaint will be removed from an informal resolution process to a formal investigation. The rights of both parties are considered in conducting the investigation. The Equal Opportunity Office will respond to both parties as to the status of the investigation within 60 days of the filing of the complaint. Both the complainant and the respondent will be notified of the outcome of the investigation.

In determining whether conduct constitutes a violation of the University's Non-Discrimination or Sexual Harassment Policy, University officials will look at the record as a whole and at all of the circumstances of the situation. Members of the University community are also advised that behavior that does not rise to the level of harassment or discrimination may nonetheless be unprofessional, inappropriate or disruptive in the workplace or classroom and could warrant appropriate corrective action and discipline.

Members of the University community are expected to cooperate in investigations by designated University officials of alleged discrimination or harassment. Student complaints of harassment by other students may also be covered by certain provisions of "General Regulations Concerning Student Behavior," contained in the University Handbook for Students, and may be referred to Student Judicial Affairs for final resolution and disciplinary action, if warranted.

For additional information pertaining to the University's Nondiscrimination Policy, please contact Director, Equal Opportunity Office, 521 Lancaster Avenue, 106 Jones Building, Coates 37A, Richmond, KY 40475, (859)

622-8020 (V/TDD). For information pertaining to the University's Sexual Harassment policy, please contact Director, Equal Opportunity Office or visit <http://www.president.eku.edu/EqualOp/sh/>.

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## SEXUAL HARASSMENT POLICY

Eastern Kentucky University is committed to maintaining a learning and working environment for all students, faculty, and staff that is fair and responsible and that is free of Sexual Harassment. Sexual Harassment undermines the mission of the University and offends the integrity of the University community. It will not be tolerated.

Sexual Harassment is a form of unlawful Sex Discrimination prohibited by both state (KRS 344) and federal (Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments) law. Additionally, federal and state law and University policy prohibit any form of Retaliation against a person who files a Sex Discrimination complaint, including Sexual Harassment, or who participates in a voluntary Informal Resolution or an Investigation.

The Equal Opportunity Office (Jones 106, 521 Lancaster Avenue Richmond, KY 40475 (859) 622-8020) is charged with administering this Sexual Harassment Policy and the University's Nondiscrimination Policy. The Equal Opportunity Office is an independent office of the University reporting directly to the President through the Executive Director of Policy, Compliance and Governance and is responsible for accepting and processing discrimination and harassment complaints under these policies. Instructors, chairs, deans, supervisors and other members of the administration should notify the Equal Opportunity Office when they receive, witness, or otherwise become aware of complaints.

The Equal Opportunity Office is charged with the University's compliance with Title IX of the Educational Amendments of 1972 and Title VII of the Civil Rights Act of 1964. This compliance is coordinated through the Equal Opportunity Office by the:

**Title IX Coordinator:**

Chief of Staff and Executive Director of Policy, Compliance and Governance  
Coates 103  
521 Lancaster Avenue  
Richmond, KY 40475  
(859) 622-6785  
[virginia.underwood@eku.edu](mailto:virginia.underwood@eku.edu)

**Deputy Title IX Coordinators:**

Director of Equal Opportunity Assistant Director, Policy, Compliance and Governance  
Jones 106  
521 Lancaster Avenue Coates 103  
Richmond, KY 40475 521 Lancaster Avenue  
(859) 622-8020 Richmond, KY 40475  
[jenny.allen@eku.edu](mailto:jenny.allen@eku.edu) (859) 622-8221  
[val.parks@eku.edu](mailto:val.parks@eku.edu)

The Title IX Coordinator has ultimate oversight responsibility over Title IX complaints (and Title VII complaints) and identifies and addresses any patterns or systemic problems that may arise during the review of such complaints. The Deputy Title IX Coordinators provide training and conduct complaint Investigations.

As an institution of higher learning, the University seeks to perform its responsibilities in a community that values intellectual growth, academic freedom, open communication and fairness among its faculty, staff, and students. This policy does not allow curtailment or censorship of constitutionally protected speech nor does it attempt to address conduct that does not potentially fall within this policy. The appropriate supervisor, administrator or office should address inappropriate behavior that does not potentially fall within this policy.

Eastern Kentucky University is an Equal Opportunity/Affirmative Action employer and educational institution and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, disability, national origin, veteran status or genetic information in the admission to, or participation in, any educational program or activity which it conducts, or in any employment policy or practice. Any complaint arising by reason of alleged discrimination should be directed to the Equal Opportunity Office, Eastern Kentucky University, Jones Building, Room 106, Coates CPO 37A, Richmond, Kentucky 40475-3102, (859) 622-8020 (V/TDD), or the Director of the Office for Civil Rights, U.S. Department of Education, Philadelphia, PA.

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## DEFINING SEXUAL HARASSMENT, DISCRIMINATION AND HARASSMENT

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- I. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment; or
- II. Submission to or rejection of any such conduct by an individual is used as a basis for educational or employment decisions; or
- III. Such conduct is sufficiently severe and pervasive so as to alter the conditions of, have purpose or effect of substantially interfering with an individual's work or academic performance by creating an intimidating, hostile or offensive working or educational environment.

Sexual Harassment also includes rape, sexual assault, sexual battery, sexual exploitation and sexual coercion. Sexual Harassment is also a form of Sex Discrimination. Sexual Harassment does not include verbal expressions or written material relevant and appropriately related to course subject matter or curriculum. This policy shall not abridge academic freedom or the University's educational mission.

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## PROHIBITED CONDUCT

Every member of the University community is prohibited from:

- Engaging in Sexual Harassment;
- Retaliating in any manner against any individual who complains about Sexual Harassment or who participates in any procedure to investigate or redress a complaint of Sexual Harassment; and
- Making an intentionally false allegation of Sexual Harassment through University channels or knowingly providing false information to or intentionally misleading the Equal Opportunity Office staff or any other University officials in connection with the investigation of a complaint of alleged action of behavior that may potentially be a violation of the Sexual Harassment policy.

Any member of the University community who engages in one of these prohibited acts against any other member of the University community shall be subject to disciplinary action and appropriate sanctions, up to and including discharge for employees and suspension for students.

Members of the University community are also advised that behavior of a sexual nature that is not Sexual Harassment may nonetheless be unprofessional, inappropriate or disruptive in the workplace or learning environment and could warrant appropriate corrective action and discipline.

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## IDENTIFYING SEXUAL HARASSMENT

Sexual Harassment can take many forms. The determination of what constitutes Sexual Harassment will vary according to the particular facts and circumstances. Generally, hostile environment Sexual Harassment may be described as unwelcome behavior of a sexual nature that a reasonable person would find unwelcome or unwanted and that is sufficiently severe, pervasive, or persistent so as to adversely affect the working or learning environment. Sexual Harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Possible examples of inappropriate conduct under this Sexual Harassment Policy may include but are not limited to the following:

- Conditioning an employment-related action (such as hiring, promotion, salary increase or performance appraisal) on a sexual favor or relationship

- Seeking sexual favors or relationships in return for the promise of a good grade or other academic opportunity
- Unwelcome advances, propositions, invitations or demands for sexual favors
- Unwelcome physical contact, such as touching, patting, pinching, brushing, massaging a person's neck or shoulders, etc.
- Physical assault, rape, attempted rape, sexual assault, sexual battery and sexual coercion
- Other forms of conduct of a sexual nature by individuals in positions of authority, co-workers, or students, if sufficiently severe, pervasive, or persistent so as to unreasonably interfere with an individual's ability to participate in or benefit from any educational program or activity the University conducts, or in any employment policy or practice.

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## REPORTING SEXUAL HARASSMENT, DISCRIMINATION AND HARASSMENT

If you believe that any student or employee has been subjected to Sex Discrimination or Sexual Harassment in violation of the University's Sexual Harassment Policy (or Nondiscrimination Policy), you are to immediately report your concerns to the Equal Opportunity Office (Jones 106, Coates CPO 37A 521 Lancaster Avenue Richmond, KY 40475-3102, (859) 622-8020 [jenny.allen@eku.edu](mailto:jenny.allen@eku.edu) or [val.parks@eku.edu](mailto:val.parks@eku.edu)).

If you believe that you have been subjected to Sex Discrimination or Sexual Harassment, we ask that you immediately report your concerns to the Equal Opportunity Office (Jones 106, Coates CPO 37A 521 Lancaster Avenue Richmond, KY 40475-3102, (859) 622-8020 [jenny.allen@eku.edu](mailto:jenny.allen@eku.edu) or [val.parks@eku.edu](mailto:val.parks@eku.edu)); or to any instructor, chair, dean or any other member of the administration with whom you feel comfortable in making such a report. To the extent permissible under applicable laws all such reports shall be treated confidentially and will be investigated by the University in a prompt and responsible manner.

Reports of assault, battery, and other crimes or concerns for personal safety should be directed to Public Safety, Mattox Building, (859) 622-2821 (EMERGENCY ONLY - 911), regardless of whether the incident has also been reported as a possible Sexual Harassment or Sex Discrimination. Incidents of rape, sexual assault, sexual battery and sexual coercion should also be reported to the Equal Opportunity Office in accordance with Title IX of the Educational Amendments of 1972 and this Policy.

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## RETALIATION

No student or employee shall be subject to any form of reprisal or Retaliation for having made a good faith complaint under the University's Sexual Harassment or Nondiscrimination Policies or for participating in an Investigation or a voluntary Informal Resolution of such complaint. Appropriate steps will be taken to protect employees and students from Retaliation.

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## COMPLAINT EVALUATION AND INVESTIGATIONS

Each complaint of Sex Discrimination or Sexual Harassment must be evaluated on a case-by-case basis with reference to the pertinent circumstances.

If appropriate, a complaint may be reviewed and resolved through a voluntary Informal Resolution. Other complaints will be conducted as formal Investigations. At either Complainant's or Respondent's request any complaint will be removed from a voluntary Informal Resolution process to a formal Investigation. The rights of both parties are considered in facilitating voluntary Informal Resolutions and in conducting Investigations. The Equal Opportunity Office will respond to both parties as to the status of the Investigation within 60 days of the filing of the complaint. At the conclusion of the Investigation, both the Complainant and the Respondent will be notified of the outcome of the Investigation.

In determining whether conduct constitutes a violation of the Sexual Harassment Policy or University's Non-Discrimination Policy, University officials will look at the record as a whole and at all facts and circumstances of the situation. Members of the University community are also advised that behavior that does not rise to

the level of Sexual Harassment or Sex Discrimination may nonetheless be unprofessional, inappropriate or disruptive in the workplace or classroom and could warrant appropriate corrective action and discipline.

Members of the University community are expected to cooperate in Investigations by the Equal Opportunity Office staff or other designated University officials of alleged Sexual Harassment or Sex Discrimination. Student complaints of Sexual Harassment by other students may also be covered by certain provisions of "General Regulations Concerning Student Behavior," contained in the University Handbook for Students, and may be referred to Student Rights and Responsibilities for final resolution and disciplinary action, if warranted.

Reporting a complaint or concern under this Sexual Harassment Policy does not exempt an employee from legitimate personnel action, nor does it exempt a student from an education-related action based on a legitimate justification. Complainants, respondents, witnesses and others associated with the allegation, voluntary Informal Resolution or Investigation of a Sexual Harassment complaint are expected to comply with all University policies applicable to them and to meet all legitimate expectations related to the performance of their job duties during and after the voluntary Informal Resolution or the complaint Investigation.

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### SEXUAL HARASSMENT BY THIRD PARTIES

If a University employee (faculty, staff or student employee) believes that she or he has been subjected to an action or behavior that may potentially be Sexual Harassment or Sex Discrimination within the scope of his or her employment activities by an individual who is not a University employee or student, the University employee should report the alleged Sexual Harassment or Sex Discrimination to the Equal Opportunity Office or to her or his supervisor.

If a University student believes that she or he has been subjected to an action or behavior on campus or in any educational program or activity the University conducts that may potentially be Sexual Harassment or Sex Discrimination by an individual who is not a University employee or student, the student should report the alleged Sexual Harassment or Sex Discrimination to the Equal Opportunity Office, an instructor, chair, dean or any other member of the administration with whom the student feels comfortable.

If the University determines that a third party within the scope of her or his employment has engaged in an action or behavior that is a violation of the Sexual Harassment or Sex Discrimination Policies and is directed at a University student or University employee on campus or in any educational program or activity the University conducts, the University will take corrective action. However, individuals who are not students or employees of the University are not subject to discipline under the University's internal processes.

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### WHERE TO GO FOR HELP:

|                                     |                         |
|-------------------------------------|-------------------------|
| Equal Opportunity Office            | Campus Police           |
| Jones 106, Coates CPO 37A           | Mattox Building         |
| 521 Lancaster Avenue                | 521 Lancaster Avenue    |
| Richmond, KY 40475-3102             | Richmond, KY 40475-3102 |
| (859) 622-8020 (V/TDD)              | (859) 622-2821          |
|                                     | Emergency 911           |
| Counseling Center                   | EKU-SAFE                |
| Student Services Building, Room 571 | 521 Lancaster Avenue    |
| 521 Lancaster Avenue                | Keith 126               |
| Richmond, KY 40475-3102             | Richmond, KY 40475      |
| (859) 622-1303                      |                         |

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### SMOKE FREE POLICY

The use of tobacco products, including smokeless tobacco products, is prohibited in all University residence halls, academic and service buildings, athletic venues, and designated non-smoking areas. The use of tobacco

products is prohibited within twenty five (25) feet of any such building intake duct, window or entrance or entryway, including ramps, walkways, pathways, and any such similar means of entry, unless a University designated tobacco use shelter is otherwise provided.

Persons who wish to use tobacco products outside of a building shall do so in a manner that minimizes an accumulation of smoke and tobacco waste. Individuals who use tobacco products are responsible for the proper disposal of such in designated receptacles.

The use of tobacco products is prohibited in vehicles owned, leased or rented by the University.

The University will provide educational information and programs on tobacco use cessation.

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## POLICY VIOLATIONS/SANCTIONS

All members of the University community share in the responsibility for adhering to this policy and bringing it to the attention of visitors. Violations of this policy are subject to the corrective action and disciplinary procedures as set forth in the *Faculty Handbook*, *Staff Handbook* and *University Handbook for Students*.

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## TAILGATING POLICY

Effective: 10/6/09

The possession and/or consumption of alcoholic beverages on Eastern Kentucky University property is subject to Kentucky statute, city ordinances, and University policies and regulations. All members of the Eastern community and visitors to campus are expected to obey these laws and regulations. Eastern desires to provide an environment for underage students where alcohol is not made available, and alcohol education and counseling programs are promoted.

Eastern Kentucky University recognizes that tailgating has become a popular adjunct to athletic event attendance and is permitted. All tailgating activities, particularly those involving alcohol, must be in accordance with this Regulation.

Please review the University's Consumption and Serving of Alcohol Beverages Policy (9.1.1P for further information concerning alcohol beverages on campus.

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## GENERAL

- Individuals attending tailgating events are expected to conduct themselves in a manner respectful of the nature and character of the University.
- The University reserves the right to restrict and or remove any vehicle or person for reasons of safety and/or disruption of the peace.
- Prohibition against inappropriate behavior (i.e., public intoxication) will be enforced.

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## TAILGATING LOCATIONS, TIMES AND PERMITS

- Tailgating is permitted only in the Colonel Club and Alumni Coliseum Parking Lots.
- Tailgating may begin in the areas designated within this regulation at 9:00 a.m. on event day.
- Since the object of tailgating is to engender support for the EKU athletic teams, persons should leave the tailgating area to attend the game no later than 30 minutes after the actual start time of the event.
- Persons planning to tailgate do not have to get prior approval or secure the services of a licensed provider.

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## USE OF ALCOHOL

- Use of alcoholic beverages on Eastern Kentucky University property must not violate state and local laws, University policies or regulations developed and approved by the President to implement this regulation.
- Open containers of alcohol outside of Colonel Club and Alumni Coliseum Parking Lots are prohibited.
- Consumption of alcoholic beverages by persons under 21 years of age is prohibited.
- Consumption of alcoholic beverages from their original containers is prohibited. All beverages shall be consumed from paper or plastic cups and not from cans or bottles.
- Kegs and other mass common sources of alcohol are not permitted. In addition, use of accelerated drinking games and accelerated devices is strongly discouraged.

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## FOOD/GRILLING

It is strongly recommended that wherever alcohol is being consumed that food also be made available.

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## PROCEDURES

Grilling is permitted in the tailgating area. Propane and charcoal grills are the only permissible sources of heat for cooking. Burned coals and/or residue from cooking may not be permitted to make contact with the paved surface of the parking lot. Hot coals must be completely extinguished with water prior to leaving the tailgate site.

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## STRUCTURES

Tents and tables are permitted in the designated tailgating areas. No permanent or semi-permanent structures may be constructed for any tailgating activity.

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## CLEANUP

Individuals and groups participating in tailgating are required to clean up their immediate parking lot area before going to the game or leaving the parking area. Tailgaters are encouraged to make use of available glass and aluminum recycling containers in and around Alumni Parking Lot for recycling their original beverage containers.

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## VETERANS NON-DISCRIMINATION STATEMENT

It is the policy of the University that there shall be no discrimination in employment (including recruitment, hiring, promotion, compensation and any other condition, or privilege of employment) on the basis of status as a disabled veteran, Vietnam era veteran (as defined in 38 USC Sec. 4211 and 41 CFR 60-250) or as a veteran who has served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, with regard to any position for which such individual may be qualified. This policy is intended to be in compliance with the University's obligation as a federal contractor under the Vietnam Era Veteran's Readjustment Assistance Act, specifically 38 USC Sec. 4212, and its implementing regulations, 41 CFR 60-250. Any complaint arising by reason of alleged discrimination shall be directed to: Equal Opportunity Office, Eastern Kentucky University, Jones Building, Room 106, Coates CPO 37A, Richmond, Kentucky 40475-3102, (859) 622-8020 (V/TDD).

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## DEADLY WEAPONS AND DANGEROUS MATERIALS/INSTRUMENTS ON CAMPUS POLICY

**(Approved as an Interim Policy by the President on 11/16/12)**

This Policy supersedes Eastern Kentucky University's prior policies, regulations, or statements on weapons on campus and the possession of Deadly Weapons and Dangerous Materials/Instruments on property owned, leased or controlled by Eastern Kentucky University.

Unless expressly exempt below, all persons are prohibited from possessing Deadly Weapons and Dangerous Materials/Instruments on all property owned, leased, or controlled by Eastern Kentucky University, including but not limited to all classrooms, laboratories, residence halls, clinics, office buildings, performance halls, athletics and recreation facilities, farms, forests and other natural areas, parking lots and structures, University owned, leased or controlled vehicles, and all outdoor areas of the campus, including extended campuses and all other property now or hereafter owned, leased, or controlled by Eastern Kentucky University, of any unit of Eastern Kentucky University. This policy applies to all persons who possess lawfully issued licenses or permits pursuant to Kentucky Revised Statute 237.110 and to all persons who do not possess lawfully issued licenses or permits pursuant to Kentucky Revised Statute 237.110.

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### EXEMPTIONS FOR POSSESSION OF DEADLY WEAPONS

The following persons are exempt from this Policy in reference to Deadly Weapons by Kentucky Revised Statutes §§527.020, 237.110, 237.115 and the Kentucky Supreme Court decision in *Mitchell v. University of Kentucky*, Slip Op 2010-SC-000762-TG (2012):

1. Sworn police officers employed by the Eastern Kentucky University Police Department;
2. Sworn officers employed by other local, state, and federal public agencies authorized to possess Deadly Weapons in the course of his/her official duties;
3. Person(s) with a valid concealed and carry license authorized by KRS §237.110, provided that the Deadly Weapon is contained within a private motor vehicle. Any attempt to possess the Deadly Weapon outside of a private motor vehicle is a violation of this policy. The concealed and carry license of the holder of the

Deadly Weapon shall be carried by the authorized person or kept at all times with the Deadly Weapon and must be produced immediately upon the request of the law enforcement officer. Failure to produce this document shall constitute a violation of this Policy.

4. Person(s) without a valid concealed and carry license provided that, the Deadly Weapon is stored in an enclosed container, compartment, or storage space installed as original equipment in a private motor vehicle by its manufacturer. Any attempt to possess the Deadly Weapon outside of its internally stored place is a violation of this policy; and
5. Persons who are specifically authorized by KRS 527.020 to carry concealed Deadly Weapons on or about their persons at all times and at all locations within the Commonwealth of Kentucky. For a complete list of persons authorized to carry concealed Deadly Weapons within the Commonwealth of Kentucky and the conditions for which the carrying of the Deadly Weapon is authorized, see KRS 527.020.

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### OTHER EXEMPTIONS

Eastern Kentucky University's Chief of Police may grant other exceptions at his/her discretion to this Policy for University authorized academic, athletic or work-related activity or other activities determined to be in the best interest of the University. Any recognized University academic or administrative unit or organization or any individual sponsored by a recognized University academic or administrative unit or organization may request an exception to this policy. A request for exception must be made in writing to the Chief of Police prior to the Deadly Weapon or Dangerous Material being possessed or stored as stated herein. Any approved

exception to this policy must be in writing with signature approval of the Chief of Police. The decision by the Chief of Police to approve or not approve an exception is final.

All exceptions shall clearly identify the Deadly Weapon or Dangerous Material, shall be granted for specified stated reasons and shall be for a limited duration, in no event longer than the time period required to fulfill the purpose of the request.

The exception document and picture identification of the holder of the exception shall be carried and/or kept at all times with the possessor of the Deadly Weapon or Dangerous Materials/Instruments and must be produced immediately upon the request of law enforcement officers. Failure to produce these documents shall constitute a violation of this policy.

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## DEFINITIONS

### Deadly Weapon

Defined to include but not be limited to as any of the following:

- A weapon of mass destruction or dangerous materials;
- Any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged;
- Any knife other than an ordinary pocket knife or hunting knife;
- Billy, nightstick, or club;
- Blackjack or slapjack;
- Nunchaku karate sticks;
- Shuriken or death star;
- Artificial knuckles made from metal, plastic, or other similar hard material;
- Any bow and arrow;
- Replica or look-alike Deadly Weapons

### Dangerous Materials/Instruments

Dangerous Materials/Instruments are defined to include, but not be limited to, any of the following:

- Explosive device;
- Fireworks including sparklers and smoke devices;
- Incendiary devices;
- Toxic or poisonous chemicals or disease organisms;
- Bomb;
- Grenade;
- Mine;
- Rocket;
- Tasers and stun guns; or
- Other similar device or materials and includes the unassembled components from which such device or any of the preceding can be made
- Any replicas or look-alike Dangerous Materials/Instruments

|                     |   |
|---------------------|---|
| Possession          | Actual physical possession or ability to exercise actual dominion or control over a tangible object |
| University Property | Property owned, leased or controlled by Eastern Kentucky University.                                |

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## RESPONSIBILITIES

All members of the University community shall comply with this policy and share in the responsibility for campus safety and security and adhering to this policy. If any member of the University community is notified or becomes aware of the existence of a Deadly Weapon or Dangerous Material/Instruments on University Property, they are responsible for reporting it to Eastern Kentucky University Police. Failure to report the existence of Deadly Weapons or Dangerous Material/Instruments on campus to the Eastern Kentucky University Police is a violation of this policy.

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## VIOLATIONS OF THE POLICY

All violations of this policy may be subject to all appropriate administrative and legal action, including any applicable provisions of the faculty, staff, and student handbooks and the Kentucky Penal Code. In addition, students, staff, and faculty violations are subject to disciplinary and corrective actions including but not limited to expulsion or termination from employment and other appropriate administrative and legal action. Others who possess Deadly Weapons or Dangerous Material/Instruments in violation of this policy shall be directed to remove their Deadly Weapon or Dangerous Material or their Deadly Weapon or Dangerous Material/Instruments and themselves from the University's property or premises and shall be subject to other appropriate administrative and legal action.

## STUDENT COMPLAINTS – GENERAL PROCESS

**(Information regarding the procedure for appealing a grade is found on page 34)**

In general, any student who feels that they have **not** been treated appropriately by a university official may file a complaint or grievance following the procedures listed below. EKU's organizational chart is located on the web at [http://www.president.eku.edu/orgchart/eku\\_org\\_chart1dec2007v2.pdf](http://www.president.eku.edu/orgchart/eku_org_chart1dec2007v2.pdf)

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## ACADEMIC AFFAIRS AREA

Complaints involving a particular class or instructor should be communicated to the instructor or faculty member directly involved. If a resolution is not reached, a complaint or grievance should be filed, in writing, with the Department Chair of the class where you are having the problem. If you are not satisfied with the Department Chair's explanation, an appeal, in writing, should be sent to the Dean of the College. If you are not satisfied with the College Dean's explanation, the final appeal of the complaint or grievance procedure should be made in writing to the Provost and Vice President for Academic Affairs, Coates Room 108.

A complaint involving a department (other than a College) that reports to the Provost and Vice President for Academic Affairs area should be filed with the director of the particular office where you are having the problem.

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## FINANCIAL AFFAIRS AREA

A complaint or grievance with Student Accounting Services or Student Payroll should be filed with the director of the particular office where you are having the problem. If you are not satisfied with the department Director's response, a complaint or grievance should be filed, in writing, with the Vice President of Financial Affairs. If you are not satisfied with the Vice President of Financial Affairs response, the final appeal of the complaint or grievance should be made in writing to the Executive Vice President for Administration.

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## ENROLLMENT MANAGEMENT/MARKETING & UNIVERSITY RELATIONS AREA

A complaint or grievance with a department reporting to the Vice President for Enrollment Management should be filed with the director of the department where you are having the problem. If you are not satisfied with the department director's response, the final appeal of the complaint or grievance should be made in writing to the Vice President of Enrollment Management/Marketing & University Relations.

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## STUDENT AFFAIRS AREA

A complaint or grievance with a department reporting to the Vice President for Student Affairs should be filed with the director of the department where you are having the problem. If you are not satisfied with the department director's response, a complaint or grievance should be filed, in writing, with the appropriate Associate Vice President. If you are not satisfied with the Associate Vice President's response, the final appeal of the complaint or grievance should be made in writing to the Vice President of Student Affairs.

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## OTHER UNIVERSITY OFFICES

For offices not listed in the areas above, students should utilize the university organizational chart to determine the appropriate person(s)/offices where a complaint should be filed.

## CHAPTER TWO: ACADEMIC INFORMATION

Note to Students: **Primary** sources for academic information are the [Undergraduate and Graduate Catalogs](#). This chapter of the EKU *Handbook for Students* provides descriptive information regarding some of the academic policies and procedures that students should be familiar with. *Students should seek information regarding revisions, amendments, or changes to policies and procedures that have been made since the Handbook was last revised.*

### ACADEMIC FREEDOM

Eastern Kentucky University endorses the American Association of University Professors' statement concerning academic freedom, which states, in part,

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitation of academic freedom because of religion or other aims of the institution should be clearly stated in writing at the time of appointment.

### ACADEMIC INTEGRITY

**(See Chapter 4 for more details about this Policy)**

Academic Integrity (AI) is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that academic dishonesty and incidents of academic dishonesty will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

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#### PURPOSE

This policy defines the various forms of academic dishonesty, and it outlines the consequences for each. Additionally, this policy gives the method for appealing an instructor's belief that some form of academic dishonesty has in fact occurred.

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#### POLICY BACKGROUND

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct and respect for others. In order to meet these values, students at EKU are expected to adhere to the highest standards of academic integrity. These standards are embodied in the Eastern Kentucky University Academic Integrity Policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it does not tolerate academic dishonesty.

## ACADEMIC STANDARDS

### GOOD ACADEMIC STANDING

For the purposes of transferability, a student is considered to be in good academic standing at Eastern Kentucky University when that student maintains a grade point average that permits the student to re-enroll in the institution on a full-time basis and in the duly designated academic program.

### MINIMUM ACADEMIC STANDARDS

**SATISFACTORY PROGRESS:** Degree-seeking students shall be considered as making satisfactory progress so long as they remain in good academic standing (2.0 cumulative GPA) and enroll in courses required or allowed in their chosen academic program.

Students having difficulty meeting academic standards are strongly advised to reduce or eliminate part-time jobs and other extracurricular activities which may detract from their studies, or to reduce the number of hours for which they are enrolled.

**GOOD ACADEMIC STANDING:** Students are expected to maintain at least a 2.0 cumulative grade point average (GPA) while enrolled at ECU. The actions described below pertain to students whose cumulative GPA falls below 2.0. Once a student's cumulative GPA returns to 2.0 or above, he/she is once again in good academic standing.

**ACADEMIC PROBATION:** Students who earn a cumulative GPA of less than 2.0 will be placed on academic probation beginning the next semester they are enrolled. While on academic probation students may not enroll in more than 13 credit hours in either fall or spring terms or more than six hours during a full (12-week) summer term. Effective Fall 2012, students who are on academic probation and cease continuous enrollment, and subsequently wish to return to the institution, must apply for readmission and will be held to specific readmission criteria (please refer to the requirements for readmission section of the *Undergraduate Catalog*).

**ACADEMIC SUSPENSION:** At the end of a semester on academic probation, students must have earned a semester GPA of at least 2.0 or raised their cumulative GPA to 2.0. Students not meeting the semester or cumulative GPA requirement will be placed on academic suspension. Students may not enroll in classes at ECU while academically suspended. Students who are academically suspended for the first time may not enroll in classes at ECU for one full semester (summer is counted with the next fall semester if a student is academically suspended at the end of the spring term). Students may be academically suspended up to three times during their academic career at ECU. The second academic suspension is for one calendar year and a third academic suspension is for two calendar years. An academically-suspended student will return to ECU on academic probation if his/her cumulative GPA is less than 2.0 at the time of his/her return. Previously-suspended students are subject to ECU requirements for readmission (please refer to the requirements for readmission section of the *Undergraduate Catalog*).

**ACADEMIC DISMISSAL:** Students who have been academically suspended three times must maintain a semester GPA of 2.0 or better each semester after they return. Students who have been academically suspended three times, and after returning are unable to maintain a semester GPA of 2.0, will be academically dismissed from ECU for a period of five calendar years and are subject to ECU requirements for readmission (please refer to the requirements for readmission section of the *Undergraduate Catalog*).

**ATTENDING ANOTHER SCHOOL WHILE SUSPENDED OR DISMISSED:** During the time a student is academically suspended or dismissed from ECU, course work earned at another regionally-accredited college or university will be considered for transfer credit when the student returns to ECU. Students are responsible for requesting that an official transcript of any transfer course work be sent to the ECU office of admissions when they apply for readmission to ECU. Students should consult with their advisor or college for the applicability of course work taken at another institution to their degree program at ECU.

**APPEALING ACADEMIC STANDING:** Students may appeal an academic suspension if they believe that catastrophic circumstances beyond their control prevented them from being academically successful. They may appeal their academic suspension to the University Readmission Appeals Committee.

For their petition to be considered, students must provide a written appeal with appropriate supporting documentation. Students may not appeal an academic dismissal.

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### FIRST-TIME FRESHMEN MID-TERM GRADE REVIEW PROCESS

The first semester for first-time freshmen is pivotal to academic success and graduation. All first-time freshmen will have their mid-term grades reviewed by the office of University advising and the registrar during their first semester at ECU. If all reported mid-term grades are F, FN, U, or UN (indicating non-attendance and/or failure to meet course requirements) the student will be required to participate in an intervention program that includes the following:

- a study skills workshop
- a student success contract
- a registration hold
- students will be moved from a baccalaureate program into the associate of general studies major until they have earned a 2.0 term GPA.

Students who fail to attend the workshop, respond to any communication, or comply with a success contract may be academically suspended at the end of the semester.

### ATTENDANCE POLICY

Research shows that students who regularly attend class are more likely to succeed. ECU students are responsible for course work covered during all class periods, including the first class meeting. Each instructor will record absences and deal with them in a manner consistent with departmental policy for that course. Since attendance policies vary among departments and for courses within departments, students must be familiar with the policy printed on the course syllabus.

If a student presents the instructor with an adequate and documented reason for an absence, the instructor normally will give the student an opportunity to make up the work missed, if this is feasible. Adequate reasons involve circumstances beyond the student's control, such as personal illness, critical illness, or death in the immediate family, or participation in an approved University activity. No absence of any nature will be construed as relieving the student from responsibility for the timely completion of all work assigned by the instructor. Initiating the request to make up class work is the student's responsibility.

FIRST DAY OF CLASS ATTENDANCE: This enrollment verification process gives ECU instructors the authority to request disenrollment of a student for non-attendance. Faculty may request these drops only during the first week of the term.

This process is designed to ensure clear reinforcement of the message that class attendance at ECU is important. Students who know they will be absent should contact their instructor or the academic department office prior to the first class meeting to explain their absence and request that the instructor not drop them from the class.

**Students are responsible for monitoring their class schedule and should never assume that missing the first day of class will automatically result in removal from that class.** While faculty may exercise their authority to drop a student for being absent on the first day of class, faculty are not required to do so. A student who never attends a class but remains enrolled will fail that course.

The University expects all students to be officially registered and to attend class. Students are responsible for course work covered during all class periods, **including the first class meeting**. If you do not attend the first day of class, the instructor has the authority to request that you be disenrolled for non-attendance (<http://www.registrar.ecu.edu/FirstDayOfAttendance/faqs/>). Each instructor will record absences and deal with them in a manner consistent with departmental policy for that course. Since attendance policies vary among departments and for courses within departments, students must be familiar with the policy printed on the course syllabus.

If a student presents the instructor with an adequate and documented reason for an absence, the instructor normally will give the student an opportunity to make up the work missed, if this is feasible. Adequate reasons involve circumstances beyond the student's control, such as personal illness, critical illness or death in the immediate family, or participation in an approved University activity. No absence of any nature will be construed as relieving the student from responsibility for the timely completion of all work assigned by the instructor. It is the student's responsibility to initiate the request to make up class work missed.

## CATALOG

For general education requirements, students will be governed by the *Undergraduate or Graduate Catalog* in use at the time they enter the University.

## CLASSIFICATION OF STUDENTS

A student's classification is determined by the number of semester hours earned, as follows:

|             |                                  |
|-------------|----------------------------------|
| Freshman -  | 0 –29 semester hours earned      |
| Sophomore - | 30 –59 semester hours earned     |
| Junior -    | 60 –89 semester hours earned     |
| Senior -    | 90 or more semester hours earned |

## ENROLLMENT AND CLASS SCHEDULE

### ACADEMIC LOAD

The limitations below apply to all enrollments or combinations of enrollments for the term specified, including campus classes, regional campus classes, online study, and enrollments at other institutions. The registrar will not record credits beyond these maximums.

**ACADEMIC LOAD AND FINANCIAL AID:** Please note that, for financial aid, enrollment verification, and loan consideration, full-time status is enrollment in twelve or more semester hours in any academic term.

**FALL/SPRING TERMS:** A full-time student is one who enrolls in 12 or more credit hours during a fall or spring term. Students carrying fewer than 12 credit hours are considered part time. A student who has established a superior record may be permitted to enroll for more than 18 hours by the dean of the college of the student's first major. The absolute maximum load for an undergraduate student is 21 credit hours.

**SUMMER TERM:** For enrollment verification and financial aid during the summer semester, an undergraduate student must be registered in at least 12 credit hours to be considered a full-time student. Enrolling in more than 12 credit hours is restricted to students who have established a superior academic record. Permission to enroll in more than 12 credit hours during the summer must be granted by the dean of the college of the student's first major. The absolute maximum summer enrollment is 15 hours.

### CLASS SCHEDULE CHANGES

**DROPPING A CLASS - 1st Week of Class:** If students wish to add courses to their schedule, they must do so by the date published in the *Colonel's Compass* for that term. If a student drops a course by the end of a term's Schedule Change Period (add/drop), the course will not appear on the student's grade report or transcript. Course drops are executed online through ECU Direct.

### WITHDRAWING FROM A CLASS

**1. 2nd Week – 10th Week:** a student will be assigned a grade of "W" for all withdrawn courses, and a "W" will appear on the grade report and transcript. A student may officially withdraw from a full-semester course online through ECU Direct from the end of the Schedule Change Period (1st week of class) through the end of the 4th week of a regular (fall/spring) semester.

Beginning with the 5th week of the term, and until the end of the 10th week, students must have their instructor's written permission on a completed course withdrawal form and pay a \$50 per credit hour fee in order to withdraw from a course (\$150 for a typical 3 credit hour course).

**2. After the 10th Week – Late Withdrawal Appeals Process:** After the tenth week of a regular Fall/Spring semester, only students who are the victim of extraordinary circumstances may petition to the Late Withdrawal Appeals Committee through the registrar's office. The deadline for filing a petition for withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is seeking withdrawal.

The student should complete a Withdrawal Petition Form (available from the registrar's website) and should include justification and documentation for the withdrawal. If approved, the registrar will assign the grade of "W" and will notify the instructor of the class.

For details refer to the registrar's website ([www.registrar.eku.edu](http://www.registrar.eku.edu)).

All course withdrawals approved by the Late Withdrawal Appeals Committee will be assessed a \$50 per credit hour fee, to a limit of \$150 per course. The Late Withdrawal Appeals Committee is not authorized to consider any appeals of the \$50 per credit hour course withdrawal fee.

Students who are assigned a grade of "F" or "FX" in a course due to academic dishonesty will not be permitted to withdraw from the course.

**3. Withdrawal Deadlines for Partial Semester and Summer Classes:** Specific calendar dates for withdrawal deadlines for partial semester and summer classes are available on the EKU Web site (see *Colonel's Compass*). The withdrawal deadline for all courses should be printed in the course syllabus, published in the *Colonel's Compass*, and also may be obtained by contacting the registrar's office. Refer to Section 3 of the *Undergraduate Catalog* for the University's tuition refund policy.

## GRADE APPEAL

If a student wishes to appeal a course grade, the procedure below should be followed:

- ◆ The student should consult with the instructor, seeking a satisfactory explanation.
- ◆ If, after consulting with the instructor, the student believes that a grievance exists, the student may present a complaint in writing outlining the basis of the grievance to the department chair within 30 days after the beginning of the next semester, exclusive of summer session.
- ◆ The department chair shall consider the matter in consultation with the instructor and the student and exercise influence towards mediation.
- ◆ If the grievance remains unsettled, the department chair shall as soon as practicable refer the matter to the departmental committee on academic practices composed of the department chair, two members of the department elected by the faculty thereof (with one alternate member to serve in the event that one of the regular members is the person against whom the complaint has been lodged), and one student member chosen by the department chair. All members of the committee shall have voting privileges. In cases where the department has an insufficient number of faculty members to make the above procedure workable, the Provost and Vice-President for Academic Affairs and the dean of the college in which the course is offered shall appoint an appropriate committee.
- ◆ Meetings of the departmental academic practices committee shall be scheduled at a mutually agreed-upon time, when all relevant parties can reasonably be expected to participate. A student who has agreed to a time for a meeting of the departmental academic practices committee and who does not appear at that meeting may forfeit the right to present evidence beyond that furnished in the original letter of appeal.
- ◆ After considering the evidence and any rebuttals submitted by the student and/or the instructor, the committee shall make a decision which shall be binding. All parties shall be informed of this decision within ten working days.
- ◆ Appeals from the committee's decision may be made on procedural grounds only and must be made within 20 days following notification of the departmental committee decision. Such an appeal should be made to the dean of the college in which the course is offered and, if necessary, then to the Provost and Vice-President for Academic Affairs.

## GRADING

### PURPOSES OF GRADING

The purposes of grading are to define and communicate the level of educational achievement, to motivate students to greater effort, and to appraise the effectiveness of teaching methods.

### PRINCIPLES OF GRADING

Grading should be directly related to the objectives of the course. Grades assigned should reflect the relative level of attainment of objectives. The grading system should take into account the emphasis given to the various objectives of the course.

Students shall be informed in writing, no later than the second class meeting, of the course objectives and the procedure to be used in determining grades.

Grades should be based upon a combination of several factors for higher validity and more effective evaluation. Every effort should be made to make measurement valid, reliable, and objective. Grading should be based on understanding rather than belief.

Evaluation should be consistent with accepted norms for the institution. Evaluation should be an integral part of the teaching-learning process; hence, the necessity for students having knowledge of progress during the course. Student personality should not be a factor in grading except where clearly relevant to stated course objectives. In all sections of a multi-section course, evaluations should be consistent with accepted norms for the course.

### LETTER GRADES

Grades, which are represented by letters, are given point values as indicated:

| Grade | Meaning   | Grade Points per Hour |
|-------|-----------|-----------------------|
| A     | Excellent | 4.0                   |
| B     | Good      | 3.0                   |
| C     | Average   | 2.0                   |
| D     | Poor      | 1.0                   |
| F     | Failure   | 0.0                   |

|    |  |     |
|----|--|-----|
| FX | Failure due to Academic Dishonesty     | 0.0 |
| I  | Incomplete                             | 0.0 |
| IM | Incomplete Due to Military Obligations | 0.0 |
| P  | Passing                                | 0.0 |
| S  | Passing                                | 0.0 |
| U  | Failure                                | 0.0 |
| WM | Withdraw Due to Military               | 0.0 |
| W  | Withdraw                               | 0.0 |
| CR | Credit Only                            | 0.0 |
| IC | Incomplete                             | 0.0 |
| IP | In Progress                            | 0.0 |
| NC | No Credit                              | 0.0 |
| NR | Not Reported                           | 0.0 |

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## IN PROGRESS

Instructors may assign a grade of "IP" in certain approved courses in which it might reasonably take students more than a single semester to complete all requirements. A student assigned an "IP" grade for internship, practicum, or self-paced courses must complete requirements within the calendar year after the "IP" is awarded to receive credit. If requirements are not completed, the Registrar will change the "IP" grade to "NC" (NO CREDIT), and the student must register again for the course to receive credit.

Throughout this *Handbook*, specific grade requirements are to be interpreted precisely as stated. Thus, if a requirement specifies that a grade of at least "C" is required, a "C-" will not satisfy the requirement. If it is intended that "C-" is to be allowed, "C-" will be listed rather than "C." This applies to all specific grade requirements.

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## INCOMPLETE

An instructor may assign a grade of “I” if the instructor believes that a student has been unable to complete the course on time because of unavoidable conditions. An Incomplete Grade Contract must be received by the Registrar’s Office no later than 30 days past the deadline for final grade submission. The student’s signature is not required for the contract to be enforced. A copy of the contract will be mailed to the student by the Registrar’s Office, giving the student a 10 day window in which to decline the incomplete grade.

While the faculty will be able to submit the “I” grade through the online grade submission process, any “I” grade that is not accompanied by an Incomplete Grade Contract within 30 days of the advertised final grade submission deadline will be converted to an “F.” Any student receiving a grade of “I” must coordinate with the instructor to satisfy all outstanding coursework for the course. Students should not register to repeat the course in a subsequent term. Once outstanding requirements for the course are satisfied, the instructor will process a change of grade form converting the “I” to a letter grade. The deadline for the grade change is the last day of class of the next full-length (i.e., fall or spring) term. Once this deadline has passed, the “I” becomes an “F.”

If, due to extenuating circumstances, a student is unable to complete the contracted course work to fulfill the incomplete course by the established time line, the student has the option of requesting a one-time, one semester extension to the incomplete deadline. The student must initiate the request through the instructor before the established deadline. Approval of an extension of an incomplete grade is not automatic and depends on the student’s unique circumstances

## GRADE CHANGE

All grade changes must be made by the following deadlines: for fall semester grades - the last day of the following spring semester; and for spring and summer semester grades - the last day of the following fall semester.

## GRADUATION

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### APPLICATION FOR GRADUATION

**UNDERGRADUATE STUDENTS** become eligible to graduate by:

- ◆ Completing all program requirements as specified in the applicable undergraduate catalog.
- ◆ Submitting a Graduation Application by:
  - April 30 for December graduation
  - October 31 for May graduation

**GRADUATE STUDENTS** become eligible to graduate by:

- ◆ Completing all program requirements as specified in the applicable graduate catalog.
- ◆ Submitting a Graduation Application by:
  - August 18 for December graduation
  - February 27 for May graduation

Ceremonies are held at the close of the Fall and Spring semesters. Students who are candidates for graduation are encouraged to participate in the ceremony.

## SATISFACTORY ACADEMIC PROGRESS

Degree-seeking students shall be considered as making satisfactory progress so long as they remain in good academic standing and enroll in courses required by or allowed for in their academic program.

Students are expected to maintain at least a 2.0 cumulative grade point average (GPA). The conditions and actions described below pertain to students whose GPA's fall below 2.0.

## SCHEDULE CHANGES

### ADDING COURSES

**Courses may be added** to a student's schedule any time during the first seven days of a full semester class during the fall and spring, and the fourth day of summer school. These dates can be found in the *Colonels Compass* which is available under the [Schedule Book](#) link.

Courses may be added by accessing EKU Direct <http://www.eku.edu/online/>. Login to EKU Direct, choose Student Services and Financial Aid, Registration, and Add/Drop classes. If you have questions, please call the Registration Center at (859) 622-2320.

**DROPPING A CLASS - 1ST WEEK OF CLASS:** If students wish to add courses to their schedule, they must do so by the date published in the *Colonel's Compass* for that term. If a student drops a course by the end of a term's Add/Drop Period the course will not appear on the student's grade report or transcript. Course drops are executed online through EKU Direct.

### LATE REGISTRATION

If students wish to add courses to their schedule, they must do so by the date published in the *Colonel's Compass* for that term.

## STUDY ABROAD PROGRAMS

Students have several options for study abroad at EKU. Courses offered as part of the study abroad programs vary widely, including language and culture, business, literature and the arts, science and social science, philosophy and religion, and many others. Costs vary according to program. Refer to: <http://www.eku.edu/academics/studyabroad/>

Financial Aid (usually in the form of loans) and Scholarships are available. For additional Study Abroad information contact Professor Michele Gore (859-622-1705 or [michele.gore@eku.edu](mailto:michele.gore@eku.edu)).

## SYLLABUS POLICY

Each course and each section of each course must have a complete syllabus. A complete syllabus consisting of the elements listed below shall be placed on file in the office of the department chair and shall be distributed to students not later than the second meeting of the course. Multi-section courses must have at least some common course objectives. Some instructors or some departments may prefer to rearrange the order or combine certain elements; for example, E. and F. could be effectively combined in some cases.

### ELEMENTS FOR A COMPLETE SYLLABUS

- ◆ Department, prefix, number, title, and credit hours.
- ◆ Catalog course description, including prerequisites. This element is necessary only if the course is new or the description has been revised since the publication of the latest Catalog.
- ◆ Text(s) with dates, supplemental text(s), other required readings and references.
- ◆ Course objectives.
- ◆ Course outline—a topical outline indicating subject matter, scope, contents, and an approximate time schedule.
- ◆ Course requirements—required activities, papers, quizzes, exams, oral reports, special projects, field trips, labs, etc. An approximate time schedule for these requirements must be included.
- ◆ Additional requirements for graduate students in 700-level classes taught concurrently with 500-level classes.
- ◆ Evaluation method(s) and relative weight of each course requirement.
- ◆ Student Progress - the syllabus will describe a mechanism by which the instructor will provide students with written information on their progress in the course at least once prior to the mid-point of the course.
- ◆ Attendance policy.
- ◆ Notification of the last day to drop the course if the course starts or stops on nonstandard dates.

### WITHDRAWING FROM CLASS/CLASSES

**WITHDRAWING FROM A CLASS - 2ND WEEK THROUGH 10TH WEEK:** a student will be assigned a grade of “W” for all withdrawn courses, and a “W” will appear on the grade report and transcript. a student may officially withdraw from a full-semester course online through ECU Direct from the end of the Schedule Change Period (1st week of class) through the end of the 4th week of a regular (fall/spring) semester.

Beginning with the 5th week of the term, and until the end of the 10th week, students must have their instructor’s written permission on a completed course withdrawal form and pay a \$50 per credit hour fee in order to withdraw from a course (\$150 for a typical 3 credit hour course).

**WITHDRAWING FROM A CLASS - AFTER THE 10TH WEEK:** after the tenth week of a regular Fall/Spring semester, only students who are the victim of extraordinary circumstances may petition to the Late Withdrawal Appeals Committee through the Registrar’s office. The deadline for filing a petition for withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is seeking withdrawal. The student should complete a Withdrawal Petition Form (available from the registrar’s Web

site) and should include **justification and documentation** for the withdrawal. If approved, the registrar will assign the grade of “W” and will notify the instructor of the class. For details refer to the registrar’s website ([www.registrar.eku.edu](http://www.registrar.eku.edu)).

Late withdrawals for individual courses will be assessed the \$50 per credit hour withdrawal fee. The Late Withdrawal Appeals Committee is not authorized to consider any appeals of the \$50 per credit hour course withdrawal fee.

Students who are assigned a grade of “F” or “FX” in a course due to academic dishonesty will not be permitted to withdraw from the course.

**WITHDRAWAL DEADLINES FOR PARTIAL SEMESTER AND SUMMER CLASSES:** Specific calendar dates for withdrawal deadlines for partial semester and summer classes are available on the ECU Web site (see Colonel’s Compass). The withdrawal deadline for all courses should be printed in the course syllabus, published in the Colonel’s Compass, and also may be obtained by contacting the registrar’s office. Refer to Section 3 of the *Undergraduate Catalog* for the University’s tuition refund policy.

## WITHDRAWAL FROM THE UNIVERSITY

Students finding it necessary to withdraw from the University may withdraw from all courses online using ECU Direct **during the first four weeks of a regular term**. Beginning with the fifth week of the term, students must have their instructor’s written permission on the appropriate official withdraw form, and pay a \$50 per credit hour fee to withdraw from a class. Students are not allowed to withdraw from a course or from the University after the tenth week of a regular term, unless they are the victim of extraordinary circumstances. A grade of “W” is assigned for each withdrawn class. Students who leave the University without an official withdrawal are subject to the grade of “F.”

After the tenth week, a student who is the victim of extraordinary circumstances may petition to the Late Withdrawal Appeal Committee through the registrar’s office. The deadline for filing a petition for withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is seeking withdrawal. The student must complete a Withdrawal Petition Form and should include **justification and documentation** for the withdrawal. If approved, the registrar will assign grades of “W” and will notify the instructors of the class. For forms and more details, refer to the registrar’s website ([www.registrar.eku.edu](http://www.registrar.eku.edu)). The Late Withdrawal Appeals Committee is not authorized to consider any appeals of the \$50 per credit hour course withdraw fee.

### DINING SERVICES REFUND FOR STUDENTS WITHDRAWING FROM THE UNIVERSITY:

1. For Colonel Card dollars, a refund of the full remaining account balance (greater than \$10) will be made. If there is a balance due to the University these monies will be applied to that account.
2. For Meal Memberships, a pro-rated refund proportional to the time remaining in the semester will be given. refunds will only be given to students who are officially withdrawing from the University. optional flex dollars are non-refundable.

For Colonel Card dollars refund, please send or fax a request to: Dining Accounts Office, 17 Powell Building, Richmond, KY 40475; fax (859) 622-6226. For Meal Memberships, you will automatically be refunded as of the date you officially withdraw from the University.

**HOUSING REFUND FOR STUDENTS WITHDRAWING FROM THE UNIVERSITY:** For Housing refunds, a pro-rata refund proportional to the time remaining in the semester will be made. The procedure is that a copy of the activation papers along with a copy of the request to be withdrawn should be sent to the Director of Housing, SSB CPO 51, Eastern Kentucky University, 521 Lancaster Avenue, Richmond, Kentucky 40475-3151.

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### WITHDRAWALS DUE TO EXCEPTIONAL SITUATIONS

When physical or mental illness, or other extraordinary circumstances, intrude upon a student's ability to successfully meet the requirements of his or her course of study, such that the student is unable to avail themselves of standard methods for withdrawing from the University, per the above described timeframe, the student may complete a request for a Medical Withdrawal or a Compassionate Withdrawal.

### COMPASSIONATE WITHDRAWAL

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After the tenth week, a student who is the victim of extraordinary circumstances which do not qualify him/her for a Medical Withdrawal may petition for a Compassionate Withdrawal from the University. The student must appeal to the Late Withdrawal Committee through the Registrar's Office. The deadline for filing a petition for withdrawal under extraordinary circumstances (Compassionate Withdrawal) is the last day of the full semester following the term from which the student is seeking withdrawal. The student must complete a Withdrawal Petition Form and should include *justification and documentation* for the withdrawal. If approved, the Registrar will assign grades of "W" and will notify the instructors of the class. For forms and more details, refer to the Registrar's website ([www.registrar.eku.edu](http://www.registrar.eku.edu)).

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### MEDICAL WITHDRAWAL

#### VOLUNTARY MEDICAL WITHDRAWAL

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Students may request a Medical Withdrawal from EKU when serious physical or mental health issues prevent the student from continuing with coursework. The severity and duration of the medical problems must be such that it would be unreasonable to expect the student to make up missed class work. A Medical Withdrawal is appropriate only when "incompletes" or other arrangements with instructors are not possible. A request for a medical withdrawal can only be considered when the request is to withdraw from all classes and will not be granted if final exams have been taken for that semester. This policy does not address withdrawal from individual classes.

Requests for a Medical Withdrawal requires thorough and credible documentation by the appropriate healthcare provider. Details regarding the process and standards for approval are found on the Registrar's website; <http://registrar.eku.edu/withdrawalinformation>. The deadline for filing a petition for a Medical Withdrawal is the last day of the regular full semester (fall/spring) following the term from which the student is seeking withdrawal. If the request to take a medical leave of absence is due to physical issues, the appropriate documenting healthcare provider is a licensed medical practitioner with knowledge of the student's past medical history and who is presently working with the student to resolve current physical health issues. The medical practitioner should be the student's primary health care provider at the time of the request for Medical Withdrawal, and should not be a family member. If the medical situation involves emergency hospitalization, documentation from the emergency

room physician or hospitalist is required in lieu of the preceding information. If the request is due to mental health reasons, the appropriate documenting healthcare provider would be a licensed psychiatrist, psychologist or counselor with knowledge of the student's past mental health history and who is presently working with the student to resolve the current mental health problems and should not be a family member. Taking a Medical Withdrawal of at least one full semester away from the University will enhance the likelihood of success upon the student's return. The student will be obligated to adhere to the requirements for returning from a medical leave (see details on Registrar's website: <http://registrar.eku.edu/withdrawal-information>). The student is expected to provide documentation that the physical or mental health condition has been treated and symptoms that required withdrawal from the University are sufficiently resolved to allow the student to return to the University. A Medical Withdrawal is designed for academic purposes, not financial purposes; it allows the student the opportunity to protect his/her academic standing with the University by preventing the student from failing all courses for that semester. Providing that the requested withdrawal is approved, tuition charges will be adjusted based on the regular, published, refund guidelines, effective as of the date the completed withdrawal form was received by the Registrar's Office. For details on the process to request a Medical Withdrawal refer to the Registrar's website at [www.registrar.eku.edu](http://www.registrar.eku.edu).

### INVOLUNTARY MEDICAL WITHDRAWAL

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Eastern Kentucky University may place a student on an Involuntary Medical Withdrawal for reasons of personal or community safety. The University may require a student to take medical leave of absence, if in the judgment of the Student Assistance & Intervention Team (SAIT), and in coordination with the Director of Student Health Services and/or the Director of the EKU Counseling Center, the student, (a) poses a threat to the lives or safety of himself/herself or other members of the EKU community or (b) has displayed behaviors associated with a medical or mental health condition that seriously interferes with the student's ability to function and/or seriously interferes with the educational pursuits of other members of the EKU community. Detailed information regarding the process for determining the necessity of an Involuntary Medical Withdrawal can be found on the Registrar's website: [www.registrar.eku.edu](http://www.registrar.eku.edu).

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### MILITARY WITHDRAWALS FROM THE UNIVERSITY

If a student is called to active duty, a Military Withdrawal will be processed with a hundred percent (100%) refund. A copy of the activation papers, along with the request to be withdrawn should be sent to the Registrar's Office, SSB CPO 58, Eastern Kentucky University, 521 Lancaster Avenue, Richmond, Kentucky 40475-3158. The request does not need to be sent prior to leaving. It can be accepted later, but must include a copy of the orders for military activation as documentation. Students who enlist in the military during the semester may not exercise this option.

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### STOPPING OUT AND RETURNING TO EKU

Students who either *stop out*\* or officially *withdraw*\*\* and are academically eligible to return to the University, may return to the University without reapplying if they have been gone for 24 or fewer months and have an overall GPA of 2.0 or higher. Students who have stopped out or withdrawn and have a GPA of less than 2.0 must apply for readmission and will be held to EKU readmission criteria (please refer to Requirements for Readmission section of the *Undergraduate Catalog*). All regular registration deadlines apply to stop-out students, and they should contact their last assigned advisor, or department chair of their major, to schedule an advising appointment in preparation for their return to EKU. To register for classes, students can log in to their EKU Direct account. Students with a registration hold must contact the office that applied the hold and have the hold removed before

they will be able to register. Students who stop out or are withdrawn for more than 24 months must be formally readmitted to the University by submitting a readmission application to the Office of Admissions.

Refer to Section Two of the Undergraduate Catalog for details regarding readmission. The academic record for withdrawn students must be reactivated before they can once again register for classes. All students who have attended another college/university since attending Eastern Kentucky University, regardless the length of their absence, must submit college transcripts.

\*A student who completes a semester at Eastern Kentucky University but does not return for the following term is considered to have “stopped out.” Students must be on good academic standing to qualify for stop out.

\*\*Students who have received a “W” grade in all classes during a semester are considered to have “withdrawn” from the University.

## CHAPTER THREE: STUDENT ASSISTANCE & SUPPORT

The following information pertains to the numerous offices that serve to provide assistance and support to students at EKU.

### OFFICE OF FINANCIAL AFFAIRS AND TREASURER

The office of Financial Affairs and Treasurer coordinates the following areas of University operations: 1) Accounting and Financial Services, 2) Colonel 1 Card office, 3) Purchases and Stores, and 4) Student Accounting Services. Additionally, the following contractual departments report to the University through the office of Financial affairs: 1) Dining Services and 2) EKU Bookstore.

Students may view the mission statement of each of the above areas by visiting the office of Financial Affairs and Treasurer web page at <http://www.financialaffairs.eku.edu>.

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### FINANCIAL OBLIGATIONS OF THE STUDENT

Any student or former student who is indebted to the University and who fails to make satisfactory settlement within a time limit prescribed is liable for administrative action. Students who are indebted to the University may not register at the University nor will their transcript be released until the debt is paid. Any student indebted to the University who cannot meet his or her financial obligations within the time limit prescribed is responsible for calling on the division of Student accounting Services and explaining the reasons for failure to pay. Students who fail to pay their account balance in a timely manner may also be liable for additional collection costs incurred by the University in collecting the amount owed.

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### REFUND POLICY

No refund can be made on certain class fees and optional fees as established by the Eastern Kentucky University Board of Regents. Students wishing to withdraw from courses must do so online via EKUDirect (on the EKU home page at [www.eku.edu](http://www.eku.edu)). When a student officially withdraws from the University or from any course, or courses, for which hourly rates apply, tuition and fees will be adjusted in the following manner:

| <u>Time Period*</u>                                   | <u>Refund</u>                               |
|---|---|
| During add/drop period for any class                  | 100% (for full semester classes = 1st week) |
| From end of 1st week through end of 2nd week of class | 75%   |
| From end of 2nd week through end of 3rd week of class | 50%   |
| From end of 3rd week through end of 4th week of class | 25%   |
| After the 4th week of class                           | 0%  |

\*Partial semester courses vary in length and the percentage of refunds and the effective dates will be modified accordingly.

This policy applies to refundable fees only; non-refundable fees are not included. In no case shall a refund of rent be made to a person who remains a student but moves from University housing at his or her convenience.

An appeals process exists for students who feel that individual circumstances warrant exceptions from published policy. Financial appeals may be submitted if a student had an unforeseeable and unavoidable situation during the semester the charges were incurred that prevented them from attending classes and completing the semester. All appeal letters should be submitted by the student in writing clearly stating the reason for the appeal.

Documentation should be attached to all appeal letters to validate the situation. Circumstances that do not qualify for financial appeal include pre-existing conditions, routine, pregnancy, employment opportunities and financial hardship, including denial of financial aid. In most cases, any refund that is the result of an approved appeal will be returned to the source of the payment, either the student, the financial aid lender or a third party entity. Financial appeals should be submitted to the Financial Appeals Committee at SSB CPO 60, 521 Lancaster Avenue, Richmond, KY 40475.

Refunds for reduction in course load for part-time students will be at the same percentage rate as for students who officially withdraw from the University; however, if the reduction in course load results from the cancellation of a class or from the student having been permitted to enroll for a class for which he or she was not eligible, a full refund will be made of the registration fee for the course being dropped.

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#### BARNES & NOBLE AT ECU BOOKSTORE

Keen Johnson Building  
Phone: (859) 622-2696  
Fax: (859) 622-2660

<http://www.yourschoolyourbookstore.com>

The Barnes & Noble at ECU Bookstore is located at the heart of campus in the Keen Johnson Building. The Bookstore is the place for one-stop shopping on all ECU licensed merchandise, textbooks, and much more. It offers a wide variety of products, services, and events including:

- Rental, Digital, Used, and New textbooks – all the options are available.
- Class Supplies
- Trade books, magazines, gift items, greeting cards, diploma frames, nursing shop.
- Convenience items
- Under Armour, Nike, Adidas, Cutter & Buck, and much more

– your headquarters for officially licensed ECU merchandise.

- Backpacks
- Online textbook reservations
- Barnes & Noble gift cards
- Book signings
- Faculty receptions

The Barnes & Noble at ECU Bookstore works diligently with departments, faculty and staff to ensure that textbooks and products required for each class are readily available to students. Textbook requests are required from the departments and faculty by these dates:

- March 1 For the upcoming SUMMER sessions
- April 1 For the upcoming FALL semester
- October 1 For the upcoming SPRING semester

Textbook requests are required by the above dates for the following reasons:

- to allow ample time to receive all textbooks from the publishers in a timely manner
- to give out the most cash back to students during Book Buyback
  - Book Buyback begins directly before Finals Week
  - If you use the same textbook in the next session,

Students will receive up to 50% back on their textbooks - but only if your textbook adoption is on file!

- to allow time to review orders and make any additional corrections if needed

|                                  |                 |                       |
|----------------------------------|-----------------|-----------------------|
| Regular ECU Bookstore hours are: | Monday-Thursday | 7:45 a.m. - 6:00 p.m. |
|                                  | Friday          | 7:45 a.m. - 5:00 p.m. |
|                                  | Saturday        | 1:00 a.m. - 3:00 p.m. |

The Bookstore is open extended hours during the beginning and end of each semester and during special events.

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#### COLONEL 1 CARD OFFICE

Powell Building 1st Floor  
Phone: (859) 622-2179  
Fax: (859) 622-6226

The Colonel Card 1 office provides students with a variety of services regarding their ECU student identification card, the Colonel 1 Card. This identification card is used for meal plans, Colonel Cash, campus vending machines, laundry rooms in residence halls, at the ECU Bookstore, and at the ECU Computer Store. In addition, ECU has partnered with Higher One for refund disbursements and to add optional banking solutions.

The Colonel 1 Card office is responsible for issuing new and replacement identification cards. The Colonel 1 Card office will troubleshoot any issues that a student may have with their card or accounts associated with their card. Students, faculty, and staff may purchase meal plans and add money to their accounts in the Colonel 1 Card office.

The Colonel 1 Card will allow students access to the following:

- Athletic events
- University library facilities
- Cashing checks
- Campus recreation
- University sponsored events
- Student Health Services

The Colonel 1 Card has three different accounts associated with the card:

- Colonel Cash - this is a prepaid account that can be used at the ECU dining Services locations, the ECU Bookstore, the ECU Computer Store, campus vending machines, and laundry rooms in the residence halls. This account will carry balances over from year-to-year.
- Meal Plans - ECU Dining Services has several different meal plans to accommodate any student's needs. Meal plans can be used at any ECU Dining Services location. Please check with ECU Dining Services regarding terms and conditions associated with meal plans. Please note that ECU Dining Services follows the same refund schedule, for full term, which is outlined by the University. (See refund Policy above.) ECU's Colonel Compass <http://www.eku.edu/compass/deadlines> lists all important dates and deadlines associated with each term.
- Optional Flex - this is a prepaid account that can be used at any ECU Dining Services location. Please check with ECU Dining Services regarding terms and conditions associated with this account.

Acceptable methods of payment for meal plans, optional Flex, or Colonel Cash accounts are cash, check, Visa, Mastercard, University student account (meal plans only).

The Colonel 1 Card office is open during the following normal business hours:

|                             |                       |
|-----------------------------|-----------------------|
| Monday, Wednesday, Thursday | 8:00 a.m. - 5:00 p.m. |
| Tuesday                     | 8:00 a.m. - 6:00 p.m. |
| Friday                      | 8:00 a.m. - 4:30 p.m. |

The Colonel 1 Card is property of ECU and is issued for convenience. It must be presented (or surrendered) upon request by authorized officials of the University. This card is to be returned upon termination of the holder's relationship with the University. Any expenditure associated with the use of this card is the responsibility of the holder until it is reported lost/stolen.

A fee will be charged for damage made to the identification card or if the card is lost or stolen. The loss of a card must be reported immediately to the Colonel 1 Card office, Powell Student Center, (859) 622-2179.

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## DINING SERVICES

17 Powell Building  
Phone: (859) 622-3691  
Fax: (859) 622-6226  
[www.ekudining.com](http://www.ekudining.com)

ECU dining offers a variety of dining alternatives including fresh food options, an assortment of brand restaurants, catering, and athletic concessions. It is the goal of ECU dining to provide high quality and satisfying dining experiences for the whole campus community.

The Fresh Food Company and Stratton Cafe offer freshly cooked food in a comforting atmosphere. The Fountain Food Court blends the signature brands Grille Works and Zoca with the famous national brands Chick-Fil-A, Energy Zone, and Quiznos. Java City at the Crabbe library and Einstein Bros. Bagels in the Moore Building offer gourmet coffees, bakery items, as well as grab & go salads and sandwiches. A new Starbucks location is located in the Weaver Building. ECU dining also operates five convenience stores throughout campus. In order to provide better convenience to students, the C3 Express stores in Telford, Keene, and Martin Hall stay open until midnight and the Fountain Food Court is open until 2 a.m.

EKU dining also provides full-service catering. The dedicated catering staff provides a variety of services for both on-campus and off-campus events. A special Student Catering guide is available to accommodate the dynamic requirements of the students.

Tremendous emphasis is placed on actively measuring customer satisfaction, responding to a changing environment, and continuous improvement. EKU Dining Services is dedicated to helping the EKU campus thrive.

## DIVISION OF STUDENT AFFAIRS

Dr. Claire Good  
Interim Vice President for Student Affairs & Dean of Students  
SSB 540  
(859) 622-1721  
[www.studentaffairs.eku.edu](http://www.studentaffairs.eku.edu)

The Division of Student Affairs has a significant role in all aspects of the students' experience at EKU. "Student Affairs helps set the stage for Student Success." Each department in the Division of Student Affairs offers programs and services that provide students with opportunities for success through the integration of their academic pursuits with the learning experiences gained outside of the classroom. The mission of EKU's Student Affairs Division is to provide quality services, leadership experiences, and learning opportunities that promote personal development and student success.

The Division of Student Affairs includes the following departments: 1) Campus Recreation & Intramurals, 2) Career Services, 3) Community Service and Student Engagement, 4) Counseling Center, 5) Education Pays, 6) Greek Life, 7) Meditation Chapel, 8) Multicultural Student Affairs, 9) Student Health Services, 10) Student Health Promotion and Education, 11) Student Involvement and Leadership, and 12) University Housing.

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## CAMPUS RECREATION

Fitness and Wellness Center, SRC 105  
Phone: (859) 622-1244  
Fax: (859) 622-6754  
[www.campusrec.eku.edu](http://www.campusrec.eku.edu)

The Department of Campus Recreation provides a variety of diverse facilities and recreational opportunities to the university community. The department promotes wellness for students, faculty and staff by encouraging the development of lifelong skills and positive attitudes through health education, fitness programs, adventure programs, intramural sports, and massage therapy.

Campus Recreation oversees the operation of the Fitness and Wellness Center. The Fitness and Wellness Center is a state-of-art facility which includes:

- Full line of weight and fitness equipment
- Multipurpose gymnasiums
- Locker rooms
- Indoor track
- Group exercise room
- Climbing Wall
- Student lounge with computers
- Bouldering Wall
- Full Swing golf Simulator

The department is also responsible for the Burke Wellness Center, Begley and Weaver gymnasiums, outdoor basketball courts and intramural field complex.

The Fitness Program offers a variety of group fitness classes each week and are taught by trained, motivated and friendly instructors. All fitness levels are welcome and each group fitness class is offered at no charge. Examples of group fitness classes are step, yoga, Pilates, group cycling, and much more.

For those who need a more personal touch, we offer very affordable personal training by certified personal trainers. Personal training is a great way to attain one-on-one instruction incorporating exercise plans, goal-setting and health education.

Adventure Programs offers a wide variety of trips and workshops each semester. Previous trips have included: hiking and camping, backpacking, kayaking/canoeing, spelunking, white water rafting, climbing, canyoneering. The climbing and bouldering walls are an exciting and engaging alternative to traditional exercise. In addition, Adventure Programs provides an extensive amount of outdoor equipment so you may embark on your on adventures. Examples of outdoor rental equipment are tents, mountain bikes, kayaks, cook stoves, canoes and much more.

Intramural Sports have been a campus tradition at ECU for over 50 years. Students play with their friends or organizations and compete against fellow Eastern students. Examples of activities offered are flag-football, soccer, volleyball, corn hole, dodge ball, golf, basketball, and much, much more. There are also numerous individual and dual events.

Massage therapy offers several modalities such as relaxation, hot stone, deep tissue, therapeutic massage. It is a holistic therapy that reduces the heart rate, lowers blood pressure, increases blood circulation and lymph flow, relaxes muscles, improves range of motion, and increases endorphins, the body's natural painkillers. It has been said that, "Massage is to the human body what a tune-up is for a car."

Health Education (H.E.A.T.) is a peer education program geared towards empowering students with knowledge and facts concerning health issues. Health education presents information on alcohol, obesity, sex, drug abuse, eating disorders, tobacco, and much more. The aim is not to enforce ideas but to assist students in making better informed decisions by providing students with the proper tools, knowledge, and self-worth.

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## CAREER SERVICES

Student Success Building 463

Phone: (859) 622-1568

Fax: (859) 622-1570

career@ecu.edu www.career.ecu.edu

ECU Career Services assists students who are seeking employment and/or clarifying their career direction. The career services staff is available by appointment to discuss individual job search questions.

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## CAREER EXPLORATION

For students who have a tentative career direction or major in mind, Career Services can help by providing information on what opportunities are available with their major, career paths, supply and demand, destinations of past graduates, salaries, and potential employers. Career assessment tools and career counseling appointments are available to help students expand their self-awareness of “best fit” career options according to their personality, strengths, interests and values.

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## PART-TIME JOB PROGRAM

The Part-time Job Program gives students the opportunity to obtain part-time, temporary and summer employment with local and regional businesses. Students who participate in the program gain real world experience in the workforce while networking in the community. The Part-time Job Program is open to all currently enrolled ECU students.

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## JOB SEARCH PREPARATION

The Career Services staff offers individual appointments, workshops, online tools and other resources to help students with career and job search preparation. These areas include resume and cover letter writing, tips on job search strategies, professional dress, dining etiquette, interviewing skills, and application to graduate and professional schools.

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## CONNECTING WITH EMPLOYERS

Career Services assists students in identifying and connecting with potential employers through job/career fairs, on-campus interviews, individual appointments, online tools and other resources. ECU Joblink is an easy to use and innovative system that gives students and alumni access to jobs postings and employers targeting ECU students.

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## COMMUNITY SERVICE AND STUDENT ENGAGEMENT

128 Powell Building  
Phone: (859) 622-3855  
[www.communityservice.ecu.edu](http://www.communityservice.ecu.edu)

### Who We Are

The office of Community Service and Student Engagement, located within the office of Student Life, directs the University’s community service programs. The office coordinates a variety of service opportunities throughout the year that ECU students, faculty, and staff can participate in both on and off campus.

Whether it’s to fulfill a class requirement or just to get involved, students looking for volunteer opportunities can visit the office of Community Service and Student Engagement to get connected with local volunteer and leadership opportunities that meet their individual needs and fit their busy schedules! From working to protect sea turtles over spring break to building a home for a family over the summer in Honduras, to planting trees on reclaimed mine sites in eastern Kentucky to making fleece blankets and pillows on campus for children, there are a

multitude of opportunities to give back locally, nationally, and internationally! Please contact us to find out more about the different ways you can get actively involved in your world through service!

The office also serves as a resource to the campus for all things service related! Need to volunteer for a class? Want real- world, hands-on experience related to your major or a possible career? Want to explore a new part of the country or world? Interested in planning a service and need some assistance? Just call, email, or stop by! We are always happy to help!

#### What We Do

- Promote a culture of service to the EKU community to enhance student learning and personal development while teaching the need for civic responsibility and life-long service.
- Offer diverse programming ranging from one-time service events to on-going year-long opportunities meeting a range of needs in our local communities.
- Expose EKU students to diverse cultures and populations through community service activities.
- Provide a centralized location for EKU students, faculty and staff to connect with local community agencies.
- Educate students, faculty, and staff on how to plan, organize, and carry out community service events.
- Work with registered Student organizations (RSO's), living learning Communities, and individual students to counsel and connect them with local volunteer and leadership opportunities.
- Provide local community partners with an accessible location on the EKU campus to publicize volunteer opportunities and recruit student leaders.

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#### COUNSELING CENTER

Student Success Building 571  
Phone: (859) 622-1303  
Fax: (859) 622-1305  
[www.counseling.eku.edu](http://www.counseling.eku.edu)

The University Counseling Center offers services designed to promote the success of students in achieving their academic, social and personal goals. The Counseling Center staff consists of psychologists and counselors who provide personal and career counseling both individually and in groups. Counseling is offered on a short-term basis. Referral is provided when the need for counseling services is beyond the role and scope of the Counseling Center. Substance abuse assessment and counseling are also available at the Counseling Center. Psychiatric services are available on a limited basis for students receiving counseling in the Counseling Center where medication is indicated. Counseling relationships are considered confidential as delineated by the APA Code of Ethics and Kentucky state law. Counseling services are available to students who are officially enrolled and taking classes at the time the service is provided.

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#### COUNSELING SERVICES

Counseling is viewed as another form of learning while in college. Typical college student concerns that may result in counseling are: adjustment to college, interpersonal conflicts, dealing with loss, test anxiety, time management, stress, academic pressures, anxiety, depression, motivation, substance abuse, traumatic experiences, eating

concerns and choice of a major. Students can make appointments by calling (859) 622-1303 or dropping by the Counseling Center.

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### CAREER COUNSELING SEMINAR (GCS 199 - ONE CREDIT HOUR)

This course is offered each semester for students who are unsure of their major and career direction. Forty sections are offered each year and are taught by the Counseling Center staff and part-time staff.

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### “TUESDAYS WITH THE COUNSELING CENTER”

The Counseling Center offers workshops to address top mental health concerns. Top student issues include: stress management, procrastination, time management, ingredients of effective relationships, study skills and test anxiety.

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### SERVICES FOR FACULTY AND STAFF

The Counseling Center staff also provides consultation to the University community on referral and how to be most helpful to the distressed student. When a faculty member wishes to refer a student for immediate help, it is recommended that the faculty member call and speak with a counselor for consultation to discuss the appropriate action.

A downloadable document called “the Decision Making Tree” offers step-by-step guidelines on how to respond to students in distress at the Counseling Center website at:

[http://www.counseling.eku.edu/faculty\\_staf/distressedstudents.php](http://www.counseling.eku.edu/faculty_staf/distressedstudents.php)

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### GREEK LIFE

Powell Student Center 136

Phone: (859) 622-2050

Fax: (859) 622-6598

[www.greeklife.eku.edu](http://www.greeklife.eku.edu)

Why get involved in Greek life?

Your time spent at college could be the most important years of your life. You not only have the opportunity to further your education, but you also have the opportunity to:

- Develop your sense of self
- Develop new friendships
- Make new memories
- Discover who you are and who you want to become

Social Greek fraternities and sororities offer such an involvement opportunity here at ECU. Being a part of a social fraternity or sorority will provide opportunities for you to:

- Meet new people

- Make new friends
- Improve your community
- Be a part of a brotherhood or sisterhood steeped in tradition

Being Greek is more than just wearing letters on your chest. It is about experiences that you will have while in college. Experiences that will mold you, shape you, and last longer than the four years of college itself. Greek organizations are well- rounded combinations of experiences that will enhance your out-of-the-classroom experience at EKU. Go GREEK!

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## LEADERSHIP

Membership in the Greek community at Eastern Kentucky University provides an outlet for exercising responsibility, creativity, and leadership. Greek life also fosters the development of cooperation and acceptance of responsibility as part of leadership development. A member’s campus involvement contributes to the growth and success of their chapter and certainly provides opportunities for personal development and future success. Greek organizations provide many leadership opportunities which will help one prepare for the challenges of the working world. Greek members continue to learn how to work with others efficiently whether it is a study group, homecoming float, community service project, intramurals, or a social event.

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## SCHOLARSHIP

As a member of a Greek organization, you will be charged with continuing a fraternity’s or sorority’s tradition of scholastic excellence. This effort is achieved through programs aimed at enhancing study habits, time management skills, and overall academic achievement. The overall Greek life GPA is consistently above the undergraduate GPA.

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## PHILANTHROPY

All sororities and fraternities sponsor national and local philanthropies. Giving back to the local community through service is a very important component to Greek life. Many non- profit organizations benefit from the service and fund-raising efforts of EKU Greek members.

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## SOCIAL INVOLVEMENT

Social involvement is an integral part of the Greek experience. The activities provide opportunities for meeting new people and developing lasting relationships.

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## MEDITATION CHAPEL

University Chaplain

Phone: (859) 622-1723

[www.studentaffairs.eku.edu/chapel/](http://www.studentaffairs.eku.edu/chapel/)

The Chapel of Meditation is the realization of a dream begun in 1968 when the Eastern Kentucky University alumni association adopted the Century Fun Project to finance a non- denominational chapel. The chapel stands as a testimonial of the love and devotion of the alumni, faculty, students and friends, to commemorate the 100th anniversary of higher education on the Eastern Kentucky University campus.

The chapel is non-sectarian and is open to students, faculty, staff, alumni, and friends of the University for meditation, prayer, and spiritual reflection. The chapel is also used for several other events such as:

- Weddings
- Memorial services
- Sorority and fraternity events
- Religious organization events and services
- Academic department meetings
- Honor Society events
- Athletic events

**The** University Chaplain’s office is located in the basement of the chapel. The Chaplain coordinates the various activities of the chapel and is available to perform weddings. The Chaplain also attends to students, staff and faculty with questions about spiritual matters or spirituality. Besides providing a peaceful and serene setting for prayer and meditation, the chapel is used to house various student organization meetings and services, weddings, and annual memorial services.

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#### MULTICULTURAL STUDENT AFFAIRS

110 Powell Building

Phone: (859) 622-4373

Fax: (859) 622-6997

[www.studentaffairs.eku.edu/multicultural/](http://www.studentaffairs.eku.edu/multicultural/)

The office of Multicultural Student Affairs is an office that seeks to bring issues of cultural diversity to the foreground of campus conversation through educational programs and services. As a department within the Division of Student Affairs, this office exists primarily to serve all students as they question personal and collective notions of race, gender, ethnicity, nationality, religion, sexuality, ability and culture. The office promotes life-long learning and global citizenship by providing workshops, films and events on cultural awareness, sensitivity and competence. Multicultural Student affairs encourages the utilization of campus resources, participation in campus life, understanding and respecting cultural differences, and promoting tolerance, inclusiveness and celebration of diversity.

Multicultural Student Affairs is actively engaged in collaborative efforts with other departments and academic areas on campus including Women and Gender Studies, African/ African-American Studies, Appalachian Studies, Chautauqua Lecture Series, Criminal Justice and Police Studies, the Honors Program, International Education, the Departments of English, Communications, History, Foreign Languages and Humanities, Nursing, Philosophy and Religion and the College of Education.

In addition, OMSA encourages student engagements and leadership by providing support to various registered student organizations such as American Sign Language Association, EKU Gospel Ensemble, Black Union, Capoeira Dance and Martial Arts of Brazil, Feminists For Change, International Student Association, LSU (Latino Student Union), MARS (Men Against Rape and Sexual Assault), R.E.A.L. Men (Responsible, Educated, Accountable, Leaders), S.I.S.T.A. (Sisters In Spirit Through Achievement), OWLS (Older Wiser Learners), Pride Alliance, Trans-Action, the National Pan-Hellenic Council (NPHC), and WARS (Women Advocating Against Rape and Sexual Assault).

Our Motto: “One Campus...One People”

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## STUDENT HEALTH SERVICES

Rowlett 103  
Phone: (859) 622-1761  
Fax: (859) 622-1767  
[www.healthservices.eku.edu](http://www.healthservices.eku.edu)

The mission of Student Health Services at Eastern Kentucky University is to provide our students with the best quality acute ambulatory medical care in a compassionate environment, while providing education on healthy lifestyles from which our students can benefit for the rest of their lives.

Student Health Services has three primary goals: first, to address any acute medical condition that threatens health, interferes with function, reduces performance, and serves as an obstacle to learning and personal growth; second, to educate our student body on healthy lifestyle choices that promote wellness and reduce the chances of disease—the preventive approach; third, to serve as a source of information and access to community based assistance programs. Services provided at the Health Center include:

- outpatient acute medical care
- allergy shots
- basic laboratory tests
- family planning clinic
- certain immunizations
- X-ray requests
- tuberculosis skin testing
- health education
- pregnancy testing
- HIV/AIDs education/testing referral

A variety of free pamphlets, booklets, and other materials are available at the SHS. Students may utilize the computer terminal with internet access in the SHS lobby to look up health related topics of interest.

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## STUDENT HEALTH PROMOTION AND EDUCATION

Rowlett Building 103  
Phone: (859) 622-3621  
(859) 622-6221  
[www.healthservices.eku.edu/HEAT/](http://www.healthservices.eku.edu/HEAT/)

The office of Student Health Promotion and Education works in partnership with students, faculty, and staff to promote optimal health. Our mission is to share information, develop skills and empower students to make healthy lifestyle choices. We support health and wellness throughout the University community and provide opportunities for University-wide collaboration.

Some of the issues addressed by the office of Student Health Promotion and Education include:

- Sexually transmitted diseases
- Alcohol and substance abuse
- Stress management

- Tobacco use
- Breast and testicular cancer awareness
- Diabetes awareness
- Peer education

**HEALTH EDUCATION ACTION TEAM (H.E.A.T.):** a team of peer educators whose mission is to educate fellow students on healthy lifestyle choices. The team concentrates on issues pertinent to college students, and advances its message through events organized and presented in collaboration with other departments of the University and community agencies, both in and out of the classroom. H.E.A.T. is a campus organization that is geared towards empowering students with knowledge and facts concerning health issues. Our aim is not to enforce ideas but to assist students in making informed decisions.

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## STUDENT INVOLVEMENT AND LEADERSHIP

Powell Building 128  
 Phone: (859) 622-3855  
 Fax: (859) 622-6598  
[www.studentlife.eku.edu](http://www.studentlife.eku.edu)

The office of Student Life provides numerous activities to Eastern Kentucky University students, which include registered student organizations, leadership development opportunities, and social events. The office also provides unique educational sessions to assist students in their collegiate holistic development inside and outside the classroom. In addition to academic programs, the University provides many services and activities that promote mental/physical health and social/ academic wellbeing. There are several ways to get involved. Eastern Kentucky University is home to more than 170 registered student organizations in ten different categories:

|                         |                   |
|-------------------------|-------------------|
| Activity/interests      | Social fraternity |
| Residence Hall Councils | Social sorority   |
| Club sports             | Service           |
| Departmental            | Religious         |
| Honorary                | Governance        |

The mission of the leadership development program at Eastern Kentucky University is to support the development of leadership skills among current and emerging student leaders through conferences, classes, workshops, and consultations.

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## WORKSHOPS AND SEMINARS

The office of Student Life offers many programs ideal for meetings, special programs, and informal gatherings. Topics include: goal setting, group dynamics, time management, ethics, diversity, motivation, recruitment/retention, stress management, women and leadership, assertiveness, leadership styles, conflict management, and FISH! for college.

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## STUDENT ACTIVITIES

“You can go to college and earn a degree or you can get involved and receive an education” (author unknown). Here at Eastern Kentucky University the office of Student life is dedicated to making sure that every student has the opportunity to get involved. Thursday Alternative Getaway (tag), Breaking Point Music Series, Student Activities Council, and One Night Stand Comedy Series are excellent programs geared toward entertaining Eastern Kentucky University students, faculty, staff and the surrounding community. Whether you want to help select the acts, perform technical functions at the show, or simply show up and enjoy the entertainment, there is something for everyone! All tag, one night Stand, and Breaking Point events are FREE. The Student Activities Council is a division of the Student Government and provides other entertainment opportunities throughout the year. See you at the show!

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## EDUCATION PAYS CENTER

Weaver 202  
859-622-6684

The Education Pays Center is funded by the Kentucky Cabinet for Families and Children to assist qualifying students to develop academic skills, explore careers, and acquire job skills. The Education Pays Center’s office is located at Weaver 202; the phone number is (859) 622-6684.

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## STUDENT ASSISTANCE & INTERVENTION TEAM (SAIT)

The Student Assistance & Intervention Team (SAIT) has been recently developed as a campus resource to assist students who may need additional support to be successful at EKU. The goal of the SAIT is to respond to reports of students in the campus community who appear to be troubled or troubling, and intervene before the student behavior reaches a crisis level. The SAIT relies on all members of the campus community to report behaviors that are concerning. The reporting form and additional information about the SAIT are available at <http://sait.eku.edu> .

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## PURPOSE

The Student Assistance & Intervention Team (SAIT) has been developed as a tool for use by the EKU community in an effort to provide support and assistance to students who exhibit behavior that is:

- Unusual
- Troubling or concerning
- Disruptive to the University environment (classroom, office, residence hall, other)
- Causing discomfort to those around them
- Potentially threatening in any way

The SAIT focus is on students whose behaviors may cause alarm or who seem threatening to themselves or to other members of the campus community. These behaviors may include:

- Alcohol/drug or other substance abuse
- Suicidal thoughts or statements
- Threats made to harm self or others

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## SAIT TEAM PROCESS

Based on *Threat Assessment Teams for Troubled Students: Putting the Pieces Together*, published in 2009 by United Educators Insurance, the SAIT utilizes a four phase threat assessment process.

**THE INITIAL SCREENING** process is intended to determine if the situation poses an immediate danger or an emergency situation. In all cases where the SAIT believes, based on preliminary reports, that an immediate danger exists, EKU police will be notified. If the matter is referred to EKU police because of the risk of imminent harm, the SAIT will proceed with step #3, a Full Inquiry.

If a risk of imminent harm seems unlikely, the SAIT will move to the step #2, the Pre-Inquiry stage.

**THE PRE-INQUIRY** process involves gathering a range of information that will provide a more complete picture of the student of concern. Information about the student will be sought from current faculty, the Office of Student Rights and Responsibilities, the Office of Individuals with Disabilities, University Housing (if appropriate), the Registrar, Financial Aid and others. Information will be sought from campus law enforcement, and local authorities. The pre-inquiry process also includes a survey of social networking sites such as MySpace and Facebook. In addition, one or more members of the SAIT will meet with the student to discuss the behaviors of concern and solicit feedback from the student.

Information gathered will be used to answer the following triage questions:

1. Are there behaviors that are significantly disruptive to the campus environment?
2. Have there been any behaviors that cause concern for violence or the person's well-being?
3. Has there been any mention of thoughts/plans of violence?
4. Does the person have access or are they trying to gain access to a weapon?
5. Has there been any mention of suicidal thoughts, plans, or attempts?

A full inquiry would be initiated if any of these questions are answered "yes". If all questions are answered "no", a full inquiry is not needed. However, if other information has been found indicating problems such as alcohol or substance abuse, the SAIT would develop intervention strategies to provide support and assistance to the student in addressing these issues

**A FULL INQUIRY** is intended to develop a more comprehensive understanding of the student through gathering and assessing of additional information. The full inquiry provides the SAIT with information to determine if the student poses a threat of violence or is otherwise in need of intervention assistance and support. Information gathered during the Initial Inquiry will be supplemented by information gathered from other persons and/or offices.

Additional sources could include:

- Fellow students such as classmates, roommates, friends, teammates or others who interact with the student of concern
- Additional faculty, department chairs, or college deans
- University staff such as facilities staff or food service workers
- Parents, legal guardians or close relatives
- Online "friends"

Other sources of information may also include:

- Prior educational institutions
- Email and internet search histories

In *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates*, the United States Secret Service and Department of Education developed a series of questions that serve as a framework for analyzing the information gathered during the Full Inquiry phase of the process. The questions have been further adapted for the post-secondary environment. Information learned during the full inquiry process will be analyzed using these questions regarding motivation for the student's behavior in order to determine if the student poses a threat of harm to self or others.

**INTERVENTION:** Depending on the student's assessed needs, the SAIT will develop strategies to deescalate threatening behavior, and/or provide assistance and support. Some intervention options might include:

- On-going meetings with the student by a member of SAIT
- Involvement with law enforcement or the Office of Student Rights & Responsibilities
- Voluntary withdrawal
- Interim suspension pending mandated psychological evaluation
- Involuntary withdrawal
- Removal from housing
- Modification of campus procedures or policies
- Protection of the victim

The SAIT will consider whether the student would benefit from some other sort of assistance or intervention. If not, the inquiry can be closed.

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## APPEAL

An appeal of a decision by the SAIT may be made only on the following justifiable grounds:

1. Irregularity in the proceedings,
2. Intervention inconsistent with the nature of the behaviors of concern, or
3. Additional pertinent evidence not available for consideration by the SAIT.

Appeals must be made in writing to the Associate Provost & Vice President of Student Affairs within 5 business days of the notification of decision by the SAIT.

The decision by the Associate Provost & Vice President of Student Affairs is final.

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## ASSESSMENT

Results of ongoing assessment to monitor effectiveness of the intervention process will be maintained by the Dean of Students.

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## DOCUMENTATION

In all situations considered by the SAIT, clear documentation of all stages of inquiry will be kept in the Office of the Dean of Students and the student's progress will continue to be monitored.

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## DUE PROCESS

Students who are the subject of an investigation by the SAIT will have an opportunity to meet with members of the SAIT to hear the concerns being expressed, and to provide feedback regarding the circumstances. Later in the process, when the SAIT makes a decision regarding assistance or intervention, the student will again have an opportunity to offer information for the SAIT to consider.

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## MANDATED EVALUATIONS

Mental health professionals not associated with EKU will be utilized for mandated evaluations (if appropriate). Students will be provided with specific details and names of individuals with the appropriate training and experience to perform the evaluation. Responsibility for payment of the cost of the evaluation will be decided by the SAIT based on the circumstances of the referral.

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## UNIVERSITY HOUSING

Student Success Building 552

Phone: (859) 622-1515

Fax: (859) 622-8384

[www.housing.eku.edu](http://www.housing.eku.edu)

University Housing is dedicated to providing a variety of housing options that best meet the needs of all Eastern Kentucky University students. The residence halls are living- learning environments dedicated to supporting students' ability to live, learn, work, and play while attending Eastern Kentucky University.

All single, full-time undergraduate students under the age of 21 prior to the first day of classes, having fewer than 60 credit hours, or having lived in a residence hall less than four academic semesters (fall/spring) are required to live in University residence hall facilities. Exception is made for students residing with their parent(s) at their parent's principle residence within 50 miles of the Richmond campus. Students living with parents must submit a verification form which is available through the housing office or at [www.housing.eku.edu](http://www.housing.eku.edu) . Students may request exemption to the residency requirement under specific circumstances to the Director.

Each residence hall is equipped with the following services that come as part of the basic room rental rate:

### Cable Television

All major network and major cable stations are offered with any cable-ready television at no cost. Enhanced services and premium channels are available at an additional charge. For additional information, contact the College Cable Services, Inc. at 800-472-2054 ext. 222.

### Phone services

Basic phone service is provided for all residents. Each room is equipped with one phone line. Residents are asked to provide their own touch tone phone. In order to dial long distance, students may use any calling card. Enhanced phone features are available at an additional charge. For additional information on enhanced services or long distance, contact ECU Telecommunication Services at (859) 622-1903.

Laundry rooms: Several washers and dryers are located in every residence hall. All the machines are operated by coin or Colonel dollars.

Resnet: All rooms come equipped with two high-speed internet connections. Wireless network access is also available. For more information about equipping your computer for Internet access, visit [www.resnet.eku.edu](http://www.resnet.eku.edu).

Study rooms: Within most residence halls are open, quiet rooms in which to study.

Vending: All residence halls are serviced with a variety of drink and snack vending machines. The machines are coin operated, and many accept Colonel dollars as well.

Social, educational, and service-learning programs are offered and organized by University Housing staff in all of our residence halls. These programs range from movie nights on the residence hall floors to volunteering for Habitat for Humanity. Most often, the RAs on each floor host social programming so that the residents can get to know each other and enjoy their housing experience even more. Many of the University Housing programs are open to all campus residents.

There are multiple residence halls on campus which include male, female, and coed living arrangements:

Male residence halls: Martin Hall (South Wing), Dupree Hall

Female residence halls: Burnam Hall, Martin Hall (north Wing), and Todd Hall.

Coed residence halls: Case Hall, Clay Hall, Combs Hall, Commonwealth Hall, Keene Hall, McGregor Hall, Palmer Hall, Sullivan Hall, Telford Hall, Walters Hall, and Brockton apartments.

## OTHER STUDENT SERVICES

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### ADMISSIONS

The office of Admissions is responsible for recruitment and admission of qualified students to ECU. This office is also responsible for the processing of applications for new as well as readmitted students and international students. Students who have questions regarding their residency status may address their inquiry to the office of Admissions ([admissions@eku.edu](mailto:admissions@eku.edu)).

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### THE INTERNATIONAL ALUMNI ASSOCIATION

Richards Alumni House  
Phone: (859) 622-1260  
Fax: (859) 622-6620  
[www.eku.edu/alumni](http://www.eku.edu/alumni)

The Eastern Kentucky University International Alumni Association serves as a link between the University and its alumni by maintaining records, fostering communication, and sponsoring programs and activities designed to enhance this relationship. All Eastern Kentucky University degree recipients and former students with 25 or more credit hours are considered alumni of ECU. The International Alumni Association is served by a board of 25 alumni volunteers, representing the diversity of our alumni constituency, who meet three times annually. Their work includes selection of the alumni awards, alumni scholarship recipients and other duties.

In addition to active alumni Chapters, the alumni association coordinates multiple gatherings across the nation to encourage alumni and friends of ECU to come together. Other regular association activities include Alumni Weekend held annually in April and Fall Homecoming. These events bring alumni back to campus to reconnect with their classmates as well as giving the opportunity to see students and learn about our academic programming.

The International Alumni Association helps to publish an alumni directory, usually every five years. This directory is a compilation of information about alumni including their name, class year, occupation and contact information.

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## COMPUTER AND RELATED RESOURCES

Combs Building 209  
Phone: (859) 622-1411  
Fax: (859) 622-2266  
[www.it.eku.edu](http://www.it.eku.edu)

Upon admission, students are issued an E-Key, electronic account, which provides secure access to Blackboard, ECU email, campus computers, and various other electronic resources. For information on activating your E-Key see: [www.webapps.eku.edu/stumail](http://www.webapps.eku.edu/stumail)

IT (Information technology) provides technology laboratories for student use in numerous campus locations, including a small cluster in each residence hall. Over 400 state-of-the-art computers are available for student use. All locations provide laser printing, some in color. Assistance with computer-related projects and assignments is available in our staffed labs—Crabbe library, Combs Classroom Building, Powell Building, and the Student Success Building. Laptops, projectors and other types of technology related equipment are available for student checkout from the Technology Commons, located on the first floor of the Powell Building.

The It Helpdesk provides information and solutions to computer-related problems. Please call (859) 622-3000 or come to Combs Classroom Building Room 209 to contact a Consultant. Resnet provides information and solutions to computer-related problems for students. Please call (859) 622-3050, email [resnet@eku.edu](mailto:resnet@eku.edu), or come to Combs Classroom room 230 to contact the Resnet staff.

**THE ECU COMPUTER STORE**, conveniently located in the Student Success Building, sells technology-related equipment (computers, printers, cameras, and accessories) and software at academic discount pricing. The store also provides a print station for digital photography, a fax machine, and CD duplication. It is open Monday through Friday from 8:00 a.m. - 4:00 p.m.

**EKU DIRECT** is an IT service that provides internet access to student records and many University business functions such as registration, bill payment, advising information, and automobile registration. Through ECU Direct, students can do business with the University anytime from anywhere.

IT provides e-mail and web space for personal websites to all students. It provides an email anti-spam solution. To view your trapped spam or increase your level of filtering aggressiveness please login to [antispam.eku.edu](http://antispam.eku.edu). Information on how to activate your student email is available on EKU's web page [www.eku.edu](http://www.eku.edu). Information is also available via the web about how to change/reset your password.

**WIRELESS ACCESS** is available in all academic buildings, residence halls and many outdoor environments. The wireless network is based on the 802.11n standard and provides up to 54 Mbps connectivity. Both secured and unsecured (limited access) wireless is available. For PC configuration information, go to [wireless.eku.edu](http://wireless.eku.edu).

In support of student learning, eight computer classroom laboratories maintained by IT are available for reservation by instructors to enhance the classroom experience of their students. IT is responsible for the Blackboard Online Learning System used by many of our instructors to enhance the student learning experience with web-related teaching, messaging, and testing.

**EKU PRINTING SERVICES**, located in the Coates Building, offers assistance to students and student organizations in designing and reproducing their projects with a professional appearance. Same-day service for most projects (e.g., coil and spiral binding, multiple page copying, poster and banner printing, color copying, laminating, and 3-hole punching) is available at a reasonable cost. PDF files are preferred, but projects can be processed from most desktop publishing and word processing software.

IT provides high speed internet access in all of the residence halls (Resnet) and free computer anti-virus software. Our antivirus software must be used in order to connect to Resnet so please do not purchase anything prior to arriving on campus. If you do, it needs to be removed before you put EKU's antivirus on your computer. You will need to connect to the campus Ethernet and download Symantec and our network login software--Clean Access, in order to connect to the network in your residence hall. Only after you successfully connect to the wired connection in your room will you be able to connect to your buildings wireless. For computers to be used in the residence halls, IT requires the following:

- Required Hardware/software
- 10 or 10/100 Ethernet card network cable (rJ45 Cat5) (25' recommended length)
- EKU version of Symantec antivirus\* Cisco Clean access agent (\* Must be downloaded free from EKU once in a residence hall.)
- Operating system updates (Windows or apple)
- Minimum computer requirements (For recommended systems see: <http://www.resnet.eku.edu/sysreq.php> )

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## EKU POLICE

Division of Policy, Compliance and Governance  
Mattox Hall  
Phone: (859) 622-2821  
Fax: (859) 622-2243  
[www.police.eku.edu](http://www.police.eku.edu)

The mission of the Eastern Kentucky University Police department is to enhance the quality of life by providing a safe and secure environment through professional service to the community. The success of our mission depends on this partnership utilizing a community policing philosophy. The department places high priority on honesty and integrity and values the need for effective and open communication with the community we serve. We value our employees and are committed to their professional development.

The University offers a variety of informational programs that inform students and employees on safety and security issues, including how to report crimes and how to prevent crimes. These programs are available on request by student groups, employees, or individuals. These programs include, but are not limited to:

- Crime Prevention and Security awareness
- Drug and alcohol abuse Education Program
- Sexual assault Prevention
- Residence Hall Security

The University Police provide 24-hour patrols of the Eastern Kentucky University campus buildings, parking lots, residence hall exteriors, and campus grounds. University police officers have full authority on all University property and concurrent jurisdiction on all roads and streets adjacent to the campus. The University Police also have the authority to investigate crimes committed on University property anywhere in the state.

The Eastern Kentucky University Police department includes 25 sworn police officers, 4 dispatchers, and 19 student cadet officers. The University Police has jurisdiction over all campus owned, leased or controlled property, on all roads through and adjacent to campus, and anywhere in the state if a crime is committed on campus. They have police cruisers that patrol throughout campus and are highly visible along with bicycle patrol and foot patrol officers.

The campus police department also houses 2 full-time detectives whose primary responsibilities are investigations and working closely with surrounding agencies. The Eastern Kentucky University Police department has an excellent working relationship with state, local, and federal law enforcement agencies and other emergency providers.

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## FINANCIAL AID

Ms. Shelley S. Park, Director  
Student Success Building 251  
Phone: (859) 622-2361  
Fax: (859) 622-2019  
Email: [finaid@eku.edu](mailto:finaid@eku.edu)

Financial assistance is available to help students offset the cost of their college education. There are five types of financial aid: grants, loans, employment, entitlements, and scholarships. The grants, loans, and federal work study programs are need-based. To determine how much money and for which programs the student qualifies, he/she must complete the Free Application for Federal Student Aid (FAFSA) each year.

Entitlements include but are not limited to resources from the Veterans Administration and Vocational Rehabilitation. Scholarships are awarded from the University as well as outside sources. For information regarding entitlements, students should contact the division of Student Financial Assistance at (859) 622-2361. This office

can guide the student to the proper source depending on the type of entitlement or scholarship the student is interested in pursuing.

For scholarship information, students should contact the Scholarship office in the Student Success Building, room 346 (859) 622-8032.

**VOCATIONAL REHABILITATION (OVR).** EKU supports the efforts of OVR to serve eligible individuals with disabilities. The Kentucky office of Vocational Rehabilitation provides vocational rehabilitation services to eligible individuals with disabilities. Individuals receiving OVR services may also contact the EKU disabilities office for academic accommodation. For more information about eligibility criteria call the office of Vocational Rehabilitation toll free at 1-800-372-7172 or (502) 564-7172, or visit the website at [www.ovr.ky.gov](http://www.ovr.ky.gov).

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## GRANTS

Grants are considered gift aid and do not usually have to be repaid.

The federal Pell Grant is the largest grant program. The maximum award is \$5,550 for 2011-12.

The federal Supplemental Educational Opportunity Grant (SEOG) is awarded to students who demonstrate exceptional need, and priority is given to Federal Pell grant recipients. The average Federal SEOG award at Eastern Kentucky University is generally \$550 for the academic year.

The College Access Program Grant (CAP) is awarded to eligible Kentucky residents. The amount of this grant is determined by the Kentucky Higher Education assistance authority (KHEAA). It is given to students enrolled for a minimum of six hours. Full-time students will receive up to \$950 per semester, \$1,900 for the 2011-12 academic year.

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## SCHOLARSHIPS

Eastern Kentucky University offers a range of academic scholarships designed to reward scholastic achievement and enhance the University Community through the attraction of academically talented students.

Unless noted otherwise in the specific description, each of these scholarships are awarded for eight consecutive regular semesters of full-time undergraduate work to students earning their first undergraduate Bachelor degree, provided a satisfactory grade point average is maintained.

In addition to the general scholarship program described below, the University also awards a number of scholarships funded through private funds administered in the Eastern Kentucky University Foundation. Students need to complete the scholarship application form to be considered for all scholarships the University awards ([www.scholarships.eku.edu](http://www.scholarships.eku.edu)).

Some discipline specific scholarships are awarded based on selection processes within the appropriate academic department. If the department housing the major indicated on the application form awards such scholarships, you will receive information from that department.

In addition to completing the scholarship application, it is also necessary to apply for admission to the University for Financial Aid. All necessary forms are available through the office of Admissions. If you have a question, or need

admission forms, please call 1-800-465-9191, or send an email to [admissions@eku.edu](mailto:admissions@eku.edu). Scholarship applications are available online at [www.scholarships.eku.edu](http://www.scholarships.eku.edu).

Except for the book award to participants in the Honors Program, the University does not make multiple awards of the described scholarships. Recipients will receive the highest award for which they apply, are eligible and selected.

The following information is applicable to freshmen enrolling at Eastern Kentucky University for the first-time in the Fall semester, 2011.

Transfer scholarship: a limited number of transfer scholarships are awarded to new students that transfer and have completed 36 or more hours of coursework after high school graduation. Qualifications and requirements for this scholarship can be found at [www.scholarships.eku.edu](http://www.scholarships.eku.edu).

Commonwealth Scholar Award recipients: awarded automatically to scholarship applicants that are National Merit Finalists and National Merit Scholars.

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## AWARDS

Four-year awards can vary up to \$60,000. Requires maintenance of a 3.0 grade point average to retain and student must be enrolled in a minimum of 12 credit hours each semester.

Number of awards: limited

**EKU EXCELLENCE AWARD** recipients: awarded on a competitive basis to scholarship applicants that are National Merit Semifinalists and students with an ACT Composite score of 32 or higher and a minimum high school grade point average of 3.75.

Four-year award can vary up to \$53,100. Requires maintenance of a 3.0 grade point average and full-time status for retention.

Number of awards: limited

**EKU FOUNDERS SCHOLARSHIP** recipients: awarded on a competitive basis to persons with ACT composite scores of 29-31 and a minimum high school grade point average of 3.75 and completed the scholarship application process.

Four-year award can vary up to \$43,000. Requires maintenance of a 3.0 grade point average and full-time status to retain.

Number of awards: limited

**REGENTS SCHOLARSHIP** recipients: Competitive scholarship that requires a minimum grade point average of 3.75 and a minimum ACT composite of 25. Students who meet these criteria and were also participants in the Governor's Scholars Program will receive this scholarship automatically. Governor's Scholars Program participants will be sent award letters automatically. Students who are not automatic qualifiers but who meet the grade point average and ACT composite minimums will be considered for awards made on a limited basis. Not all applicants that meet the criteria receive this scholarship.

Four-year award can vary up to \$30,000. Requires maintenance of a 3.0 grade point average and full-time status for retention.

Number of awards: limited

**PRESIDENTIAL SCHOLARSHIP** recipients: awarded automatically to high school valedictorians and to incoming freshmen accepted into the Honors Program who have not been offered another scholarship. The Presidential Scholarship is awarded on a limited basis to high school graduates with a 23-24 ACT and a 3.5 high school grade point average.

Four-year award can vary up to \$15,000. Requires maintenance of a 2.5 grade point average and full time enrollment status to retain.

Number of awards: limited

**J.W. THURMAN ALUMNI SCHOLARSHIP:** applicants must be a dependent child of an EKU graduate. Applicants must score at least an 18 composite on the ACT exam and have a minimum high school grade point average of 2.8. Applicants may use the University's standard scholarship form and check the block indicating the application is for the J. W. Thurman Alumni Scholarship, and mail the application to: Eastern Kentucky University National Alumni Association, Richards Alumni House, Eastern Kentucky University, 521 Lancaster Avenue, Richmond, KY 40475-3102.

**ALUMNI FUND SCHOLARSHIP:** applicants must be incoming freshmen with an ACT score of at least an 18 and a high school GPA of 3.0. Students that demonstrate financial need to the University through the FAFSA application shall be given priority. Applicants must be involved in at least three extracurricular activities.

**HONORS PROGRAM AWARD:** Students who are accepted into the University Honors Program will receive books-on-loan for up to eight consecutive semesters, provided they remain in the Honors Program.

**DR. RODNEY GROSS SCHOLARSHIP:** The Dr. Rodney Gross Scholarship provides financial assistance to high-achieving black U.S. citizens who are residents of the Commonwealth of Kentucky as defined by the Council on Higher Education's residency-for-fees policy. Applications may be obtained by contacting the Scholarship office by phone (859) 622-8032 or via the web at [www.scholarships.eku.edu](http://www.scholarships.eku.edu).

**EKU RETENTION SCHOLARSHIP** (contingent on outside funding): Students completing their freshman year with a 2.0 grade point average or better and returning for the following fall term may apply for the competitive Retention Scholarship. If applicants have been enrolled in developmental courses they must have earned at least a grade of a "C" or better and be degree seeking students. This non-renewable scholarship provides up to \$1000.00 for an academic year toward tuition and fees.

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## STUDENT LOANS

**THE FEDERAL PERKINS LOAN** is a 5 percent simple interest loan awarded to exceptionally needy students. This loan is made to undergraduates, as well as post-baccalaureate and graduate students. Repayment begins nine months after the student ceases to be enrolled on at least a half time basis. There are certain occupations which allow a student to cancel a percentage of the money they borrow from this program. Contact the loan accounts office in the Student Success Building (SSB), room 216, for more information regarding the cancellation and deferment options.

All first time Federal Perkins loan borrowers must be enrolled for thirty (30) days before their first Perkins disbursement can be released.

**THE FEDERAL DIRECT SUBSIDIZED LOAN PROGRAM** is a need based program available to students who are enrolled at least half time. This loan is for undergraduate, graduate and post-baccalaureate students. The interest rate is fixed and is not to exceed 8.25%. Contact the office of Student Financial Assistance after July 1 for the current year interest rate.

The Federal government pays the interest while the student is enrolled at least half time. A student has six months after ceasing to be enrolled as a half time student before repayment begins. All first time Federal direct loan borrowers (subsidized as well as unsubsidized) must complete entrance counseling before their loan can be processed. Counseling can be completed at [www.studentloans.gov](http://www.studentloans.gov).

**THE FEDERAL DIRECT UNSUBSIDIZED LOAN PROGRAM** is not based on need. It has a different interest rate as the Federal direct Subsidized loan Program, and the student is responsible for paying the interest on this loan. The unsubsidized and the subsidized loan cannot exceed the maximum amount allowable by a student's classification. For example:

First Year Students - \$5,500 is the annual loan limit for the unsubsidized and subsidized direct loan program. No more than \$3,500 of this amount may be in subsidized loans. All first time Federal direct loan borrowers must be enrolled for thirty (30) days before the first disbursement can be released.

Second Year Students - \$6,500 is the annual loan limit a student can borrow. No more than \$4,500 of this amount may be in subsidized loans.

\*NOTE: this is the maximum amount (\$6,500) that a student working on an associate degree is eligible to receive.

Third and Fourth Year Students - \$7,500 is the annual loan limit. No more than \$5,500 of this amount may be in subsidized loans.

Graduate Students - \$20,500 is the annual loan limit. No more than \$8,500 of this amount can be in subsidized loans.

Independent students may be eligible for an additional unsubsidized federal direct loan. An independent student could borrow up to an additional:

Freshman/sophomore - \$4,000

Junior/senior - \$5,000

Keep in mind that the unsubsidized and subsidized direct loans combined cannot exceed the student's cost of education minus all other student financial assistance.

\*each annual loan limit is for one award year (12 month period; i.e., fall, spring, and summer).

To apply for a Federal Direct Subsidized or Unsubsidized loan, all students must complete a Free Application for Federal Student Aid. After the student is evaluated for all federal programs, his/her eligibility for the direct loan program is determined. The office of Student Financial assistance will certify the loan and electronically submit the information to the U.S. Department of Education (DOE). If the student has a signed Master Promissory note (MPN)

on file at DOE, the loan funds will be sent to Eastern Kentucky University on the specified disbursement dates. If the student does not have a signed MPN on file at DOE, a MPN must be signed electronically at [www.studentloans.gov](http://www.studentloans.gov).

Post-Baccalaureate Students—Students returning to work on a second undergraduate degree are not automatically eligible for the senior annual loan limit of \$7,500. Each student must submit documentation which indicates how many hours that student has toward the second degree.

**THE FEDERAL DIRECT PLUS LOAN** program enables parents to borrow the cost of education minus other aid for their student who is enrolled for at least 6 hours. This is not a need based loan. As long as the parent who is applying for the loan is credit worthy, the loan is usually approved. The interest rate is fixed at 7.9%. Interest begins to accrue 60 days after the loan is fully disbursed. The parent must complete the PLUS application process at [www.studentloans.gov](http://www.studentloans.gov) each year. If the parent has a signed Master Promissory note (MPN) on file at DOE, the loan funds will be sent to ECU on the specified disbursement dates. If the parent does not have a signed MPN on file at DOE, an MPN must be signed electronically at [www.studentloans.gov](http://www.studentloans.gov).

**THE STUDENT AND SOCIETY (EMERGENCY LOAN)** program is designed to provide emergency short-term loans to students. It must be repaid. Students may borrow a small amount of money on a personal note at a legal rate of interest for a one month period. Money is made available through contributions of the University, alumni, private organizations and many individual friends of the University.

You must be enrolled as a full-time student, have a 2.0 (“C”) overall grade point average, a means of repayment, and must not have a past due balance. All students are eligible to apply for these short-term loans regardless if they are receiving other forms of financial aid. An application form obtained from the loan accounts office in the Student Success Building, room 210 must be completed.

The loan must usually be repaid within four weeks, and the student is charged an interest rate of 2 percent. Students who have delinquent loans will have their grades sealed in the registrar and will not be allowed to register for the next semester. Delinquent loans will be collected through a collection agency. Any additional expenses incurred in the collection of the note will be added to the student’s repayment.

## STUDENT EMPLOYMENT

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Eastern Kentucky University offers its students two employment programs. One is the federal work study program which provides part-time jobs to students who have financial need as determined by the application for Federal Student Aid. This program is federally funded. The other is the ECU institutional work program. Eastern Kentucky University provides funds to employ students who want to work on-campus, but do not qualify for the federal work study.

Both of these programs employ students on a part-time basis, and students are paid every two weeks for the hours they have worked. Their job schedule is built around their class schedule. A variety of jobs are available including typing, filing, farm work, food service, resident hall assistants, tutorial work, as well as community service jobs. Contact ECU’s Student Employment office for more information at Student Success Building (SSB), room 219, hours 8:00 a.m. - 5:00 p.m.; phone (859) 622-1760 or 622-1756.

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## FIRST YEAR PROGRAMS

Student Success Building 372

Phone: (859) 622-1682

E-mail: [FYP@eku.edu](mailto:FYP@eku.edu) [www.firstyear.eku.edu](http://www.firstyear.eku.edu)

The mission of the office of First Year Programs is to aid in the transition to college for first year students and their family members by providing useful and timely information in a professional manner. The office of First Year Programs is committed to encouraging first year students to grow socially and academically and to respect themselves and all others in the Eastern Kentucky University community. The office of First Year Programs is committed to delivering orientation services to all students and their families.

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## ORIENTATION

The orientation program is phase one of the first year experience for new students. During orientation, students and families visit the campus, meet with faculty, staff, and students, and learn more about life at Eastern Kentucky University. Students will also register for their first semester of classes. Representatives from many areas are available during orientation to answer questions about financial aid, tuition payment, housing, dining services, and tutoring services. There are various dates and schedules to choose from for transfers or non-traditional students.

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## COLONEL CAMP

Colonel Camp was established in 2007 to allow new students to get a jump start on college life through experiential learning and leadership training. The camp occurs before classes begin and all participants assist as student leaders during move in day in August.

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## NEW STUDENT DAYS

The New Student Days program is phase two of the first year experience at Eastern Kentucky University. New Student days programming kicks off on the Sunday before classes start and continues throughout the first six weeks of classes. NSD is a required program for all new students and is incorporated into the curriculum of the student's orientation class.

The purpose of this program is to enable students to meet other new students and participate in a wide variety of campus activities. The President's Picnic, educational sessions, and social events are just some of the highlights! All new students are required to attend.

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## EKU READS PROGRAM

The EKU reads program is designed to provide new students with a common introduction to academic life at Eastern Kentucky University. Each fall semester Eastern Kentucky University engages in campus-wide discussions of the selected book. First-year English courses and orientation courses also utilize the book in class discussions throughout the semester.

The EKU reads program is facilitated by a faculty committee with a faculty chair who works with First Year Programs.

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## FAMILY PROGRAMS

The Eastern Family network began in the summer of 2000 as part of an effort to get parents and other family members involved in Eastern Kentucky University. By informing family members about campus happenings we hope they will be supportive and engaged in the educational process with their student. Family Programs also facilitates planning for Family Weekend, a Family guide, a monthly newsletter and a Family resource page on the ECU First Year Programs website.

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## NOVA PROGRAM (TRIO STUDENT SUPPORT SERVICES)

Turley House 2  
Phone: (859) 622-1047  
Fax: (859) 622-1074  
[www.nova.eku.edu](http://www.nova.eku.edu)

The NOVA Program is a Student Support Services/Trio project whose legislative purpose is to facilitate persistence and graduation of eligible learners. NOVA pre-identifies first-year ECU learners who demonstrate a potential for success in college and who meet the economic and/or first-generation-college-student eligibility criteria. The NOVA service delivery design is a holistic retention plan based on the learner's needs for success. NOVA provides instruction in academic orientation and leadership dynamics and provides the following support services throughout the learner's ECU academic career from orientation to graduation:

- Instruction in academic orientation, leadership development and peer mentoring
- Academic advising
- Financial aid and financial literacy consulting
- Scholarship and grant aid award
- Personal and career consulting
- Graduate School planning
- Service learning
- Peer mentoring
- Living learning community
- Registered Student Organization
- Academic assistance and monitoring

NOVA learners earn a degree from ECU at a statistically significant higher rate as compared to other ECU students from the same background. NOVA is located on the second and third floors of the Turley House and is open from 8:00 a.m. - 4:30 p.m. Monday-Friday. Please visit [www.nova.eku.edu](http://www.nova.eku.edu) or phone (859) 622-1407.

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## PARKING AND TRANSPORTATION SERVICES

Division of Policy, Compliance and Governance  
Mattox Hall Suite A  
Phone: (859) 622-1063  
Fax: (859) 622-2243  
[www.parking.eku.edu](http://www.parking.eku.edu)

Eastern Kentucky University Parking and Transportation Services provides parking and transportation options in support of the University's mission, by providing quality customer service and proper management of parking and transportation resources. This mission is accomplished by enforcing applicable parking rules and regulations,

providing safe and efficient transportation services, conveying a positive attitude, and requiring the highest standards of personal and professional conduct.

Parking Services provides parking information, issues parking permits for the campus community and visitors, coordinates parking for special events, and enforces parking rules and regulations.

Transportation Services provides day and evening shuttle transportation and motor pool/fleet services.

See the Parking and Transportation website ([www.parking.eku.edu](http://www.parking.eku.edu)) for additional parking and transportation information including parking regulations, shuttle schedules, and hours of operation.

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## STUDENT AUTOMOBILES

In order to facilitate parking for all students, faculty, and staff, Eastern Kentucky University requires the registration of motor vehicles utilizing campus parking facilities. Vehicle registration information can be obtained by contacting the Parking office (859) 622-1063 or by logging on [www.parking.eku.edu](http://www.parking.eku.edu). During the registration period, prior to the first day of classes, students registering for classes may park in any legal, non-reserved parking space in all areas, except employee parking lots (Zone E) which are marked by yellow signs, and the Powell West Visitor lot.

After the commencement of classes, residential hall lots (Zone B), which are marked by blue signs, are restricted to residence hall permits 24 hours per day, seven days a week. Enforcement of employee and commuter parking zone regulations begins at 2:00 a.m. Monday-Friday. Commuter permits are also valid from 4:30 p.m. to 7:00 p.m. in employee (Zone E) parking lots. The Case lot, Jones lot, and a section of the Martin lot are exceptions to this rule and are reserved for employees only until 9:00 p.m. Evening parking for vehicles without permits is available in the Alumni Coliseum lot from 4:30 p.m. to 2:00 a.m., Monday through Friday, and all day Saturday and Sunday.

Visitors may obtain temporary permits 24 hours a day, 7 days a week at the Parking office or Police dispatch Center located in Mattox Hall, behind the Student Success Building. Short term temporary parking permits, not to exceed 5 days, are available to individuals who have not registered a vehicle.

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## OFFICE OF SERVICES FOR INDIVIDUALS WITH DISABILITIES

Division of Policy, Compliance and Governance  
Student Success Building 361, CPO 66  
Phone: (859) 622-2933  
[www.disabilities.eku.edu](http://www.disabilities.eku.edu)

The office of Services for Individuals with Disabilities assists students, faculty and staff with disabilities by coordinating campus and program accessibility as well as providing support in the attainment of educational and work goals. The disabilities office staff, the OSID test proctoring service and the Project SUCCESS Program are located in the Student Success Building, room 361. Appointments are made by calling (859) 622-2933 (V/TDD) or coming to SSB 361.

Individuals seeking services are required to provide the Coordinators with a completed application for services and current disability documentation. Applications, guidelines for documenting a disability, and information on obtaining services and accommodations are available at the office and on the website at [www.disabilities.eku.edu](http://www.disabilities.eku.edu). Services are determined on an individual basis and may include but are not limited to: test accommodations, note

takers, books on CD, and use of assistive technology, equipment loan, building accessibility information, and individual appeal cases.

Applications for Project SUCCESS, a comprehensive program for students with specific learning disabilities, attention deficit disorders and other cognitive disorders are located in SSB, room 361. Project SUCCESS provides participating students with academic coaching and individualized tutoring and is a fee based program. Appointments are made by calling (859) 622-2933 (V/TDD) or coming to SSB, room 361.

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## OFFICE OF DEAF AND HARD OF HEARING SERVICES

The office of Deaf and Hard of Hearing Services enables students who are deaf and hard of hearing to achieve their educational goals, both academic and career. The office provides and coordinates accessible services including but not limited to: note takers, interpreters, test accommodations, use of assistive listening technology and equipment loan, which afford individuals equal opportunity to attain their goals. Current disability documentation is required. Services are determined on an individual basis. a comprehensive list of services may be found on the web at [www.disabled.eku.edu/terpserve/](http://www.disabled.eku.edu/terpserve/). The Interpreter Coordinator is located in Case annex, room 207. Appointments are made by calling (859) 622-2937 (V/TDD) or coming to Case annex, room 207.

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## ADA/504 COORDINATOR

The ADA/504 Coordinator serves the University by hearing individual ADA cases including appeals for course substitutions and waivers and other ADA cases as a member of the ADA appeals Committee. Appointments with the Coordinator are made through OSID. Services for Individuals with Disabilities are made available in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and amended ADAA of 2008. Current students, faculty, staff and others interested in disability issues are invited to attend the ECU ADA Awareness and Accessibility Committee. A schedule of meetings and committee notes are available on line at <http://access.eku.edu>.

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## ADA APPEALS COMMITTEE

The ADA Appeals Committee serves the University Community by hearing individual ADA cases. Please contact the director of the OSID for more information.

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## SPEECH-LANGUAGE-HEARING CLINIC

Wallace Building 278

Phone: (859) 622-4444

[www.specialed.eku.edu/clinic](http://www.specialed.eku.edu/clinic)

The Communication Disorders Program in the department of Special Education offers services to students, faculty, staff, and members of the community at the Speech-Language- Hearing Clinic in Wallace 278.

Diagnostic and clinical treatment services provided by the Clinic include the following:

1. Screening for speech, language, swallowing, and hearing problems.
2. Assessment and treatment of articulation disorders, phonological delays, delayed or disordered language, stuttering, voice disorders including laryngectomy, swallowing, speech and language

problems resulting from stroke or head injury, language disorders related to learning disability, and speech and language problems of individuals in areas of exceptionality such as mental handicap, developmental delay, cerebral palsy, cleft palate, hearing impairment, autism spectrum disorder, and emotional/ behavioral disorder.

3. Assessment and treatment of hearing loss; treatment via fitting, programming, and maintenance of hearing aids and/or assistive listening devices, aural rehabilitation (including auditory training) and speech reading, and counseling regarding adjustment to hearing aid use; hearing conservation.
4. Accent modification for speakers of English as a second language and those desiring Standard English skills.

Anyone interested in the above services should contact the Clinic office associate at (859) 622-4444, Wallace 278, or visit the Clinic website: [www.specialed.eku.edu/cd/clinic](http://www.specialed.eku.edu/cd/clinic) .

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### STUDENT OUTREACH AND TRANSITION OFFICE (SOTO)

Student Success Building 442

Phone: (859) 622-7686

[www.soto.eku.edu/](http://www.soto.eku.edu/)

This one-stop transitional center is designed for adult students (25 and older, including transfers), veterans and re-entry students (away from ECU for over 2 years). The Student outreach and transition office provides comprehensive support to students from initial inquiry through registration for their first semester of classes, serving as an advocate to promote their needs along the way. Prospective students receive individualized consulting services in the areas of admissions, degree audits, major selection, academic bankruptcy, credit transfer process, degree completion via distance learning, and course registration prior to their first semester. This office also provides students with answers to basic questions regarding filing for financial aid, financial aid appeals, professional judgment, securing veterans' benefits, and receiving credit for prior learning. Evening appointments are available to better serve the needs of adult learners.

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### STUDENT PUBLICATIONS

Eastern Kentucky University provides a variety of laboratory experiences through student publications. The Eastern Progress Advisory Board has been established to provide professional involvement in the activities of the Eastern Progress, the University's student newspaper. Academic and support units coordinate the institutional support of student publications but do not govern the content. The courts have consistently held that where a tradition of student decision making exists in student publications, those publications are afforded the same Constitutional First Amendment protection as other publications. Concomitant with those rights, go certain responsibilities, which also accrue to the student publications. Accordingly, the responsibility for the content of the publications is that of the student editors and writers and not Eastern Kentucky University or its Board of regents.

The Eastern Progress, a 10,000-circulation weekly newspaper, is the official student publication of the University and all students are encouraged to take advantage of the journalism and advertising training it offers. The Progress has consistently been rated as an All American newspaper by associated Collegiate Press and a Medalist paper by Columbia Scholastic Press association. Since 1987, the Progress has won more than 20 national awards, including four national Pacemakers and three gold Crown awards. It was recognized as the best all-around campus newspaper by the Society of Professional Journalists in 1997 and 1998. Reach the Progress online at [www.easternprogress.com](http://www.easternprogress.com) .

Aurora is a magazine of student writings published by its student staff to encourage interest in literary activity. Aurora accepts poems, one-act plays, short stories, prose sketches, and essays from any Eastern student. Editions are published in the fall (online by the ENG 420 class) and spring (hard copy). Cash prizes are awarded for the best works (fiction and poetry) at the time of the spring publication.

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## VETERANS AFFAIRS

Student Success Building 442, CPO 72  
Phone: (859) 622-7838  
Fax: (859) 622-5076  
[www.soto.eku.edu/veterans](http://www.soto.eku.edu/veterans)

The office of Veterans Affairs serves student veterans by assisting with admissions, advising, obtaining VA benefits and credit for military training, and serving as an advocate for veterans issues throughout the campus community. Student veterans or eligible dependents will need to apply directly to the Veterans administration to obtain a letter of eligibility. This can be done online at [www.gibill.va.gov](http://www.gibill.va.gov). Upon receipt of the letter, bring or send a copy to the Veterans Affairs office on the main campus along with a Course Enrollment Form (CEF). The CEF must be submitted each semester for which benefits are desired. The CEF is available online at [www.soto.eku.edu/veterans](http://www.soto.eku.edu/veterans).

The Post 9-11 GI Bill will pay 100% of tuition and fee costs for undergraduate, graduate, and online instruction provided the service member has 36 months of active federal service. Veterans with less than 36 months of service will receive a prorated amount based on number of months served on active duty beyond initial training. Basic allowance for Housing (BAH) is based upon E-5 with dependents for the 40475 zip code and is also prorated. Online-only Post 9-11 student veterans will draw BAH at one half of the national BAH average. All out-of-state veterans who are Post 9-11 GI Bill eligible will receive in-state tuition and fees rates.

Veterans needing assistance in obtaining a copy of their AARTS, SMART, CCAF or CGL military transcripts should email [EKUVeteransaffairs@eku.edu](mailto:EKUVeteransaffairs@eku.edu) or call 859-622-8659.

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## SURVIVORS' AND DEPENDENTS' EDUCATIONAL ASSISTANCE

DEA (Chapter 35) provides education and training opportunities to eligible dependents and survivors of certain veterans. For more information on DEA eligibility visit [www.gibill.va.gov](http://www.gibill.va.gov).

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## CHILDREN OF KENTUCKY WAR VETERANS

If you are the child of a Kentucky War Veteran you may also be entitled to a tuition waiver in addition to your DEA benefits. Under the provision of KRS 164.505 and 164.515 children of Kentuckians who were killed in military action or who were permanently and totally disabled in wartime military services are eligible for this waiver. For additional information contact the Kentucky Department of Veterans Affairs, Tuition Waiver Coordinator at (800) 928-4012.

## CHAPTER FOUR: STUDENT RIGHTS & RESPONSIBILITIES

### EKU STUDENT RIGHTS AND RESPONSIBILITIES

521 Lancaster Avenue  
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**Phone:** (859) 622-1500  
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#### MISSION STATEMENT

To ensure student success, the Office of Student Rights and Responsibilities provides an educational outreach program and a fair and impartial student judicial system for students, faculty and staff. We acknowledge, as part of our mission, the importance to foster a safe environment that is built on trust, honesty, integrity, and mutual respect.

#### WHAT STUDENTS CAN EXPECT OF OUR OFFICE

Student Rights and Responsibilities will:

- Provide information to all students relating to the General Regulations for Student Behavior,
- Adjudicate all reports of alleged violations of the General Regulations for Student Behavior and the Policy for Academic Integrity in a consistent manner,
- Facilitate due process rights set forth by the University Handbook for Students, and
- Ensure fair and impartial hearings.

#### WHAT WE EXPECT OF STUDENTS

Students will:

- Show respect for others, themselves, and the University community,
- Take responsibility for their behavior,
- Read and understand the University Handbook for Students, and
- Uphold the Student Honor Code.

## GENERAL REGULATIONS CONCERNING STUDENT BEHAVIOR

### PART 1: OFFENSES - GENERAL REGULATIONS CONCERNING STUDENT BEHAVIOR

**Students are responsible for knowing the University's regulations, disciplinary procedures, and penalties. It should be emphasized that students are subject to criminal statutes and legal action, not just the University's regulations and disciplinary system.**

1. Endangering or threatening to endanger life, health, safety, or property.
2. Subjecting another person to sexual intercourse or sexual contact by forcible compulsion or while the person is incapable of consent.
3. Engaging in a course of conduct which is intended to harass, intimidate, or unreasonably impair the person's ability to participate in or fully benefit from the University's environment.
4. Persons are prohibited from possessing tasers/stun guns, pellet guns, BB guns and firearms, explosives, or other deadly weapons or look-alike or replica weapons on the campus of Eastern Kentucky University, except as follows:
  - o a. Sworn police officers employed by the University's Division of Public Safety;
  - o b. Sworn police officers employed by other public agencies and present on the campus for the purposes of education, training, or assistance at University events; when such possession may be necessary for their official duties or for participation in training. Such officers must be authorized by the employing agency to carry weapons as a normal and required part of their duties;
  - o c. Members of the U.S. Army Reserve Officer Training Corps (ROTC) when necessary for the purposes of military officer education and marksmanship training.
5. Illegally selling, possessing, possessing paraphernalia or using drugs or other substances.
6. Engaging in drunk and disorderly conduct on University owned or controlled property or at University functions.
7. Being under the influence of alcohol or controlled substance to the degree that the student may endanger himself/herself or other persons or property.
8. Possessing or consuming alcohol or controlled substances on University property.
9. Taking, possessing, damaging, or destroying public or private property.
10. Creating a fire or safety hazard or abusing/misusing safety equipment, or transmitting false fire alarms; helping or influencing others in such offenses.
11. Vandalizing, damaging, abusing, or interfering with the operation of elevators.
12. Throwing objects from University buildings.
13. Disrupting the peace or interfering with classroom or other University activities.

14. Disregarding the reasonable directives, verbal or written, of any staff in the conduct of assigned duties.
15. Unauthorized entry to or unauthorized use of any University property of facilities; this includes, but is not limited to the violation of residence hall regulations, for example:
  - a. Failing to comply with visitation regulations;
  - b. Failing to comply with residence hall regulations as listed in the residence hall guidelines and/or the housing contract;
16. Falsifying identity or information.
17. Academic dishonesty; plagiarism, cheating, and fabrication.
18. Offering or passing a worthless check or failing to meet financial obligations to the University.
19. Interfering with the use of or abusing any part of University computing services or facilities.
20. Violating University regulations for operating motor vehicles.
21. Encouraging or helping someone to violate University regulations.
22. Failing to abide by the terms of any disciplinary sanction properly imposed by a University official, committee, or agency.
23. Failure to self-report as a registered sex offender or any other violation of the "University Policy Regarding employees and Students Registered as Sex Offenders."
24. Failing to comply with the University hazing policy.

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## PART 2: HEARING BODIES

Provision has been made for certain committees or bodies to hear cases involving the alleged infraction of University regulations and appeals of decisions evolving from these cases. The organizational structure of these bodies is as follows:

- Board of Regents
- President of the University
- Student Disciplinary Council
- Executive Director of Student Rights and Responsibilities
- Judicial Committee

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## BOARD OF REGENTS

KRS 164.310 provides for a Board of Regents for state universities and KRS 164.350 provides that the government of the University is vested in its Board of Regents. The statute provides, further, that:

Each Board of Regents, when its members have been appointed and qualified, shall constitute a body corporate, with the usual corporate powers, and with all immunities, rights, privileges and franchises usually attaching to the governing bodies of education institutions.

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#### PRESIDENT OF THE UNIVERSITY

The President of the University is the executive officer of the Board of Regents. In this capacity, the President brings to the attention of the Board matters for the Board's consideration.

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#### STUDENT DISCIPLINARY COUNCIL

Kentucky Revised Statute 164.370 provides that:

Each Board of Regents may invest the faculty or a committee of the faculty and students with the power to suspend or expel any student for disobedience to its rules, or for any other contumacy, insubordination, or immoral conduct. In every case of suspension or expulsion of a student the person suspended or expelled may appeal to the Board of Regents. The Board of Regents shall prescribe the manner and the mode of procedure on appeal. The decision of the Board of Regents shall be final.

Amended April 7, 2010 "to permit a representative committee of designated faculty, staff and students to suspend or expel any student for disobedience to its rules, or for any other contumacy, insubordination or immoral conduct."

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#### EXECUTIVE DIRECTOR OF STUDENT RIGHTS AND RESPONSIBILITIES

The Executive Director of Student Rights and Responsibilities is that person designated by the President of Eastern Kentucky University to be responsible for the administration of the student disciplinary system.

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#### STUDENT JUDICIAL COMMITTEES

The term "student judicial committees" means any person or persons authorized by the Executive Director of Student Rights and Responsibilities to determine if a student has violated the student conduct code and to recommend imposition of sanctions.

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### PART 3: PROCEDURES IN STUDENT CONDUCT CASES

The University will use the disciplinary authority inherent in its responsibilities to protect its educational purposes and processes. In the exercise of this authority, safeguards shall be observed to insure due process to a student accused of violations of General Regulations Concerning Student Behavior. The term "student" includes all persons taking courses at Eastern Kentucky University, both full time and part time, pursuing undergraduate, graduate, or professional studies and those who attend postsecondary educational institutions other than ECU and who reside in University Housing. Persons who are not enrolled for a particular term but who have a continuing relationship with ECU are considered students. Individuals who are not students but reside in University Housing are subject to University disciplinary regulations. The General Regulations Concerning Students Behavior are defined as written

regulations of EKU as found in, but not limited to, the University Handbook for Students, Guide to Residence Hall Living, and the University web page. These particular regulations may be referred to as University disciplinary regulations or as the student code of conduct.

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## JURISDICTION

Generally, the University's jurisdiction for application of the General Regulations Concerning Student Behavior shall be limited to conduct which occurs on University premises or which adversely affects the University Community and its pursuit of its objectives. The term "University premises" includes all land, buildings, facilities, and other property in the possessing of or owned, used, or controlled by Eastern Kentucky University including adjacent streets or sidewalks. The University does not act as a collection agency for landlords, retail stores or others. Proceedings under this student code of conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

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## STUDENT DISCIPLINARY SYSTEM

The University disciplinary system is composed of three levels. The three levels are Residence Hall Coordinators and Student Judicial Committees, Executive Director of Student Rights and Responsibilities and the Student Disciplinary Council. The term "student judicial committees" means any person or persons authorized by the Executive Director of Student Rights and Responsibilities to determine if a student has violated the student conduct code and to recommend imposition of sanctions. The Executive Director of Student Rights and Responsibilities is that person designated by the President of Eastern Kentucky University to be responsible for the administration of the student disciplinary system. The Student Disciplinary Council is that entity which is designated by the Board of Regents, pursuant to K.R.S. 164.370, to hear those cases in which the gravity of the charge suggests a possible sanction of suspension or expulsion. In each instance, the formality of procedures followed in hearing cases will vary with the gravity of the sanction or penalty suggested by the alleged violation of University Regulations. In all cases, the burden of proof shall be on the accuser.

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## ADMINISTRATIVE CHARGES

Any member of the Eastern Kentucky University community may file charges against any student for misconduct. The term "member of the University community" includes any student or person employed by Eastern Kentucky University. Charges shall be prepared in writing, as soon as possible after the event takes place, and directed to the Executive Director of Student Rights and Responsibilities who is responsible for the administration of the University's judicial system.

Charges of misconduct, preliminary to disciplinary action shall be presented to the student in writing. Charges shall be of sufficient specificity and provide for a reasonable amount of time to permit defense preparation prior to a possible hearing. The Executive Director of Student Rights and Responsibilities shall, on the basis of the gravity of the charge(s) placed against the student, designate the appropriate committee or agency to hear the case, except that, in cases where suspension or expulsion is a considered sanction, the case shall be brought before the Student Disciplinary Council.

The Executive Director or an appropriate staff member shall counsel the student concerning their alleged violation of the General Regulations Concerning Student Behavior, right to a hearing and an appeal. The Executive Director

or appropriate staff member may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the involved parties. Such agreed dispositions shall be final and there shall be no right of appeal.

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## DISCIPLINARY HEARING

If the charges cannot be disposed of by mutual consent, the Executive Director of Student Rights and Responsibilities or their designee may later serve in the same matter as a hearing officer. All charges shall be presented to the accused student in written form. If the student requests a hearing, there shall be a single record of all hearings before the Executive Director of Student Rights and Responsibilities or the Student Disciplinary Council. The record shall be the property of Eastern Kentucky University. Hearings shall be conducted in private in compliance with FERPA, and decisions at hearings are final dispositions. The accused student has the right to be assisted by an advisor of their choice who is a member of the Eastern Kentucky University community. The accused student is responsible for presenting their case and, therefore, advisors are not permitted to speak in any hearing before a judicial body.

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## STUDENT RIGHTS AT A DISCIPLINARY HEARING

In the hearing of charges against the student, the burden of proof is on the representative of the University or the individual presenting the charges. In addition to the right of advisement, the student has the right to testify in his or her own behalf, to present evidence and witnesses, to hear and question adverse witnesses, to rebut unfavorable inferences, to present two character witnesses, and the right to an appeal as set forth herein. The student shall be informed of all the statements and evidence submitted against him or her and the names of those providing the evidence. Decision of the hearing committee is to be based solely on evidence submitted in the hearing, and improperly acquired evidence should not be admitted.

In presenting a defense before a hearing or review committee, the student may be advised by (1) a member of the University student body if the committee is composed primarily of students or (2) any member of the University community if the hearing is before the Executive Director of Student Rights and Responsibilities or a committee composed primarily of University faculty or staff. He or she may choose an advisor, but no person shall be obligated to serve in this capacity.

In cases of alleged sexual assault, the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding, and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings alleging a sexual assault. The final result includes only the name of the student, the violation committed, and any sanction imposed by the institution against the student.

A student's status in the University, including his right to remain on campus and to attend classes, shall remain unaltered while the charges for violating University regulations are pending.

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## SANCTIONS

Penalties or sanctions imposed by any of the University officials or hearing entities responsible for the enforcement of University regulations shall bear a reasonable relation to the nature of the violation of University regulations for which the penalty is imposed.

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## TEMPORARY SUSPENSION

Except that, in the event that a student is accused of a violation against the University and/or against the city, state, or federal government, the nature of which may present a clear and present danger of harm to the student, to any other member of the University community, to University property, or to University activities, the President may impose such temporary measures as are necessary to protect the student, the University Community, University property, and/or the ongoing activities of the University. Such temporary sanctions may exist and be enforced only until final disposition of the case has been made by the appropriate University official, or hearing entity but not to exceed a period of five class days. Temporary sanctions based on the “clear and present danger” principle may, upon recommendation of the Student Disciplinary Council and approval of the President be continued during the period of appeal to the Student Discipline Appeals Committee of the Board of Regents. In all cases, students accused of violating University regulations will be informed of their rights, including avenues for appeal of a decision and the right not to testify against oneself.

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## SUSPENSION OR EXPULSION

By prior action, the Board of Regents has invested the Student Disciplinary Council with the power to suspend or expel a student and this hearing body has original and exclusive jurisdiction in those cases where the suspension or expulsion of a student is a considered sanction for the infraction of which the student is accused. This hearing body shall consist of five faculty members, one staff member, and two student members named by the President of the University. The Vice President for Student Affairs/Dean of Students and the Executive Director of Student Rights and Responsibilities shall not be members of this Board in matters relating to student conduct. In addition to suspension or expulsion, the Student Disciplinary Council may impose university service, probation, assessment(s), or reprimand as sanctions for disciplinary cases. An appeal of a decision of the Student Disciplinary Council by a suspended or expelled student may be made, through the Vice President for Student Affairs/Dean of Students, to the President of the University, to the Board of Regents. The decision of the Board of Regents is final.

In cases involving suspension or expulsion, a record shall be made of the hearing, maintained in the files of the Executive Director of Student Rights and Responsibilities, and a copy shall be made available for inspection by the accused and his or her advisor, with the accused student’s written permission.

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## ELECTION OF WITHDRAWAL

When the violation is one that indicates possible suspension or expulsion, the student may elect to withdraw from the institution without appearing before the Student Disciplinary Council. The student shall sign a statement indicating that they have been advised of their rights to a hearing and an appeal but intend instead to withdraw from the University on their own accord. In each case in which the gravity of the charges suggests suspension or expulsion, and the student does not elect to withdraw, the case must be heard by the Student Disciplinary Council.

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## PART 4: SANCTIONS

**The University has the authority to penalize or impose sanctions on students who violate University regulations. In determining possible sanctions, the University shall consider such matters as the nature of the**

particular offense, the welfare of the student and the University community, and the prior disciplinary record of the student. Usual sanctions are listed and explained in this section. In addition to these sanctions, other sanctions, as appropriate for a particular case, may be imposed. Each level of hearing body may use creative educational sanctions that are designed to be developmental in nature.

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#### REPRIMAND

Official written or oral statement to the student that he or she is guilty of violating a University regulation. A reprimand warns that any further such actions may result in a more severe sanction.

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#### RESTITUTION

Compensation to the University or an individual for damages to University property or personal property.

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#### SOCIAL PROBATION

Status given to less serious policy violations, and in some cases, a restriction of privileges for a specified time.

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#### UNIVERSITY SERVICE

Mandated service to the University of up to 16 hours to be completed within a specified time frame.

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#### EDUCATIONAL SANCTION

Developmental sanction requiring attendance or participation in a prearranged class, program or activity designed to prevent or deal with high risk behavior.

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#### COUNSELING

A student may be referred to the Counseling Center for a counseling evaluation with prior arrangement of the Counseling Center.

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#### PARENTAL NOTIFICATION

A written sanction that notifies and discloses to a parent, parents or legal guardian of a student who is under the age of 21, information regarding the violation of University regulations governing the use of possession of alcohol of a controlled substance. **Students have the right to appeal parental notification to the Vice President for Student Affairs/Dean of Students.**

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#### LOSS OF VISITATION PRIVILEGES

Period of time where a student loses all visitation privileges. During loss of visitation privileges the student is not allowed to check visitors into his or her residence hall, and they are not allowed to be checked into the residence hall of another student. The guidelines for sanctioning visitation violations are as follows:

- **First Offense:** Written reprimand
- **Second Offense:** Two weeks loss of visitation privileges
- **Third Offense:** Two months loss of visitation privileges

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#### ADMINISTRATIVE ASSESSMENT

Pecuniary sanction of up to \$2000 to be paid to the University.

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#### EVICTION

Forced removal from University Housing, a classroom or other University property.

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#### UNIVERSITY PROBATION

Status which carries a severe warning that any further violation of university regulations may result in the student going before the Student Disciplinary Council for consideration of suspension or expulsion. This may include restriction of privileges for a specified period of time.

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#### SUSPENSION

Forced withdrawal from the University for a specific period of time or until stated conditions have been met as determined by the Student Disciplinary Council.

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#### EXPULSION

Permanent, forced withdrawal from the University as determined by the Student Disciplinary Council.

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### PART 5: STANDARD SANCTIONS RELATING TO ALCOHOL AND CONTROLLED SUBSTANCES

***Paragraph 6: Engaging in drunk and disorderly conduct on University owned or controlled property or at University functions.***

**First Offense:**

- One semester of University probation
- Completion of the alcohol education program #1
- Unannounced room inspections during probation
- \$100 administrative assessment
- Written reprimand

**Second Offense:**

- One year of University probation
- Completion of an alcohol/drug assessment \*\*
- Unannounced room inspections during probation

- \$200 administrative assessment
- Parental notification \*
- Written reprimand

**Subsequent Offenses:**

- One year of University probation
- Eviction from University Housing
- Student is prohibited from being on the premises of any University Housing
- University service
- \$675 administrative assessment
- Parental notification \*
- Alcohol/drug assessment, at cost to the student, from a certified chemical dependency counselor, and a requirement that the student must follow-up with the recommendations of that psychological evaluation
- Written reprimand to include a warning of suspension or expulsion

***Paragraph 7: Being under the influence of alcohol or controlled substances to the degree that the student may be a danger to himself or other persons or property.***

**First Offense:**

- One semester of University probation
- Completion of the alcohol education program #1
- Unannounced room inspections during probation
- \$100 administrative assessment
- Parental notification \*
- Completion of an alcohol/drug assessment \*\*
- Written reprimand

**Subsequent Offenses:**

- One year of University probation
- Eviction from University Housing
- Student is prohibited from being on the premise of any University Housing
- University service
- \$675 administrative assessment
- Parental notification \*
- Alcohol/drug assessment, at cost to the student, from a certified counselor, and a requirement that the student must follow-up with the recommendations of that psychological evaluation
- Written reprimand to include a warning of suspension or expulsion

***Paragraph 8: Possessing or consuming alcohol or controlled substances on University property.***

**First Offense:**

- One semester of social probation
- Completion of the alcohol education program #1

- Unannounced room inspections during probation
- Written reprimand

**Second Offense:**

- One semester of University probation
- Unannounced room inspections during probation
- \$50 administrative assessment
- Parental notification \*
- Written reprimand

**Third Offense:**

- One semester of University probation
- Completion of an alcohol/drug assessment \*\*
- Unannounced room inspections during probation
- \$100 administrative assessment
- Parental notification \*
- Written reprimand

**Subsequent Offenses:**

- One year of University probation
- Eviction from University Housing
- Student is prohibited from being on the premises of any University Housing
- University service
- \$675 administrative assessment
- Parental notification \*
- Alcohol/drug assessment, at cost to the student, from a certified chemical dependency counselor, and a requirement that the student must follow-up with the recommendations of that psychological evaluation
- Written reprimand to include a warning of suspension or expulsion

***\* Parental Notification for students under 21 was implemented in January 2001.***

***\*\* Failure to comply with the assessment will result in additional parental notification, and referral to an outside agency, at cost to the student, and a requirement that the student must follow-up with the recommendations of that evaluation.***

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**PART 6: STANDARD SANCTIONS RELATING TO VISITATION PRIVILEGES**

***Paragraph 15: Unauthorized entry to or unauthorized use of any University property or facilities; this includes, but is not limited to the violation of residence hall regulations, for example,***

***a. Failing to comply with visitation regulations;***

**b. Failing to comply with residence hall regulations as listed in the residence hall guidelines and/or the housing contract.**

**First Offense:** Written Reprimand

**Second Offense:** Two week loss of visitation privileges

**Third Offense:** Two month loss of visitation privileges [Return to top](#)

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## PART 7: STANDARD SANCTIONS RELATING TO COMPUTER VIOLATIONS

***Paragraph 19: Interfering with the use of or abusing any part of University computing services or facilities.***

**First Offense:**

- One semester of social probation
- \$100 administrative assessment
- Written reprimand that any further violations may result in University probation and a \$250 administrative assessment

**Second Offense:**

- One semester of University probation
- \$250 administrative assessment
- Written reprimand that any further violations may result in University probation and a \$500 administrative assessment

**Third Offense:**

- One year of University probation
- \$500 administrative assessment
- Written reprimand that any further violations may result in University probation and a \$1000 administrative assessment

**Subsequent Offenses:**

- One year of University probation
- \$1000 administrative assessment
- Written reprimand that any further violations may result in consideration of suspension or expulsion

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## PART 8: STANDARD SANCTIONS RELATING TO FIRE SAFETY AND SMOKING VIOLATIONS

***Fire Safety Violations - Paragraph 10: Creating a fire or safety hazard or abusing/misusing safety equipment, or transmitting false fire alarms; helping or influencing others in such violations.***

**First Offense:**

- One semester of social probation

- Attendance to the Fire Safety Class
- Failure to attend class will result in a \$50 administrative assessment
- Written reprimand that any further violations may result in University probation and a \$100 administrative assessment

**Second Offense:**

- One semester of University probation
- \$100 administrative assessment
- Written reprimand that any further violations may result in one year of University probation, University service, eviction from University Housing and \$675 administrative assessment

**Third Offense:**

- One year of University probation
- University service
- Eviction from University Housing
- \$675 administrative assessment
- Written reprimand that any further violations may result in consideration of suspension or expulsion

***Smoking Violations - Paragraph 15b: Failing to comply with residence hall regulations as listed in the residence hall guidelines and/or the housing contract.***

**First Offense:**

- Verbal reprimand

**Second Offense:**

- Written reprimand

**Third Offense:**

- One semester of social probation
- \$50 administrative assessment
- Attendance to the Fire Safety Class
- Failure to attend class will result in a \$50 administrative assessment
- Written reprimand that any further violations may result in a semester of University probation, \$100 administrative assessment and University service

**Fourth Offense:**

- One semester of University probation
- \$100 administrative assessment

- University service
- Written reprimand that any further violations may result in consideration of suspension or expulsion [Return to Top](#)

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## PART 9: APPEAL OF DISCIPLINARY SANCTIONS

A student has the right to appeal the imposition of a penalty or sanction. Such appeal should be directed to the level immediately above that which originally heard the case. An appeal may be made only on justifiable grounds including:

- *irregularity in proceedings,*
  - *punishment inconsistent with the nature of the violation,*
  - *or additional pertinent information not available for the original hearing.*
1. Students who wish to appeal decisions of student judicial committees must submit a written appeal to the Executive Director of Student Rights and Responsibilities within five class days following the decision.
  2. Students who wish to appeal decisions of the Executive Director of Student Rights and Responsibilities must submit a written appeal to the Vice President for Student Affairs/Dean of Students within five class days following the decision.
  3. Students who wish to appeal decisions of the Student Disciplinary Council must submit a written appeal to the Vice President for Student Affairs/Dean of Students within five class days following the decision. If the Vice President for Student Affairs/Dean of Students upholds the sanction of expulsion or suspension, an appeal may be made to the President of the University. In the event the President considers the punishment to be inconsistent with the best interests of the University community, the President may request that the case be reopened and reheard by the Student Disciplinary Council. If the President upholds the sanction of suspension or expulsion, an appeal may be made to the Board of Regents. The decision of the Board of Regents is final.
  4. Parental Notification: An appeal of the sanction of parental notification is to the Vice President for Student Affairs/Dean of Students, in writing, within five class days following the imposition of the sanction. Appeal of the sanction of parental notification may be made on the following grounds: 1) The student is independent; and/or 2) Extenuating circumstances which indicate that parental notification is inappropriate.

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## PART 10: ACADEMIC INTEGRITY POLICY AND PROCEDURE

### **Preamble**

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity. These standards are embodied in this policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it will not tolerate academic dishonesty. This policy defines the various forms of academic dishonesty, and it

outlines the consequences for each. Additionally, this policy gives the method for appealing an instructor's belief that some form of academic dishonesty has in fact occurred.

### **Statement**

Academic Integrity (AI) is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that academic dishonesty and incidents of academic dishonesty will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

### **Pledge**

*Signing the Eastern Kentucky University Honor Code.*

The AI Pledge, below, is administered through the Terms of Usage for EKU Direct.

**I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky University Honor Code and Academic Integrity Policy.**

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## **PROCEDURES FOR DEALING WITH ACADEMIC INTEGRITY CASES:**

### **Step 1 - When a Violation is Suspected**

If an incident of alleged violation of the AI Policy is suspected, any member of the EKU community can initiate the process of review by reporting the incident, directly to the responsible faculty/staff member. The responsible faculty/staff member may elect to conduct his/her own review of the allegations (Option A) or may elect for the matter to be referred to the Academic Integrity Office (Option B). Prior to selecting either option, the faculty/staff member should (1) contact the AI Office to determine if the student has a prior violation, and (2) inform the appropriate Department Chair of the incident.

If a mid-term or final grade is to be reported to the University during the pendency of the academic integrity procedures, the responsible faculty member shall report an "incomplete" for the involved student until the final resolution of the matter.

### **Option A: The Faculty/Staff Member Conducts Review**

If the responsible faculty/staff member chooses to continue the review of the allegations autonomously, the faculty/staff member should obtain and assess the applicable information in determining whether a violation of the AI policy has occurred. If the faculty/staff member determines that an AI policy violation has occurred, a notification of the violation must be made to the Office of Academic Integrity for recordkeeping within 10 academic days of the alleged violation. At this point, the faculty/staff also notifies the student in writing of the allegation, the sanction, AND the right to contest the allegation and sanction according to the AI Policy procedure. If the student accepts responsibility for the violation and the sanction in writing, the case is closed. There is no appeal from this decision. Upon determination of responsibility, the Assistant Director for Student Rights and Responsibilities, for Academic Integrity (Assistant Director for AI) will enter the reported data in the database.

*Note: The faculty/staff involved in Step 1 should request information from the Assistant Director for AI regarding the student's previous violations of the AI Policy prior to determining a sanction in this particular case.*

If the student does not accept responsibility and chooses to contest the allegation and/or sanction, the faculty/staff member will refer the case to the AI Office, within five academic days of the meeting. The Assistant Director for AI will meet with the student to discuss the charge and/or sanctions and the right to contest these. If the student chooses not to contest the charge and sanction, the case is closed. There is no appeal from this decision. Notification of the violation is made by the AI Office into the database for recordkeeping. If the student contests the allegation and/or sanction, the AI Office will schedule a hearing, as soon as practicable, with the specific College Academic Integrity Committee from which the incident occurred.

#### **Option B: Faculty/Staff Member Refers the Case to AI Office**

If a faculty/staff member chooses to refer the case directly to the AI Office, the faculty/staff member will send all information concerning the matter to the AI Office and the Assistant Director for AI will meet with the student to discuss the alleged violation. If the student chooses not to contest the allegation and sanction, the sanction is imposed; the case is closed. There is no appeal from this decision. If the student contests the allegation and/or sanction, the AI Office will schedule a hearing, as soon as practicable, with the specific College Academic Integrity Committee from which the incident occurred.

#### **Step 2 - College Academic Integrity Committee Hearing**

At the College AI Hearing, both the student and the faculty/staff member will present their information. Both the student and faculty/staff member are permitted to bring witnesses with relevant testimony to the hearing in person. At the College AI Hearing the faculty/staff member will only function as a witness and shall not serve in an adversarial capacity. The committee members will review all of the information presented and then deliberate in private. At the discretion of the Chair of the Committee, the proceeding may be extended to an additional meeting. At this level of hearing and continuing throughout the process, the student has the option of having a Peer Advisor present. Absent exceptional circumstances beyond the control of the student as determined by the Chair of the Committee, if the student who has been notified of the hearing fails to appear, the proceeding may take place in his or her absence; the Committee's decision will be binding. If the Committee determines that the student has violated the AI Policy, before the sanctioning stage of the hearing, the Assistant Director for AI will provide the Committee information regarding whether the student has any previous AI Policy violations recorded or sanctions imposed. The Committee will deliberate again in private in order to determine the appropriate sanction for this violation. The Chair will announce the decision of the Committee, within five academic days, after the close of the hearing.

#### **Step 3 - Appealing the Decision of the College Academic Integrity Committee**

A student can appeal the decision of the College AI Committee to the University AI Committee. This appeal can only be made based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation. The student will notify, in writing, the AI Office of their request to appeal to the University AI Committee within five academic days of the College AI Committee's decision, and a meeting of the University AI Committee will be scheduled as soon as practicable.

#### **Step 4 - University Academic Integrity Committee Hearing**

At the University AI Committee appeal review meeting, the Committee members will consider all the written information supplied by the student, and the material considered by the College AI Committee, including any response from the faculty/staff member. The Committee can modify or set aside the applied response including sanction, refer the case back to the College AI Committee, or uphold the decision. The decision of the University AI Committee is final, unless the Committee determines that suspension or expulsion is the appropriate sanction to be imposed. The Chair will announce the decision of the committee, within five academic days, after the close of the hearing.

#### **Steps 5 through 8**

The following steps will **ONLY** be necessary if it is determined that the student may face the sanctions of suspension or expulsion for the alleged AI Policy violation. According to KRS 164.370, the Eastern Kentucky University Board of Regents may delegate its authority to suspend or expel a student. The Board has designated the Student Disciplinary Council as the only body authorized to suspend or expel a student. See Board of Regent's minutes October 7, 1978).

*KRS 164.370 provides that: "Each Board of Regents may invest the faculty or a committee of the faculty and students with the power to suspend or expel any student for disobedience to its rules, or for any other contumacy, insubordination, or immoral conduct. In every case of suspension or expulsion of a student the person suspended or expelled may appeal to the Board of Regents. The Board of Regents shall prescribe the manner and the mode of procedure on appeal. The decision of the Board of Regents shall be final."*

#### **Step 5 - Suspension, Expulsion, or "FX" Grade Recommendation**

If the College AI Committee or University AI Committee or Assistant Director for AI recommends that the sanction of suspension or expulsion is appropriate or if the "FX" grade is recommended as a sanction for an AI Policy violation, the matter must be referred to the Student Disciplinary Council. As soon as practicable, the AI Office will schedule a hearing before the Student Disciplinary Council.

#### **Step 6 - Student Disciplinary Council Hearing**

At the Student Disciplinary Council hearing, both the student and the faculty/staff member will present their information. At the Student Disciplinary Council hearing, the faculty/staff member will function only as a witness and shall not serve in any adversarial capacity. The Council will review all of the information presented and then deliberate in private. Absent exceptional circumstances beyond the control of the student as determined by the Chair of the Council, if the student who has been notified of the hearing fails to appear, the proceeding may take place in his or her absence, and the Committee's decision will be binding.

If the Council determines that the student has violated the AI policy, before the sanctioning stage of the meeting, the Assistant Director for AI will provide the Council information whether the student has any previous AI policy violations recorded and sanctions imposed. The Council will deliberate again in private in order to determine the appropriate sanction for this violation. The Chair will announce the decision of the Council to those present at the conclusion of the hearing.

### **Step 7 - Appealing the Decision of the Student Disciplinary Council**

If the student chooses to contest the allegation and/or sanction, the student can appeal to the Provost. The student will notify, in writing, the Office of the Provost of his or her request and grounds for such request, within five academic days of the Student Disciplinary Council's decision. An appeal to the Provost can only be based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation. The Provost will render a decision, in writing, within ten academic days of receipt of the appeal.

### **Step 8 - Appealing the Decision of the Provost**

If the Provost upholds the decision of the Student Disciplinary Council, and if the student chooses to contest the allegation and/or sanction, the student can appeal to the Board of Regents. The student will notify, in writing, the AI Office of his or her request and grounds for such request, within five academic days of the Provost's decision. As soon as practicable, the AI Office will schedule a hearing. An appeal to the Board of Regents can only be based upon irregularities in procedure, new evidence not available at the first hearing, or punishment not consistent with the violation; the decision of the Board of Regents is final.

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### **DEFINITIONS:**

#### ***Assistant Director for Student Rights and Responsibilities (Assistant Director for AI)***

A faculty member who coordinates the implementation of the EKU Academic Integrity Policy. The Assistant Director for AI does not take part in any actual hearings, but is available to answer procedural questions.

#### ***Cheating***

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise. Cheating includes, but is not limited to, the following:

- Giving or receiving assistance not authorized by the instructor or university representative
- Participating in unauthorized collaboration on an academic exercise
- Using unapproved or misusing electronic devices or aids during an academic exercise
- Turning in substantial similar papers/assignments as other student(s)

#### ***College Academic Integrity Committee***

The College Academic Integrity Committee is comprised of 5 members (1 faculty from the department where the incident arose, 2 faculty from the college at large, and 2 students from the college at large but not from the department where the incident arose.) If this case involves a graduate student, at least one of the students on the Committee will be a graduate student. One member, elected by the Committee, will serve as Chair. The College may form a standing committee for this purpose.

#### ***Day***

In this document, day refers to days within an academic term. If the academic day occurs on a weekend, holiday, or University break or if the University is closed due to inclement weather, an action required within a specified number of academic days shall be due on the first day practicable on which University is open during an academic term.

### ***Fabrication***

Fabrication is a form of deception and occurs when a student misrepresents written or verbal information in an academic exercise. Fabrication includes, but is not limited to, the following:

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
- Listing sources in a bibliography not directly used in the academic exercise
- Submission in a paper, thesis, lab report, practicum log, or other academic exercise of falsified, invented, or fictitious data or evidence or deliberate and knowing concealment or distortion of the true nature origin or function of such data or evidence.
- Submitting as your own any academic exercise (verbal, written, electronic, or artistic work) prepared totally or in part by another person

### ***"FX" Notation***

"FX" grade denotes failure in the course due to academic dishonesty.

### ***Peer Advisor***

An accused student has the right to have another willing student act as his or her advisor/advocate and to assist the student throughout the process, beginning at step 2 and continuing through step 8. The student can be any presently enrolled ECU student.

### ***Plagiarism***

Plagiarism occurs when a student represents work taken from another source as his or her own. It is imperative that a student give credit to information, words, ideas, and images that are integrated into his or her own work. Acknowledgement of a source of information in any form should consist of complete, accurate, and specific references and, if verbatim statements are included, quotation marks as well. Examples of plagiarism include, but are not limited to, the following:

- Using words, ideas, or images from another source (including the Internet), whether in quotation marks or not, without giving credit to that source in the form a bibliographic citation
- Using facts, statistics, or other supporting materials that are not clearly common knowledge without acknowledgement of the source

### ***Provost***

Refers to the Provost and Vice President for Academic Affairs or the Associate Provost for Academic and Faculty Affairs.

### ***Silent Advisor***

An accused student has the right to have an attorney present at any proceeding at Step 2 and continuing through Step 8. The attorney is not permitted to speak in any hearing through this process.

### ***Student Disciplinary Council***

The Student Disciplinary Council is comprised of seven members, one faculty from each of the Colleges, and two students (one undergraduate and one graduate student) named by the President of the University. One member, elected by the Council, serves as Chair.

### ***Triviality***

A case may be dismissed if it is found to be trivial. A trivial case is one with no possible consequences to a matter of legitimate concern of the academic community or one with no tendency to undermine trust within the community.

### ***University Academic Integrity Committee***

The University Academic Integrity Committee is comprised of six members. At the beginning of the academic year, there will be two names (1 faculty, 1 student) from each college and one name (faculty/staff) from the Library submitted to the President's office for appointment to the Committee. For each AI hearing, the College from which the incident arose will have both the faculty and student serve as members of this specific Committee. The remaining members of the Committee will be randomly drawn from two separate categories in order for the make-up of the Committee to be three faculty and three students. One member, elected by the Committee, will serve as Chair. An appeal to this Committee can only be based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation.

### ***University***

Eastern Kentucky University

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## **RESPONSIBILITIES:**

### ***Assistant Director for AI***

The Assistant Director for AI is responsible for maintaining all records of all incidents involving the EKU AI policy.

### ***College Academic Integrity Committee***

The Committee is responsible for determining the facts, and, if the student is found to have violated the AI policy, the Committee must determine the appropriate sanction. A minimum of 3 Committee members must be present. To determine that a violation has occurred, 3 of the 5 Committee members must agree. To determine the sanction, 3 of the 5 Committee members must agree.

### ***University Academic Integrity Committee***

The Committee is responsible for hearing appeals from the College AI Committee of AI policy sanctions. It can modify or set aside the applied sanction, refer the case back to the College AI Committee, or uphold the decision. A minimum of 4 Committee members must be present. To determine that a violation has/has not occurred, 4 of the 6 Committee members must agree. To determine the sanction, 4 of the 6 Committee members must agree. The decision of the University AI Committee is final, unless the Committee determines suspension or expulsion or the awarding of the "FX" grade is the appropriate sanction to be imposed.

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## **VIOLATIONS OF THE POLICY:**

### ***Minimum Sanction***

The standard minimum sanction for an AI Policy violation shall be the assignment of an "F" for the test, assignment or activity in which an incident of academic dishonesty occurred; the student will not be allowed to retake or rewrite the test, assignment or activity. A student assigned an "F" for the course will not be permitted to drop or withdraw from the course.

### ***Sanctions***

In addition to the minimum sanctions for an AI Policy violation, other appropriate educational sanctions may be assigned; these sanctions may be given even if this is the first violation of the AI Policy. Such sanctions could include, but are not limited to, the following:

- Removal from the course
- Educational sanctions
- Community service
- Precluded from graduating with Honors
- An assigned "F" for the course
- "FX" notation on transcript\*
- **Suspension\*\***
- **Expulsion\*\***

**\* Note: Per the Academic Integrity Policy 4.1.3, Eastern Kentucky University's Student Disciplinary Council is the only body authorized to make a permanent "FX" notation on transcript.**

**\*\* Note: In accordance with KRS 164.370, the Board of Regents of Eastern Kentucky University has delegated authority to the Student Disciplinary Council as the only body authorized to suspend or expel a student.**

### ***"FX" Notation***

The "FX" grade is a final and permanent notation on the student's transcript. The "FX" grade can only be imposed by the Student Disciplinary Council. Upon exhaustion of the appeals process set forth in the Academic Integrity Policy, 4.1.3, the notation cannot be removed. A student may retake the course where the "FX" notation is applied, and the new grade will replace the "FX" in the calculation of the student's GPA. The "FX" notation, however, will remain on the student's transcript.

## **SEXUAL MISCONDUCT**

The University prohibits sexual misconduct in any form, including sexual assault or sexual abuse, sexual harassment, and other forms of nonconsensual sexual conduct, all of which can be forms of sexual discrimination.

It is the position of the University that sexual misconduct in any form will not be tolerated. University disciplinary processes will be available to a student and enforced against a person found to have engaged in the behavior. The University is committed to fair and prompt procedures to investigate and adjudicate reports of sexual misconduct and to the education of the University community about the importance of responding to all forms of sexual

misconduct. Special emphasis is placed on the rights, needs, and privacy of the student with a complaint, as well as the rights of the accused. At the same time, the University adheres to all federal, state, and local requirements for intervention and crime reporting related to sexual misconduct.

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## PROCESS AND PROCEDURES

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### HEARING LEVELS:

#### **I. Level one - Student Judicial Committees**

Not applicable to sexual misconduct cases

#### **II. Level two - Executive Director of Student Rights and Responsibilities**

1. Campus-wide jurisdiction
2. Case will be heard by the Executive Director of Student Rights and Responsibilities
3. Hearings scheduled as needed
4. Appeal of Decisions—Vice President for Student Affairs/Dean of Students

#### **III. Level three - Student Disciplinary Council**

1. Campus-wide jurisdiction
2. Case is heard by the Student Disciplinary Council (composed of faculty, staff, and students).
3. Hearing scheduled as needed
4. Appeal of Decisions:
  - a. Vice President for Student Affairs/Dean of Students
  - b. President
  - c. Board of Regents

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### PROCESS - SEXUAL MISCONDUCT CASES:

1. The Executive Director and/or designee shall review reports of sexual misconduct to determine if there is evidence of a violation of the [General Regulations for Student Behavior](#).
2. If there is insufficient evidence, the case is dismissed.
3. If evidence of a violation exists, the designated staff members shall contact and meet, separately, with the accused student and alleged victim.
4. Charges of sexual misconduct shall be presented to the accused student in writing and shall be sufficiently specific to permit preparation of a defense.

5. If the accused student accepts responsibility for the alleged violation, the Executive Director of Student Rights and Responsibilities shall impose sanctions. There is no route of appeal.
6. If the alleged violation may result in suspension or expulsion, the accused student may elect to withdraw from the University in lieu of disciplinary action. The accused student shall sign a statement acknowledging that they have been advised of their rights to a hearing and an appeal but instead will voluntarily withdraw from the University.
7. If the accused student does not accept responsibility in a case that may result in suspension or expulsion, the case shall be referred to the Student Disciplinary Council.
8. Upon notice to the accused student and alleged victim of the time and place of the hearing, the Student Disciplinary Council shall hear the evidence and determine whether it is more likely than not that the accused student violated the General Regulations for Student Behavior, and, if the decision is that there was a violation, shall determine the appropriate sanction(s).
9. The accused student and the alleged victim are each entitled to the opportunity to have one advisor present during the campus disciplinary proceedings. During any hearing the advisor may only confer with the accused student or alleged victim, respectively, and is not permitted to speak. In addition to the right to an advisor, the accused student and the alleged victim have the right to testify on their own behalf, to present evidence and witnesses, to hear and question adverse witnesses, and to rebut unfavorable inferences. The accused student and the alleged victim shall be informed of all the statements and evidence submitted against him or her and the names of those providing the evidence. The decision of the hearing committee shall be based solely on the evidence submitted at the hearing and improperly acquired evidence should not be admitted.
10. In cases involving suspension or expulsion, a record shall be made of the hearing, maintained in the files of the Executive Director of Student Rights and Responsibilities, and a copy shall be made available for inspection by the accused and his or her advisor as well as inspection by the alleged victim and his or her advisor, and for use on appeal.

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## APPEAL OF DISCIPLINARY DECISIONS

The University has the authority to penalize or impose sanctions on students who violate University regulations. In determining possible sanctions, the University shall consider such matters as the nature of the particular offense, the welfare of the student and University community, and prior disciplinary record of the student.

Usual sanctions are explained on the [sanctions](#) page. In addition to these sanctions, other sanctions as appropriate for a particular case, may be imposed. Each level of hearing body may use creative educational sanctions that are designed to be developmental in nature. The sanctions of expulsion and suspension may be applied only by the Student Disciplinary Council, as designated by the **Board of Regents under Kentucky Revised Statutes 164.370** for offenses which are of such severity or nature that expulsion or suspension of the responsible student is in the best interest of the University.

Both the accused student and the alleged victim have the right to appeal the decision of the committee or agency hearing the case which imposes a penalty or sanction.

**AN APPEAL OF A DISCIPLINARY DECISION MAY BE MADE ONLY ON THE FOLLOWING GROUNDS INCLUDING:**

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1. *Irregularity in proceedings,*
2. *Punishment inconsistent with the nature of the offense,*
3. *Or additional pertinent evidence not available for the original hearing.*

Appeals will be directed to the level immediately above that which originally heard the case. Appeal decisions of the Executive Director of Student Rights and Responsibilities shall be written and submitted to the Vice President for Student Affairs/Dean of Students within five class days following the decision. Appeals from the Student Disciplinary Council shall be to the Vice President for Student Affairs/Dean of Students. If the Vice President for Student Affairs/Dean of Students upholds a sanction of expulsion or suspension, an appeal may be made to the President of the University. In the event the President considers the punishment to be inconsistent with the best interests of the University community, the President may request that the case be reopened and reheard by the Student Disciplinary Council. If the President upholds the sanction of suspension or expulsion, an appeal may be taken to the Board of Regents. The decision of the Board of Regents is final.

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**FREQUENTLY ASKED QUESTIONS (FAQ'S)**

**1. What do I do if I experience sexual misconduct?**

Report and seek assistance from ECU Police (859-622-1111) or the Vice President for Student Affairs/Dean of Students (859-622-1721). They will help you file your report and provide helpful information and additional resources.

If the incident occurs on campus, contact ECU Police (859-622-1111).

If the incident occurs off campus, contact the appropriate local law enforcement officials.

**2. How do I file charges?**

If the accused individual is an ECU student, the alleged victim may choose to:

- Go forward and file criminal charges with local law enforcement officials; OR
- Go forward with the University's administrative process and your case would be heard by either the Executive Director of Student Rights and Responsibilities or the Student Disciplinary Council; OR
- Go forward with both processes and procedures.

If the accused individual is NOT an ECU student, and the incident occurs on campus, contact ECU Police (859-622-1111).

If the accused individual is NOT an ECU student, and the incident occurs off campus, contact the local law enforcement officials.

If you choose to file criminal charges with ECU Police, and there is sufficient evidence, your case will be heard through the Madison County Court system.

If you choose to use the University's administrative process, and there is sufficient evidence, your case will be heard by either the Executive Director of Student Rights and Responsibilities or the Student Disciplinary Council. These procedures can be found in detail under the tab entitled "[Process and Procedures](#)".

### **3. What other resources are available to me?**

There are numerous helpful resources you may contact. University resources are available to both the accused student and the alleged victim.

#### **On Campus:**

- ECU Police, Mattox Hall, Phone: 859-622-1111
- Vice President for Student Affairs/Dean of Students, SSB, Room 540, Phone: 859-622-1721
- ECU Student Health Services, Rowlett Bldg., Room 103, Phone: 859-622-1761
- ECU Counseling Center, SSB, Room 571, Phone: 859-622-1303
- ECU SAFE, Keith Bldg., Room 126, Phone: 859-622-7297
- ECU Title IX Coordinator, Coates Bldg., Room 103, Phone: 859-622-6784

#### **Off Campus:**

- Bluegrass Rape Crisis Center: 24 Hours a day, Phone: 1-800-656-HOPE (4673)
- Pattie A. Clay Hospital: 24 Hours a day, Phone: 859-623-3131
- Richmond Police Department: 24 Hours a day, Phone: 859-623-1162.

### **4. Will my information remain confidential if I tell someone such as the ECU Police or another University official?**

You can expect the University to take acts of alleged sexual misconduct very seriously. To make informed choices about your situation, you should be aware of who has an obligation to report an alleged incident and who can keep your information private and confidential. Before sharing your information, ask them about their ability to maintain your privacy. Different people on campus have different requirements for reporting incidents of sexual misconduct depending on their roles at the University. Private information concerning both parties, the accused student and the alleged victim, is respected.

On campus resources such as the ECU Counseling Center, ECU Student Health Services, and chaplains as well as off campus resources such as the Bluegrass Rape Crisis Center and Pattie A. Clay Hospital may keep your information confidential.

Offices that are required by law to report incidents of sexual misconduct for statistical purposes (Clery Act, Minger Act) include, but are not limited to, the Vice President for Student Affairs/Dean of Students, ECU SAFE, ECU Police, Equal Opportunity Office, ECU Title IX Coordinator, Office of Student Rights and Responsibilities, and other administrative offices. Faculty are also required to report incidents.

### **5. Do I have to identify the accused person?**

Yes. If you want to go forward with the administrative disciplinary process at the University through the Office of Student Rights and Responsibilities, the accused person will need to be identified. You should be aware that by not providing a name, the University's ability to investigate and respond is limited.

**6. What will the University do to help me after I make a report?**

As soon as a report is received, the University will take measures necessary to help you which may include, but are not limited to:

- Issuing a [No Contact Order](#) for both the alleged victim and the accused student
- Modification of living arrangements
- Receiving academic accommodations:
- Rescheduling of assignment and exams
- Receiving a grade of Incomplete (I) in class
- Transferring class sections.

The rights and concerns of both the alleged victim and the accused student will be considered. All of these are dependent on the facts of each situation and the seriousness of the offense.

**7. Should I still report an incident if I was under the influence?**

Yes. The University does not want to keep you from reporting such an incident. The University will not sanction you for your use of drugs or alcohol in the event of sexual misconduct.

**8. What do I do if I am accused of sexual misconduct?**

**DO NOT CONTACT THE ALLEGED VICTIM BY ANY MEANS INCLUDING ELECTRONIC COMMUNICATION OR THROUGH A THIRD PARTY.**

You may immediately want to contact someone in the campus community who can act as your advisor. The Vice President for Student Affairs/Dean of Students is available to explain the University's procedures for dealing with sexual misconduct complaints.

**9. If I file a police report, will I be protected against retaliation?**

Retaliation by either the alleged victim or accused student or a third party acting on behalf of the alleged victim or accused student will not be tolerated. Those individuals will be subject to further disciplinary action, as stated in the [General Regulations Concerning Student Behavior](#). If you become the victim of retaliation, the police can charge the accused with intimidating a witness/victim, which is a felony.





University Counsel

## **EASTERN KENTUCKY UNIVERSITY**

(859) 622-6693 ♦ Fax (859) 622-8030

### **Iowa College Student Aid Commission**

#### **Supporting Document 3:**

#### **EKU's Undergraduate and Graduate Catalogs**



Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution.





University Counsel

**EASTERN KENTUCKY UNIVERSITY**

(859) 622-6693 ♦ Fax (859) 622-8030

**Iowa College Student Aid Commission**

**Supporting Document 4:**

**EKU's Tuition Resolution Policy**



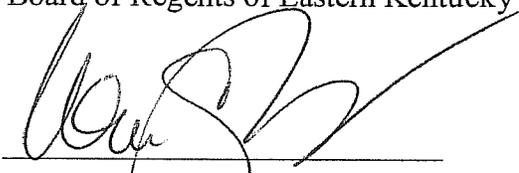
Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution.

**Eastern Kentucky University  
Board of Regents**

**RESOLUTION**

- WHEREAS, Eastern Kentucky University (the "University") is committed to offering quality online degree programs in all fifty (50) states in the U.S.A., District of Columbia, and U.S. territories (collectively referred to as "states").
- WHEREAS, Within the states, either by state statute or by promulgation/guideline adopted by the state higher education authorization agency, some states have adopted a tuition refund policy for its residents enrolled in online degree programs offered by out-of-state institutions.
- WHEREAS The University, in order to offer online degree programs in a state, must agree to abide by the applicable statute/promulgation/guideline regarding the state-authorized tuition refund policy for its residents enrolled in online degree programs offered by out-of-state institutions.
- RESOLVED: that the University Board of Regents authorizes the Vice President of Financial Affairs and Treasurer to act on its behalf to commit the University to comply with the state-authorized tuition refund policy for its residents enrolled in online degree programs offered by out-of-state institutions.

Done this Twenty-fifth day of January, 2013, by the Board of Regents of Eastern Kentucky University.

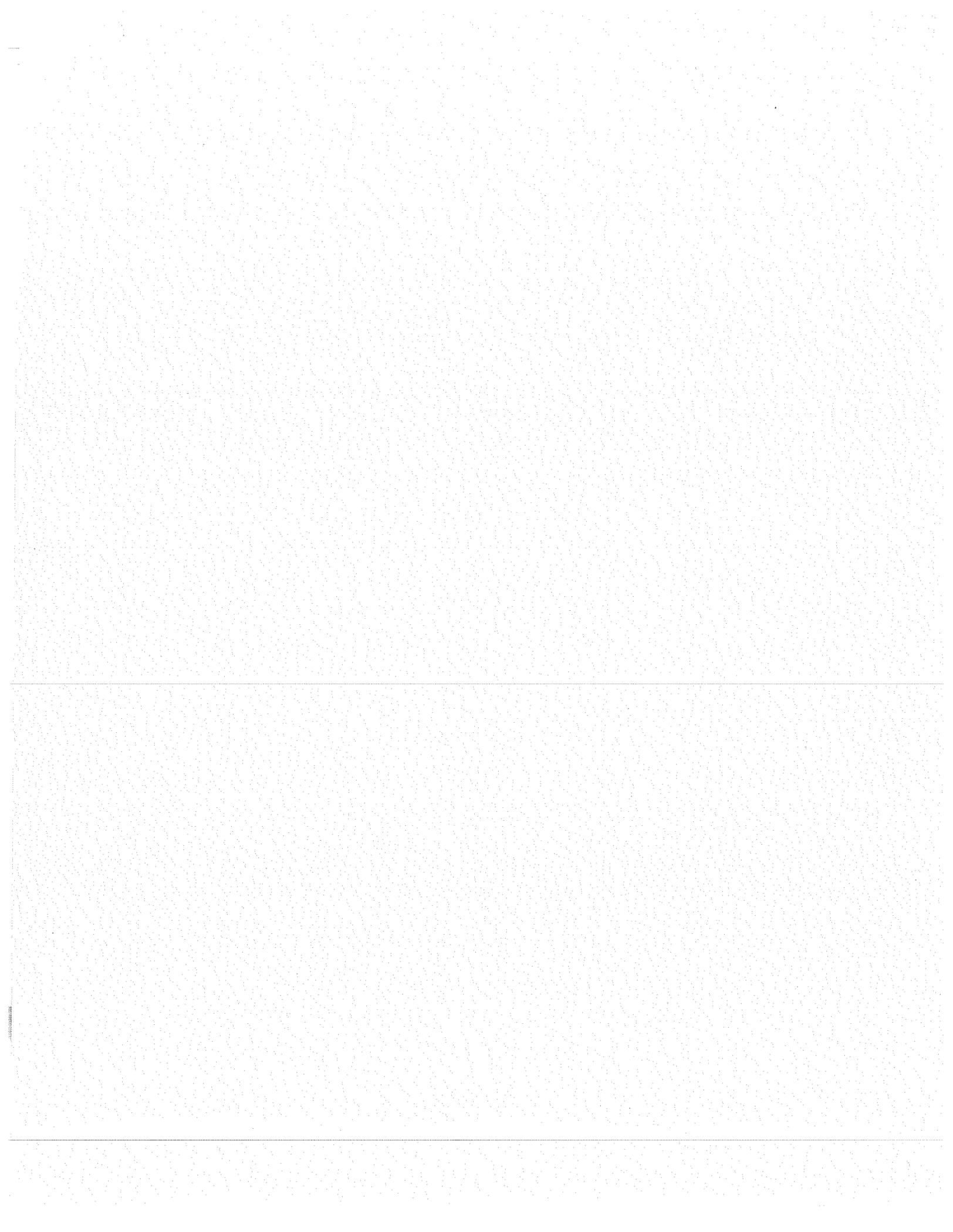
  
\_\_\_\_\_  
Chair

**CERTIFICATE**

It is certified that the foregoing is a true and correct copy of a resolution duly adopted by the Board of Regents of Eastern Kentucky University on the 25<sup>th</sup> day of January, and such resolution has not been altered, amended or repealed.

IN WITNESS WHEREOF, the undersigned has executed this Certificate this 4 day of FEB, 2013.

  
Secretary





University Counsel

## **EASTERN KENTUCKY UNIVERSITY**

(859) 622-6693 ♦ Fax (859) 622-8030

### **Iowa College Student Aid Commission**

#### **Supporting Document 5:**

#### **State Agency Record Retention Schedule**



Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution.

## EKU RECORDS RETENTION SCHEDULE

W/A = While Active      ACT = Active      CFY = Current Fiscal Year      SUP = Superseded Records      OBS = Obsolete      V = Vital      PM = Permanent      UPD = Updated  
 Type of Record      EKU Series #      Series #      Description      Contents      Office of Record      Vital or Permanent      Office of Record Retention Period      Transfer

| A – General Records                            |              |          |  |   |                      |                    |                                   |                     |  |
|--|--------------|----------|--|---|----------------------|--------------------|-----------------------------------|---------------------|--|
| Type of Record                                 | EKU Series # | Series # | Description  | Contents  | Office of Record     | Vital or Permanent | Office of Record Retention Period | Transfer            |  |
| Audio/Video                                    | E1001        | U0119    | University activities or functions in audio or video format  | Audio or video recordings                                 | Creating unit        | PM                 | W/A                               | University Archives |  |
| Correspondence                                 | E1002        | U0100    | Functions of office / Important events   | Announcements, memoranda                                  | Creating unit        | PM                 | W/A                               | University Archives |  |
|  | E1003        | U0101    | General operations of departments  | Memoranda, correspondence                                 | Creating unit        | No                 | CFY + 2 years                     |                     |  |
| Itinerary File                                 | E1004        | U0125    | Documents travel/activity plans for University personnel   | Department, week/month of itinerary, list of destinations | Creating unit        |                    | 2 months                          |                     |  |
| KY State Agency Univ. Cooperative Publications | E1005        | U0117    | Publications from University research projects funded by state gov.  | Published reports   | Sponsored Program    | PM                 | W/A                               | University Archives |  |
| Legislative file                               | E1006        | U0102    | Actions taken by General Assembly/legislation proposed by university   | Proposed actions/regulations                              | Gov. Relations       | No                 | CFY + 5 years                     |                     |  |
| Manuals  | E1007        | U0103    | Institutional/department procedures for conducting daily business  | Operation/emergency manuals                               | Creating unit        | PM                 | W/A                               |                     |  |
| Maps   | E1008        | U0131    | Maps consisting of images that show geographic points at which various objects, incidents or phenomena occur | Spatial coordinates, plotted images and/or data           | Facility Services    | PM                 | W/A                               |                     |  |
| Microfilm Quality Evaluation Form              | E1009        | U0128    | Quality control processes to determine if microfilm produced met quality/standards                           | Agency, test roll number, resolution, reduction ratio     | University Archivist | PM                 |                                   |                     |  |
| Minutes  | E1010        | U0104    | Documents of actions taken at meetings   | Members present, discussions, decisions                   | Creating unit        | PM                 | W/A                               | University Archives |  |
| Minutes - University Faculty/Staff Meeting     | E1011        | U0130    | Record of proceedings of Internal University faculty or staff meetings                                       | Date of meeting, location, names of attendees             | Creating unit        |                    | CFY + 3 years                     |                     |  |
| Nonbusiness Related Correspondence             | E1012        | U0122    | E-mail and other correspondence not related to University business   | Personal messages, spam, unsolicited messages             | Creating unit/person |                    | Delete immediately                |                     |  |

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## EKU RECORDS RETENTION SCHEDULE

| WA= While Active                                | ACT= Active  | CFV = Current Fiscal Year | SUP = Superseded Records   | OBS = Obsolete   | V = Vital                    | PM = Permanent     | UPD = Updated                                       |                     |
|---|--------------|---------------------------|--|--|------------------------------|--------------------|---|---------------------|
| Type of Record                                  | EKU Series # | Univ Model Series #       | Description  | Contents   | Office of Record             | Vital or Permanent | Office of Record Retention Period                   | Transfer            |
| Photographic file                               | E1013        | U0107                     | University activities/functions in photographic format   | Photographic images  | Public Relations             | PM                 |   | University Archives |
| Policies and Procedures                         | E1014        | U0124                     | University general goals and mission   | Mission/policy statements, responsibilities                          | Institutional Research       |                    | W/A   | Office of Origin    |
| Press releases                                  | E1015        | U0108                     | Notices distributed to media outlets   | Info. about University events  | Public Relations             | PM                 | W/A   | University Archives |
| Publications                                    | E1016        | U0109                     | Policies/procedures required for admittance into University  | Catalog, brochures, reports  | Admission                    | PM                 | W/A   | University Archives |
| Recordings of minutes                           | E1017        | U0105                     | Mechanical recording of meetings of university boards  | Audio or video recordings  | Creating unit                | No                 | 30 days after meeting at which minutes are approved |                     |
| Records Destruction Certificate File            | E1018        | U0129                     | Destruction of records has been carried out by public colleges and universities                      | Planned destruction date, administrative units, confidential records | University Archivist         | PM                 |   |                     |
| Records Transmittal File- Non-permanent Records | E1019        | U0127                     | Transfer of custody of records of non-permanent records to State Records Center                      | Cabinet/local jurisdiction, department/local Gov. office             | University Archivist/Library |                    | CFV + 1 year  |                     |
| Records Transmittal File-Permanent Records      | E1020        | U0126                     | Transfer of custody of records of continuing or historical value to Dept. for Libraries and Archives | Cabinet/local jurisdiction, department/local Gov. office             | University Archivist/Library | PM                 |   |                     |
| Reference and Info Materials                    | E1021        | U0111                     | Info. supplied to University as advertisement of services  | Catalogs, brochures, pamphlets                                       | Creating unit                | No                 | W/A   |                     |
| Reports - Annual or Summary                     | E1022        | U0112                     | Departmental activities  | Curriculum, enrollment, and faculty                                  | Creating unit                | PM                 | W/A   | University Archives |
| Reports - Periodic Activity                     | E1023        | U0113                     | University Department's/ Program's Activities  | Date, activities, statistical info.                                  | Creating unit                | PM                 | W/A   | No                  |
| Reports - Special Studies                       | E1024        | U0114                     | Unpublished info. related to activities/events   | Administrative unit, purpose, title                                  | Creating unit                | PM                 | W/A   | University Archives |
| Request to inspect Public Records               | E1025        | U0123                     | Requests to inspect, research, or review public records within universities                          | Name of agency, records requested to inspect                         | University Counsel Office    |                    | CFV + 3 years                                       |                     |

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## EKU RECORDS RETENTION SCHEDULE

|                   |              |                           |                          |                |                  |                    |                                   |
|-------------------|--------------|---------------------------|--------------------------|----------------|------------------|--------------------|-----------------------------------|
| WA = While Active | ACT = Active | CFY = Current Fiscal Year | SUP = Superseded Records | OBS = Obsolete | V = Vital        | PM = Permanent     | UPD = Updated                     |
| Type of Record    | EKU Series # | Univ Model Series #       | Description              | Contents       | Office of Record | Vital or Permanent | Office of Record Retention Period |
|                   |              |                           |                          |                |                  |                    | Transfer                          |

|                          |       |       |   |                                      |                    |    |                                |                     |
|--------------------------|-------|-------|---|--------------------------------------|--------------------|----|--------------------------------|---------------------|
| Research Data            | E1026 | U0120 | Created by faculty, staff, students, post-doctoral fellows, scholars, and visiting scientists | Technical data, computer software    | Creating unit      | V  | CFY + 5 years                  |                     |
| Research Projects        | E1027 | U0115 | Final reports of research projects  | Summaries/analyses                   | Creating unit      | PM | WA                             | University Archives |
| Speeches                 | E1028 | U0116 | Official statements/remarks before a group  | Transcript                           | Public Relations   | PM | WA                             | University Archives |
| Surveillance Video/Audio | E1029 | U0132 | Record used to document activities in public areas of state colleges and universities         | Video/audio recording                | Public Safety      |    | Destroy or re-use after 7 days |                     |
| Theses/Dissertations     | E1030 | U0118 | Compilation of theses written by students   | Substantial paper written by student | Graduate Education | PM | WA                             | University Archives |

### B - Fiscal Records

|   |       |       |   |  |   |    |  |                     |
|---|-------|-------|---|--|---|----|--|---------------------|
| Annual or Summary Financial and Audit Reports | E2001 | U0230 | Annual accounting of the fiscal status of University                                      | Financial/audit reports  | VP Financial Affairs                                  | V  | WA   | University Archives |
| Bond Documentation File                       | E2002 | U0242 | Documents each bond issue and subsequent activity   | Name of issuer, amount issued, bond numbers                          | VP Financial Affairs                                  | PM | CFY + 3 years                              | University Archives |
| Budget  | E2003 | U0203 | Budget University operates for given biennium   | Organizational units, requested items, receipts                      | Budget  | V  | WA   | University Archives |
| Budget and Audit Work Papers                  | E2004 | U0238 | Compilation of info. used to complete University operating budgets                        | Statistical info, reports of expenditures                            | Budgeting   |    | WA, CFY + 5 years                          | Records Center      |
| Capital Construction                          | E2005 | U0243 | Disbursement of funds for capital construction projects at public universities            | Capital construction project number, location, agency                | Capital Planning/VP Admin.                            | PM |  | Creating Unit       |
| Contracts                                     | E2006 | U0208 | Contracts, leases and agreements entered into by University with public                   | Names of parties, terms of agreement                                 | Purchase-Stores                                       |    | WA, CFY + 3 years after termination        | University Counsel  |
| Department or Cost Center Request Form        | E2007 | U0246 | Action taken on various depts. or other cost centers on University campus                 | Dept./Cost Center Name, justification, responsible parties           | Accounting & Financial Services                       |    | WA, Destroy when SUP                       | Department          |
| Electronic Funds Transfer                     | E2008 | U0250 | Info provided to banks by university staff to facilitate the electronic transfer of funds | University name/ID number, destination of funds, name/account number | Accounting & Financial Services or Purchases & Stores |    | Destroy once uploaded to bank and accurate |                     |

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## EKU RECORDS RETENTION SCHEDULE

| WAE = While Active | ACT = Active | Univ. Model Series # | CFY = Current Fiscal Year | SUP = Superseded Records | OBS = Obsolete   | V = Vital          | PM = Permanent                    | UPD = Updated |
|--------------------|--------------|----------------------|---------------------------|--------------------------|------------------|--------------------|-----------------------------------|---------------|
| Type of Record     | EKU Series # |                      | Description               | Contents                 | Office of Record | Vital or Permanent | Office of Record Retention Period | Transfer      |

|  |       |       |  |   |   |    |   |                               |
|--|-------|-------|--|---|---|----|---|-------------------------------|
| Federal Tax Forms                      | E2009 | U0245 | Federal tax forms completed by University personnel in course of University business | IRS Form 990, IRS Form 5227, IRS Form 1041-A, Schedule K-1            | Financial Services  |    | WA, CFY + 4 years after tax is due or after tax is paid         |                               |
| Financial Records Not Subject to Audit | E2010 | U0240 | Records documenting the receipt and disbursement of funds within University          | Accounts payable/receivable, invoices, work orders, travel requests   | Accounting-Includes grant accounting & Financial Services |    | WA, CFY + 3 years   | Purchasing/ Accounting Office |
| Financial Records Subject to Audit     | E2011 | U0239 | Audited records of funds during course of University business                        | Bank statements, deposit slips, invoices                              | Accounting & Financial Services                           |    | WA, CFY + 3 years or after audit is completed                   |                               |
| Inventory Records                      | E2012 | U0217 | Documents University's property assets   | Inventory listing, description of item, inventory number              | General Accounting  |    | WA, Vehicles: CFY + 3 years                                     |                               |
| Invitation for Bid/RFP                 | E2013 | U0247 | Invitations for bid (IFB) and requests for proposals (RFP) sent out by University    | IFB file, price contract, RFP file, signed confidentiality statements | Purchases & Stores  |    | Successful bid: CFY + 3 years<br>Unsuccessful bid: CFY + 1 year |                               |
| Ledgers/Journals                       | E2014 | U0244 | Documents funding activity for the year  | Transaction entries, account codes, grand total expenses              | Accounting & Financial Services                           | PM | CFY + 3 years   | University Archives           |
| Orders                                 | E2015 | U0222 | Request for repairs needed on campus buildings                                       | Type of work requested, location, who performed work                  | Facilities  |    | WA, Destroy when completed                                      |                               |
| Surplus Property Sales File            | E2016 | U0248 | Sale of surplus property by university   | Request to dispose surplus property, justification                    | Purchases & Stores  |    | CFY + 3 years   |                               |
| Vendor Lists                           | E2017 | U0249 | Vendors with which universities do business  | Issuance of purchase order or payment                                 | Purchases & Stores  | PM | WA, Destroy when OBS  |                               |

### C - Awards Committees

|                              |       |       |   |  |               |    |  |                     |
|------------------------------|-------|-------|---|--|---------------|----|--|---------------------|
| Awards Committee Records     | E3001 | U0300 | Documents the admin of awards given by University | Minutes of meeting, scoring sheets, correspondence with Judges | Creating unit | PM | WA   | University Archives |
| Award Nominee Files          | E3002 | U0301 | Nominees to receive awards from University        | Nominee info form, photographs                                 | Creating unit | PM | CFY + 5 years or until work cannot be re-nominated | University Archives |
| Award Presentation Materials | E3003 | U0302 | Winners' acceptance of award given by University  | Audio/Video recordings, notes                                  | Creating unit | PM |  | University Archives |

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## EKU RECORDS RETENTION SCHEDULE

WA= White Active      ACT = Active      CFY = Current Fiscal Year      SUP = Superseded Records      OBS = Obsolete      V = Vital      PM = Permanent      UPD = Updated  
 Type of Record      EKU Series #      Univ./Model Series #      Description      Contents      Office of Record      Vital or Permanent      Office of Record Retention Period      Transfer

| Award Winning Works                               | E3004 | U0303 | Works for which individual wins awards at University   | Books, articles, musical recordings and scores   | Creating unit | PM           |   | University Libraries |
|---|-------|-------|--|--|---------------|--------------|---|----------------------|
| <b>D - Student/Course Records</b>                 |       |       |  |  |               |              |   |                      |
| Academic Action Authorization File                | E4001 | U0400 | Official creation of and changes to student's academic performance file  | Name change authorization, registration forms  | Registrar     |              | CFY + 5 years after graduation or last date of attendance                                   |                      |
| Acceptance Letters and Related Materials          | E4002 | U0402 | Inform prospective students they've been admitted to University  | Student admission actions, acceptance letters  | Registrar     |              | CFY + 5 years - after graduation or last date of attendance<br>CFY + 1 year - didn't enroll |                      |
| Address Changes                                   | E4003 |       |  | Paper documents  | Registrar     | PM in Banner | Paper records - Two calendar years after end-of-term in which request submitted             |                      |
| Admission Communication Documents                 | E4004 |       |  |  | Program/dept. |              | Destroy 5 years after graduation or last date of attendance                                 |                      |
| Appeals   | E4005 | U0478 | The appeals filed by students as a result of decisions by campus standing committees   | Name of appellant, committee action, signature of chairperson  | Creating Unit |              | CFY + 3 years   |                      |
| Application/Authorization on for Graduation File  | E4006 | U0408 | Documents that students met University's qualifications to graduate<br>Includes Correspondence   | Application for graduation, degree requirements, authorization, letters regarding graduation (referrals) | Registrar     |              | CFY + 1 year after graduation or last date of attendance                                    |                      |
| Applications for Admission or Readmission         | E4007 | U0406 | Record of all levels of students applying for admission or readmission to University<br>Includes when applicable, the Admission Communication Packet from Dept. and Admission Correspondence, relevant to admission action | Info about college, transcript, test scores  | Registrar     |              | CFY + 5 years - after graduation or last date of attendance<br>CFY + 1 year- didn't enroll  |                      |
| Applications for Admission/Readmission - Accepted | E4008 | U0407 |  |  | Registrar     |              | Destroy 5 years after graduation or date of last enrollment                                 |                      |

## EKU RECORDS RETENTION SCHEDULE

|                   |              |                          |                     |               |                  |                    |                                   |
|-------------------|--------------|--------------------------|---------------------|---------------|------------------|--------------------|-----------------------------------|
| WAA= While Active | ACT= Active  | CFY= Current Fiscal Year | SUP= Suspend Record | OBS= Obsolete | V= Vital         | PM= Permanent      | UPD= Updated                      |
| Type of Record    | EKU Series # | Univ./Model Series #     | Description         | Contents      | Office of Record | Vital or Permanent | Office of Record Retention Period |

|  |       |       |   |  |                      |              |   |               |
|--|-------|-------|---|--|----------------------|--------------|---|---------------|
| Applications for Scholarships          | E4009 | U0472 | Application by students for academic scholarships   | Supporting documentation, notification letter, type of scholarship awarded | Scholarship Office   |              | CFY + 3 years after expiration<br>CFY + 1 unsuccessful applications               |               |
| Attendance Record for Field Experience | E4010 |       |   |  | Program/dept.        |              | Destroy 5 years after graduation or last date of attendance                       |               |
| Audiology Screening                    | E4011 |       |   |  | Program/dept.        |              | Destroy 5 years after graduation or last date of attendance                       |               |
| Change of Grade Form                   | E4012 | U0409 |   |  | Registrar            | PM in Banner | Orig. paper doc to be permanently archived  |               |
| Class Rosters                          | E4013 | U0410 | Names of students enrolled in course  | List of student's names, course number, professor's name                   | Registrar            |              | CFY + 1 Year  |               |
| Class Schedules - Faculty Copy         | E4014 | U0411 | Documents classes for each semester, times, instructor  | Text required, enrollment figures  | Registrar            |              | Destroy when OBS  |               |
| Class Schedules - Institutional Copy   | E4015 | U0412 | List of course offerings that are available for given term  | Courses, times, location, instructor name                                  | Registrar            | PM           | WA, University Archives   |               |
| College Level Exception Forms          | E4016 |       |   | Waiver/substitutions   | Registrar            |              | Destroy 5 years after graduation or date of last attendance                       |               |
| Continuing Education                   | E4017 | U0481 | Continuing education courses offered through the university and the students who attend those courses | Course proposals, applications, course evaluations                         | Continuing Education |              | WA<br>Class Lists destroy after 6 months<br>Financial records destroy after audit | Creating unit |

## EKU RECORDS RETENTION SCHEDULE

|                  |              |                           |                          |                |                  |                    |                                   |
|------------------|--------------|---------------------------|--------------------------|----------------|------------------|--------------------|-----------------------------------|
| WA= While Active | ACT = Active | CFY = Current/Fiscal Year | SUP = Superseded Records | OBS = Obsolete | V = Vital        | PM = Permanent     | UPD = Updated                     |
| Type of Record   | EKU Series # | Univ. Model Series #      | Description              | Contents       | Office of Record | Vital or Permanent | Office of Record Retention Period |
|                  |              |                           |                          |                |                  |                    | Transfer                          |

|                                    |       |       |   |  |  |                 |   |  |
|------------------------------------|-------|-------|---|--|--|-----------------|---|--|
| Correspondence - Graduate Students | E4018 |       |   | Letters to Graduate students regarding performance on comprehensive exams and/or tests<br>Letters addressing specifics regarding scheduling comprehensive exams (Schedule of Comps form) | Grad school  |                 | Destroy 5 years after graduation or last date of attendance |  |
| Correspondence - Students          | E4019 |       |   | Relevant to student's academic record of addressing an academic or personal detail held within student's record  | Department/ program<br>Final disposition-Registrar   |                 | Destroy 5 years after graduation or last date of attendance |  |
| Counseling Files                   | E4020 | U0413 | Documents student visits to counseling center                                   | Client info form, assessment reports, psychiatric notes  | Exception Revival-<br>Registrar/Counseling<br>Center |                 | CFY + 7 years after last date of service                    |  |
| Course Change File                 | E4021 | U0414 | Used to add or delete a course  | Instructions, reason for change in course, appropriate signatures  | Registrar  |                 | CFY + 5 years after date submitted                          |  |
| Course Proposal File               | E4022 | U0470 | Proposals to add, drop, or change courses in University curriculum              | Info to explain proposed changes   | Registrar  |                 | CFY + 1 year after approval<br>Destroy after denial         |  |
| Course Syllabi                     | E4023 | U0415 | Documents specific occurrence of University class in particular semester        | Course name/number/location, policies/procedures   | Department   |                 | CFY + 5 years from date offered by department               |  |
| CPR/First Aid Certifications       | E4024 |       |   |  | Program/dept.  |                 | Destroy 5 years after graduation or last date of attendance |  |
| Credit for Non-Collegiate Work     | E4025 | U0416 |   |  | Final report-Registrar                               |                 | Destroy 5 years after graduation or last date of attendance |  |
| Credit/No credit/Audit Approval    | E4026 | U0417 | Student's request to take a course for credit/no credit instead of letter grade | Student name, course taken/term  | Department   | Final-Registrar | CFY + 1 year after date submitted                           |  |
| Criminal Background Check          | E4027 |       |   |  | Program/dept.  |                 | Destroy 5 years after graduation or last date of attendance |  |
| Curriculum and Instruction File    | E4028 | U0418 | Info on course content as per individual instructor                             | Copies of final exams, course outline, curriculum  | Department   |                 | Destroy when OBS  |  |

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## EKU RECORDS RETENTION SCHEDULE

WA= While Active      ACT = Active      CFY = Current Fiscal Year      SUP = Suspended Records      OBS = Obsolete      V = Vital      PM = Permanent      UPD = Updated  
 Type of Record      EKU Series #      Unit/Model Series #      Description      Contents      Office of Record      Vital or Permanent      Office of Record Retention Period      Transfer

|  |       |       |   |   |   |                 |   |           |
|--|-------|-------|---|---|---|-----------------|---|-----------|
| Degree Audit and/or Graduation Check Out Sheet   | E4029 | U0434 |   | Paper version marked as FINAL by person clearing for graduation | When degree awarded, final report-Registrar |                 | Often, in the past, exceptions/waivers from catalog stated degree program were documented only through degree audit reports. As such, these then become PM. |           |
| Degree Audit/Planned Programs/Planned Curriculum | E4030 | U0419 |   | Non-final working copies  | Department                                  |                 | Destroy after 5 years after graduation or last date of attendance   | Registrar |
| Degrees Awarded                                  | E4031 | U0421 | Degrees awarded to an individual                                  | Student name, degree awarded                                    | Registrar                                   | PM              | CFY + 5 years after graduation or last date of attendance   | Registrar |
| Disciplinary Action                              | E4032 | U0422 | Documentation of disciplinary actions against University students | Student disciplinary action reports                             | Student Rights & Responsibilities           | PM if expulsion | CFY + 5 years after graduation or last date of attendance   |           |
| EKU Transcript Copies                            | E4033 |       |   | Working docs provided for advising, etc.                        | Department/college                          |                 | May be destroyed after no longer needed   |           |
| Enrollment Verifications                         | E4034 | U0424 | Students enrolled and in good standing                            | Student names, GPA, academic majors                             | Registrar                                   | PM              | CFY + 1 year after verification   |           |
| Entrance Examination Reports                     | E4035 | U0404 | Reports of test scores on entrance examinations                   | ACT, SAT, LSAT, CLEP  | Admissions/Final report-Registrar           |                 | CFY + 5 years - after graduation or last date of attendance<br>CFY + 1 year- didn't enroll  |           |
| Entrance Exams                                   | E4036 | U0425 |   | GRE, ACT (Orig. or copies of paper trans.)                      | Registrar                                   |                 | Destroy 5 years after graduation or date of last attendance   |           |
| Ethics Declaration                               | E4037 |       |   |   | Program/dept.                               |                 | Destroy 5 years after graduation or last date of attendance   |           |

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## EKU RECORDS RETENTION SCHEDULE

| WAS: Whole Active  | ACT: Active  | CFY: Current Fiscal Year | SUP: Superseded Records  | OBS: Obsolete  | V: Vital             | PM: Permanent      | UPD: Updated  |                     |
|--|--------------|--------------------------|--|--|----------------------|--------------------|---|---------------------|
| Type of Record   | EKU Series # | Univ Model Series #      | Description  | Contents   | Office of Record     | Vital or Permanent | Office of Record Retention Period   | Transfer            |
| Extra-Academic Program   | E4038        | U0483                    | Documents programs conducted outside traditional academic paths by universities    | Info related to applicant, emergency contact/treatment info, info related to program | Creating Unit        |                    | CFY + 5 years<br>Application files of rejected applicants CFY + 1 year  |                     |
| Fee Assessment   | E4039        | U0427                    | Fees assessed to University students   | Name of student, types of fees assigned, amount owed                                 | Student Accounting   |                    | CFY + 5 years   |                     |
| Financial Aid  | E4040        | U0428                    | Determinations of financial aid offered/awarded by University                      | Financial aid application, verification of income for previous year                  | Financial Aid Office |                    | CFY + 5 years after accepted by Dept. of Education  |                     |
| Grade Information  | E4041        | U0431                    | Grades awarded by instructors  | Student names, ID numbers, grade awarded   | Department           |                    | Return to student if not picked up, CFY + 1 year  |                     |
| Grade Sheets   | E4042        | U0432                    | Documents students who receive a grade in University course and grade they receive | Student names, ID numbers, grades awarded  | Registrar            | PM                 |   | Registrar           |
| Graduation Lists   | E4043        | U0435                    | Documents students who have completed all graduation requirements                  | Student name, degree conferred   | Registrar            | PM                 | WA  | University Archives |
| High School Transcripts/<br>International Transcripts/<br>Transfer Transcripts | E4044        | U0460                    |  | Orig. or copies of paper trans.  | Registrar            |                    | Treat all international students as if on student visa; retain international transcript indefinitely. Will return original to students 5 years after graduation or last date of attendance (unless international). May make exceptions: return original and maintain copy |                     |
| International Student  | E4045        | U0430                    | Documents institutional assistance to international students                       | Copies of visas, admission forms, grade reports                                      | International Office | V                  | CFY + 5 years after graduation or last date of attendance   | Registrar           |

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## EKU RECORDS RETENTION SCHEDULE

WA = Whole/Active      ACT = Active      CFY = Current Fiscal Year      SUP = Superseded Records      OBS = Obsolete      V = Vital      PM = Permanent      UPD = Updated  
 Type of Record      EKU Series #      Univ./Model Series #      Description      Contents      Office of Record      Vital or Permanent      Office of Record Retention Period      Transfer

|                              |       |       |   |  |                          |               |  |  |  |
|------------------------------|-------|-------|---|--|--------------------------|---------------|--|--|--|
| Letters of Recommendation    | E4046 |       |   |  |                          | Program/dept. |  | Destroy after admission. If the letter is accompanied by a waiver of right of access, signed by the student, waiver is kept as long as the letter. |  |
| Major Change Forms           | E4047 |       |   | Curriculum Change Form   | Registrar                |               |  | Destroy 5 years after graduation or last date of attendance  |  |
| Medical Form/Medical Records | E4048 |       |   |  | Program/dept.            |               |  | Destroy 5 years after graduation or last date of attendance  |  |
| Medical Records              | E4049 | U0436 | Medical diagnoses and courses of treatment administered by licensed physicians to any University students | Medical treatment sheet, immunizations                                 | Student Health/Registrar |               |  | CFY + 5 years - after graduation or last date of attendance<br>CFY + 1 year - didn't enroll  |  |
| Military Academic Documents  | E4050 |       |   |  | Registrar                |               |  | Destroy 5 years after graduation or last date of attendance  |  |
| Name Change Forms            | E4051 | U0438 |   |  | Registrar                |               |  | Destroy 5 years after graduation or date of last attendance  |  |
| Pass/Fail Request            | E4052 | U0439 | Requests to change the grade made in specific courses from letter grade to pass/fail                      | Student name, authorization, signature of instructor                   | Registrar                |               |  | CFY + 1 year after date submitted  |  |
| Personnel Records - Students | E4053 | U0468 | The work history of students employed by campus offices   | Applications, evaluations, termination documents                       | Payroll-Human Resources  |               |  | WA, CFY + 5 years after graduation or last date of employment  |  |
| Professional Certification   | E4054 | U0457 | Documents professional certifications   | Names of attendees and personal identifier, certification applications | Registrar                |               |  | CFY + 1 year after certification period  |  |

## EKU RECORDS RETENTION SCHEDULE

| W/A = While Active          |              | ACT = Active        |   | CFY = Current Fiscal Year  |   | SUP = Superseded Records |  | OBS = Obsolete                    |  | V = Vital |  | PM = Permanent |  | UPD = Updated |  |
|-----------------------------|--------------|---------------------|---|--|---|--------------------------|--|-----------------------------------|--|-----------|--|----------------|--|---------------|--|
| Type of Record              | EKU Series # | Univ Model Series # | Description   | Contents   | Office of Record                                    | Vital or Permanent       | Retention Period   | Transfer                          |  |           |  |                |  |               |  |
| Recruitment Materials       | E4055        | U0443               | Documents efforts of University to recruit students   | Prospects lists, personal info forms and resumes, academic transcripts                 | Enrollment Management                               | If Records, then PM      | CFY + 3 years after graduation or last date of attendance      | University Archives               |  |           |  |                |  |               |  |
| Social Security             | E4056        | U0447               | Any certification related to a student or SSN   | Appropriate forms related to certification of student or SSN                           | Registrar   |                          | CFY + 1 year after certification                               |                                   |  |           |  |                |  |               |  |
| Student Awards              | E4057        | U0479               | Official copy of awards and honors that students can apply for or earn  | Name of the recipient and official copy of award                                       | University Advancement                              | PM                       |  | University Archives and Registrar |  |           |  |                |  |               |  |
| Student Credential          | E4058        | U0476               | Provide documentation about students for use by potential employers   | Application, transcripts, medical release forms  | Registrar   |                          | CFY + 3 years  |                                   |  |           |  |                |  |               |  |
| Student Disability Services | E4059        | U0475               | Documents the need for services and/or accommodations to students with disabilities   | Application for service, disability disclosure form                                    | Office of Services for Individual with Disabilities |                          | CFY + 5 years after graduation or last date of attendance      |                                   |  |           |  |                |  |               |  |
| Student File                | E4060        | U0449               | Provides up-to-date info on student's activity  | Advising/performance records, records of awards won                                    | Registrar   | PM                       | W/A, CFY + 5 years after graduation or last date of attendance | Student Academic Performance File |  |           |  |                |  |               |  |
| Student Government          | E4061        | U0452               | Documents the policies, procedures, decisions, and activities of a university student gov association   | Bylaws, meeting agendas/minutes, annual reports  | Student Government Association                      | PM                       |  | University Archives               |  |           |  |                |  |               |  |
| Student Learning            | E4062        | U0469               | Documents the agreement among a student, faculty advisor, and department as to what the student will complete in an internship, independent study, or other project | Student info, description of internship, faculty signature, department chair signature | Registrar / department                              |                          | CFY + 5 years after completion of internship                   |                                   |  |           |  |                |  |               |  |
| Student Organization        | E4063        | U0480               | Documents the history of student associations and organizations recognized by university  | Organization's constitution, bylaws, minutes   | Student Life  | PM                       | CFY + 2 years after administrative need ends                   | University Archives               |  |           |  |                |  |               |  |

## EKU RECORDS RETENTION SCHEDULE

|                   |              |                           |                          |                |                  |                    |                                   |
|-------------------|--------------|---------------------------|--------------------------|----------------|------------------|--------------------|-----------------------------------|
| WA = While Active | ACT = Active | CFY = Current Fiscal Year | SUP = Superseded Records | OBS = Obsolete | V = Vital        | PM = Permanent     | UPD = Updated                     |
| Type of Record    | EKU Series # | Unit Model Series #       | Description              | Contents       | Office of Record | Vital or Permanent | Office of Record Retention Period |
| Transfer          |              |                           |                          |                |                  |                    |                                   |

| Student Requests Related to Disclosure     | E4064 | U0445 | Student requests for disclosure or non-disclosure of info                               | Completed request/waiver form                                   | Registrar          | V | CFY + 1 year after termination of request  |   |
|--|-------|-------|---|---|--------------------|---|--|---|
| Student Worker Time Sheets                 | E4065 | U0455 | Record of time and attendance for each graduate or undergraduate student worker         | Student's name/SSN, hours worked, employee/supervisor signature | Student Employment |   | WA, CFY + 3 years or audit   |   |
| Teacher Education Admission Committee Form | E4066 |       |   |   | Program/dept.      |   | Destroy 5 years after graduation or last date of attendance  |   |
| Transcript Request                         | E4067 | U0459 | Official requests from students for transcripts of various records                      | Signed authorization form from student requesting transcript(s) | Registrar          |   | CFY + 1 year after date submitted  |   |
| Transfer Credit Evaluation-Course Specific | E4068 | U0462 |   |   | Dept.-copy holder  |   | Transfer center; Destroy 5 years after graduation or date of last attendance                                       |   |
| Tuition and Fee Change                     | E4069 | U0463 | Tuition and fee waivers/change in tuition status for university students                | Tuition/fee waiver form, correspondence                         | Financial Aid      |   | CFY + 5 years after graduation or last date of attendance  |   |
| Veteran's Administration                   | E4070 | U0464 | Certification of courses by Veterans Administration for enrollment by eligible veterans | Student name, course info, approval/disapproval of course       | Registrar          |   | CFY + 3 years after graduation or last date of attendance  |   |
| Work Study                                 | E4071 | U0466 | Students employed throughout the University during each semester                        | Copies of timecards, approval forms                             | Employing Unit     |   | WA, CFY + 5 years after graduation or last date of attendance  |   |
| <b>E - Personnel/Payroll Records</b>       |       |       |   |   |                    |   |  |   |
| Accident Report                            | E5001 | U0600 | Documents accidents that occur on individual campuses                                   | Accident report, employees name, nature of accident             | Public Safety      |   | WA, Result in claim: CFY + 3 years after case is closed<br>Not resulting in claim: CFY + 3 years after report date |   |
| Affirmative Action                         | E5002 | U0646 | Implementation of affirmative action requirements in the University hiring process      | Affirmative Action/Equal Opportunity Form, position applied for | Equal Opportunity  |   | CFY + 5 years  | Each member of search committee are part of official file |

## EKU RECORDS RETENTION SCHEDULE

WA= While Active      AGI = Active      CFY = Current Fiscal Year      SUP = Suspended Records      OBS = Obsolete      V = Vital      PMI = Permanent      UPD = Updated  
 Type of Record      ECU Series #      Univ. Model Series #      Description      Contents      Office of Record      Vital or Permanent      Office of Record Retention Period      Transfer

|                                |       |       |   |   |               |    |   |               |
|--------------------------------|-------|-------|---|---|---------------|----|---|---------------|
| Benefits                       | ES003 | U0610 | Document the benefits offered by University to its employees                        | Employee enrollment forms, Insurance/beneficiary forms  | HR-Benefits   |    | WA, Destroy when OBS  |               |
| Bureau of Labor Statistics Log | ES004 | U0604 | Documents employees' injuries and illnesses sustained in work-related incidents     | OSHA Form 300/300A, Injury and Illness Incident Report  | Public Safety |    | WA, CFY + 5 years   |               |
| Employee Medical/Health File   | ES005 | U0649 | Documentation of an employee's illness, injuries and treatment                      | Medical certifications, medical statements from healthcare providers<br>FMLA compared to W.C. | HR            |    | CFY + 5 years after termination   |               |
| Family and Medical Leave       | ES006 | U0642 | Documents those who apply for leave under Family and Medical Leave Act              | Basic payroll, identifying employee data  | HR-Benefits   |    | CFY + 3 years or after audit  |               |
| Form I-9                       | ES007 | U0650 | Each new employee hired after 1986-11-6 authorized to work                          | Employee name, citizenship status, review and verification                                    | HR            |    | CFY + 3 years after beginning work OR<br>CFY + 1 year after termination                         |               |
| Grievance File                 | ES008 | U0644 | Grievances brought forward by faculty, staff, or students against the institution   | Grievance forms, final summary statements   | HR            |    | CFY + 3 years after resolution of case  |               |
| Hiring Process                 | ES009 | U0645 | The process and criteria used to select a candidate to fill a position              | Interview questions-search file, maintained in dept., resumes (OIS)                           | Process-HR    | V  | Descriptions of available positions CFY + 5 years<br>Department or unit copies<br>CFY + 2 years |               |
| Job Description                | ES010 | U0613 | Documents the process of describing and classifying University employment positions | Classification title of job, characteristics, training/experience                             | HR-Comp.      | PM | WA  | Creating unit |
| Leave Request                  | ES011 | U0648 | Employee requesting leave such as sick or annual                                    | Name of employee, date of leave, nature of leave  | Payroll       |    | WA, CFY + 1 year  |               |
| Payroll Deduction              | ES012 | U0617 | Documents employee payroll deductions   | Pay period, employee name, SSN, gross pay   | HR            | V  | CFY + 4 years   |               |

## EKU RECORDS RETENTION SCHEDULE

|                   |              |                           |                          |                |           |                     |                                   |
|-------------------|--------------|---------------------------|--------------------------|----------------|-----------|---------------------|-----------------------------------|
| W/A= While Active | ACT = Active | CFY = Current Fiscal Year | SUP = Suspendded Records | OBS = Obsolete | V = Vital | PM = Permanent      | UPD = Updated                     |
| Type of Record    |              | EKU Series #              | Univ Model Series #      | Description    | Contents  | Office of Record    | Office of Record Retention Period |
|                   |              |                           |                          |                |           | Vital or Permanent: | Transfer                          |

|                                   |       |       |  |   |                                    |  |                     |
|-----------------------------------|-------|-------|--|---|------------------------------------|--|---------------------|
| Performance Evaluations           | ES013 | U0619 | Reflects employees' (staff & faculty) performance over course of year                                      | Employee name, SSN, review period                               | HR                                 | W/A, CFY + 5 years after termination   | University Archives |
| Periodic Payroll                  | ES014 | U0647 | Various reports issued from a University that documents periodic payroll activity for given period of time | City/federal tax reports, salary distribution info, time sheets | Payroll                            | W/A, Tax reports CFY + 4 years<br>All other reports CFY + 3 years  |                     |
| Personal File                     | ES015 | U0620 | Documents employment history of faculty, classified employees and grad students                            | Job title, dates of employment, employing department            | HR                                 | V<br>CFY + 75 years Master personnel file<br>CFY + 5 years<br>Departmental copies after termination<br>CFY + 2 years Personnel files for temp. workers after termination | Creating unit       |
| Position Control Form             | ES016 | U0633 | Documents job classifications  | Name of position, salary, dept.                                 | HR-Comp.                           | W/A, CFY + 4 years or after audit  |                     |
| Retirement Reports                | ES017 | U0624 | Identifies per-pay-period the contribution/earnings to University's retirement fund                        | Gross salaries, check number                                    | HR-Benefits                        | CFY + 75 years   | Creating unit       |
| Student Faculty/Course Evaluation | ES018 | U0643 | Documents students' evaluations of teaching personnel  | Bubble forms, summary reports                                   |                                    | Destroy student response sheets after 6 months<br>Summaries/ tabulations<br>CFY + 3 years  |                     |
| Tenure Track                      | ES019 | U0627 | Applications received in University's annual search to fill tenure-track faculty positions                 | Applications/resumes  | HR                                 | CFY + 2 years  |                     |
| Unemployment Insurance Claim      | ES020 | U0651 | Document those claims made by Universities' former employees who qualify for unemployment benefits         | Employment verification, notice of decision                     | HR                                 | CFY + 3 years after close of case  |                     |
| Work Schedules                    | ES021 | U0652 | Periodic personnel assignments   | Employee name, time in/out, place of work                       | Dept. but approval for flextime-HR | CFY + 1 year   |                     |

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## EKU RECORDS RETENTION SCHEDULE

|                  |              |                           |                          |                |                  |                    |                                   |          |
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| Type of Record   | EKU Series # | Univ Model Series #       | Description              | Contents       | Office of Record | Vital or Permanent | Office of Record Retention Period | Transfer |

|                 |       |       |   |   |               |  |                                  |  |
|-----------------|-------|-------|---|---|---------------|--|----------------------------------|--|
| Workers' Claims | E5022 | U0631 | Document employees who have applied for workers' compensation | Name of employee, department, details of incident | Public Safety |  | CFY + 3 years after case closure |  |
|-----------------|-------|-------|---|---|---------------|--|----------------------------------|--|

|   |       |       |   |  |  |    |   |                     |
|---|-------|-------|---|--|--|----|---|---------------------|
| <b>F - Buildings/Grounds/Physical Plant</b> |       |       |   |  |  |    |   |                     |
| Applications/Awards to Construct            | E6001 | U0700 | Process of awarding contracts for construction/renovation of University buildings               | Application for award of construction, details of construction             | VP Admin                               | V  | CFY + 3 years after construction is completed           |                     |
| Blueprints                                  | E6002 | U0701 | Details of infrastructure construction/improvements completed on University grounds             | Drawings: name of architect, name of project                               | VP Admin                               | PM | W/A   | University Archives |
| Building Inspection                         | E6003 | U0702 | Document the inspection of structures that are newly built or altered                           | Type of construction, list of violations, results of inspection            | VP Admin                               |    | CFY + 2 years   |                     |
| Construction                                | E6004 | U0703 | Documents University capital and non-capital building and renovation projects                   | Plans, locations, specifications, contracts/agreements                     | Purchases & Stores Facilities Services | PM | CFY + 3 years after project is closed                   | University Archives |
| Insurance                                   | E6005 | U0704 | Contract between a University and insurance company   | Policy, correspondence, supporting claim documents                         | Facilities-VP Admin                    |    | CFY + 3 years after expiration of agreement/policy      |                     |
| Maintenance                                 | E6006 | U0707 | Documents continuing maintenance work completed on University buildings, equipment, or vehicles | Contracts, service histories, estimates, invoices                          | Facilities-VP Admin                    |    | CFY + 3 years after expiration of maintenance agreement |                     |
| Work Orders                                 | E6007 | U0710 | Request for repairs needed on campus buildings  | Type of work requested, location, who performed the work, approximate cost | Facilities-VP Admin                    |    | CFY + 3 years or audit                                  |                     |

|                                       |       |       |  |                        |         |  |   |  |
|---------------------------------------|-------|-------|--|------------------------|---------|--|---|--|
| <b>G - University Housing Records</b> |       |       |  |                        |         |  |   |  |
| University Housing Assignments        | E7001 | U0800 | Documents housing assignments made by University | Lease/Rental Agreement | Housing |  | CFY + 5 years after graduation or last contract |  |

|                      |       |       |  |   |           |  |   |  |
|----------------------|-------|-------|--|---|-----------|--|---|--|
| <b>H - Athletics</b> |       |       |  |   |           |  |   |  |
| Catastrophic Injury  | E8001 | U0910 | Insurance claims made by university parties on the Catastrophic Injury Insurance Program | Accident reports, annual insurance questionnaires | Athletics |  | CFY + 75 years or after estate settlement |  |

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## EKU RECORDS RETENTION SCHEDULE

|                   |              |                           |                       |                |                  |                    |                                   |          |
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| Type of Record    | EKU Series # | Univ./Model Series #      | Description           | Contents       | Office of Record | Vital or Permanent | Office of Record Retention Period | Transfer |

|                             |        |       |   |  |   |    |  |                     |
|-----------------------------|--------|-------|---|--|---|----|--|---------------------|
| Competition Scheduling      | E8002  | U0912 | University's competition schedules for a given year   | Correspondence, schedules, competition records   | Athletics   |    | CFY + 6 years after expiration<br>CFY + 1 year all other records |                     |
| NCAA Enforcement            | E8003  | U0917 | Reports to the National Collegiate Athletic Association submitted by University   | Secondary violations reports, allegations of major violations  | Athletics   |    | CFY + 7 years after all enforcement processes have ended         | Athletic office     |
| Playbooks                   | E8004  | U0915 | The practice times, game strategies, and game plays developed for the season and individual games   | Practice plans, game plans, results  | Athletics   | PM | W/A  | University Archives |
| Practice Schedule           | E8005  | U0916 | Practice time for athletic teams/players  | Practice schedule log, training/conditioning records   | Athletics   |    | CFY + 6 years  |                     |
| Recruiting                  | E8006  | U0911 | Recruitment of athletes into the University's intercollegiate athletic program  | Scouting reports, performance reports, letters of intent   | Athletics   |    | CFY + 6 years or end of eligibility                              |                     |
| Athlete Eligibility Records | E8007  | U0918 | Records that document that prospective and current student athletes meet minimum academic standards and amateurism criteria of NCAA / OVC | Academic progress reports, Student Athlete Statement, drug test results, Buckley Amendment (FERPA) consent, affirmation of amateur athlete status, prior involvement in rules violations | Athletics Registrar's Office - academic eligibility |    | CFY + 7 years or until end of eligibility, whichever is longer   | Athletic office     |
| <b>I - Food Services</b>    |        |       |   |  |   |    |  |                     |
| Catering                    | E9001  | U1102 | Scheduling of catering events by University Personnel, both on/off campus   | Order/production form, invoices  | Accounting & Financial Services-Invoices            |    | CFY + 3 years or after audit                                     |                     |
| <b>J - Campus Police</b>    |        |       |   |  |   |    |  |                     |
| Call Response               | E10001 | U1300 | Incidents reported to campus police   | Reporting officer, location of incident, names of persons involved   | Public Safety                                       |    | CFY + 1 year   |                     |
| Evidence                    | E10002 | U1312 | Complete inventory of property and evidence seized during the investigation of a felony/misdemeanor case                                  | Property description, suspect name, arresting officer and badge number   | Public Safety                                       | V  | CFY + 5 years after case closure                                 |                     |

## EKU RECORDS RETENTION SCHEDULE

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|                   |              |                           |                          |                |                  |                    | Transfer                          |

|                          |        |       |   |  |               |  |   |
|--------------------------|--------|-------|---|--|---------------|--|---|
| Investigative            | E10003 | U1301 | All info collected and procedures followed after an incident report has been filed relating to a case | Copy of uniform offense report, statements from victims/witnesses/suspects, sentences and prosecution data | Public Safety |  | CFY + 5 years after closure of case                                       |
| Parking Citation Receipt | E10004 | U1302 | Parking citation receipts received by campus police   | Parking violation description, location of violation, vehicle description                                  | Public Safety |  | CFY + 3 years after payment or audit                                      |
| Parking Permit           | E10005 | U1303 | Campus parking permits issued and administered by campus police                                       | Application, applicant/permit holder name, designated parking area   | Public Safety |  | CFY + 3 years or audit  |
| Shift Change             | E10006 | U1305 | Officer shift assignments   | Officer name, assignment   | Public Safety |  | CFY + 5 years   |
| Uniform Accident Report  | E10007 | U1307 | Kentucky Uniform Police Traffic Collision Report (report and investigate traffic collisions)          | Agency identification number, number injured, witness names and addresses                                  | Public Safety |  | CFY + 3 years or audit  |
| Uniform Citation         | E10008 | U1308 | Use of the Commonwealth of Kentucky Uniform Citation by Campus Police                                 | Offender/violator section, date/time section, charges section, court section, case section                 | Public Safety |  | Destroy after payment or CFY + 3 years<br>CFY + 3 years Uniform citations |
| Uniform Offense          | E10009 | U1309 | Reports created by campus police of crimes against persons and/or property                            | Specific incident data, location, offense description  | Public Safety |  | CFY + 2 years   |
| Vehicle Usage            | E10010 | U1310 | Campus police vehicle usage and/or assignments  | Vehicle number, officer assigned   | Public Safety |  | 90 days   |

|                          |        |       |  |  |                    |   |  |
|--------------------------|--------|-------|--|--|--------------------|---|--|
| <b>K - Financial Aid</b> |        |       |  |  |                    |   |  |
| Student Loan             | E11001 | U1500 | Application for student financial aid in the respective universities | Repayment history, application, correspondence | Student Accounting | V | CFY + 3 years after repayment, cancellation, or assignment to Federal Dept. of Education |

|                          |        |       |  |  |                    |      |    |
|--------------------------|--------|-------|--|--|--------------------|------|----|
| <b>L - Real Property</b> |        |       |  |  |                    |      |    |
| Property Records         | E12001 | U1603 | Property bought and sold on behalf of the University | Description and location of property, appraisals, lease agreements | University Counsel | PM/V | WA |

|                               |  |  |  |  |  |  |                     |
|-------------------------------|--|--|--|--|--|--|---------------------|
| <b>M - Sponsored Programs</b> |  |  |  |  |  |  |                     |
|                               |  |  |  |  |  |  | University Archives |

## EKU RECORDS RETENTION SCHEDULE

|                    |              |                           |                          |                |                  |                    |                                   |
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|                    |              |                           |                          |                |                  |                    | Transfer                          |

|  |        |       |   |  |                    |   |  |
|--|--------|-------|---|--|--------------------|---|--|
| Grant Proposal - Funded                      | E13001 | U1800 | Application for and approval of grant funds   | Administration of grant funds, budget info | Sponsored Programs | CFY + 3 years after submission of final financial report, closure of account, and audit |  |
| Grant Proposal - Not Funded                  | E13002 | U1801 | Application for grant funds that are not approved by the funding entity               | Grant proposal, final proposal             | Sponsored Programs | Destroy when administrative value has ceased  |  |
| Research Approval Files - Human Subjects     | E13003 | U1802 | Application for and authorization of research involving the use of human subjects     | University approval, research proposals    | Sponsored Programs | CFY + 5 years after completion of research  |  |
| Research Approval Files - Non-Human Subjects | E13004 | U1803 | Application for and authorization of research involving the use of non-human subjects | Approval of use, research proposals        | Sponsored Programs | CFY + 3 years after completion of activity  |  |

### N - Electronic and Related Records Master Files

|                               |        |       |  |   |    |   |  |
|-------------------------------|--------|-------|--|---|----|---|--|
| Agency Internet Services      | E14001 | U2140 | Electronic files created to monitor access and use of agency services                          | N/A   | IT | Destroy after no longer needed                                |  |
| Application Development       | E14002 | U2104 | Used in the development, redesign, or modification of an automated system                      | Management records, status reports              | IT | CFY + 3 years after system no longer in use                   |  |
| Audit Trail                   | E14003 | U2124 | Data used to validate a master file or database during processing cycle                        | Date/time stamp, User's ID, Account # accessed  | IT | W/A   |  |
| Automated Tape Library System | E14004 | U2127 | Automated records used to control the location, maintenance, and disposition of magnetic media | N/A   | IT | Destroy after withdrawn from tape library<br>Back-up to media |  |
| Computer Run Scheduling       | E14005 | U2119 | Schedule computer runs   | Daily schedules                                 | IT | CFY   |  |
| Computer Usage                | E14006 | U2117 | Electronic files or automated logs created to monitor computer system usage                    | Log-in files, system usage files                | IT | W/A, Destroy when no longer needed                            |  |
| Data/Database Dictionary      | E14007 | U2129 | Periodic printouts from a data/database dictionary system                                      | Data element attribute reports, database schema | IT | W/A, Destroy when SUP or no longer used by University         |  |