

# Student Handbook



2022-2023

# Contents

<b>Chapter One: Guiding Principles and Policies</b> .....	5
<b>Family Educational Rights and Privacy Act of 1974 (FERPA)</b> .....	5
<b>Eastern Kentucky University Core Values</b> .....	9
<b>Ethics and Compliance Helpline Reporting</b> .....	9
<b>Key University Policies</b> .....	10
<b>Alcoholic Beverages on Campus</b> .....	10
<b>Campus Free Speech Protection</b> .....	10
<b>Signage, Bulletin Boards, and Posting Places</b> .....	11
<b>Drug Free Workplace Act</b> .....	11
<b>Policy on Discrimination and Harassment</b> .....	11
<b>Tailgating Policy</b> .....	12
<b>Tobacco-Free Campus</b> .....	13
<b>Veterans Non-Discrimination Statement</b> .....	14
<b>Photograph Permission</b> .....	14
<b>Student Complaints – General Process</b> .....	14
<b>Chapter Two: Academic Information</b> .....	16
<b>Academic Freedom</b> .....	16
<b>Academic Integrity</b> .....	16
<b>Academic Standards</b> .....	17
<b>Attendance Policy</b> .....	19
<b>Catalog</b> .....	19
<b>Classification of Students</b> .....	19
<b>Enrollment and Class Schedule</b> .....	20
<b>Class Schedule Changes</b> .....	20
<b>Grading</b> .....	22
<b>Graduation</b> .....	25
<b>Satisfactory Academic Progress</b> .....	25
<b>Study Abroad Programs</b> .....	25
<b>Syllabus Policy</b> .....	26
<b>Withdrawal from the University</b> .....	26
<b>Chapter Three: Student Assistance and Support</b> .....	31
<b>The Division of Diversity, Equity, Inclusion and Student Life</b> .....	31

<b>Center for Inclusive Excellence and Global Engagement</b> .....	31
<b>Counseling Center</b> .....	32
<b>Office of Military and Veterans Affairs</b> .....	32
<b>Student Health Services</b> .....	33
<b>Student Life &amp; First-Year Experience</b> .....	34
<b>Division of Student Success, Engagement &amp; Opportunity</b> .....	36
<b>Admissions</b> .....	36
<b>Office of Academic &amp; Career Services</b> .....	36
<b>Center for Student Accessibility (CSA)</b> .....	38
<b>Center for Student Parents</b> .....	39
<b>Dean of Students Office</b> .....	39
<b>Big E Central:</b> .....	39
<b>Financial Aid &amp; Scholarships</b> .....	39
<b>First-Year Courses &amp; Learning Communities</b> .....	44
<b>Housing &amp; Residence Life</b> .....	46
<b>McNair Scholars Program</b> .....	46
<b>NOVA</b> .....	47
<b>International Student Services</b> .....	48
<b>Student Athlete Academic Success Center (Bratzke Center)</b> .....	48
<b>Student Conduct and Community Standards</b> .....	48
<b>Student Outreach and Transition Office (SOTO)</b> .....	49
<b>Student Success Center</b> .....	49
<b>Office of Finance and Administration</b> .....	50
<b>Barnes &amp; Noble Bookstore @ EKU Bookstore</b> .....	50
<b>Dining Services</b> .....	51
<b>University Card Services</b> .....	51
<b>Financial Obligations of the Student</b> .....	53
<b>Refund Policy</b> .....	53
<b>Financial Appeals</b> .....	53
<b>Other Student Services</b> .....	54
<b>Campus Recreation</b> .....	54
<b>Emergency Management &amp; Security</b> .....	55
<b>and Environmental Health &amp; Safety</b> .....	55

<b>EKU Police</b> .....	65
<b>International Alumni Association</b> .....	66
<b>Noel Studio for Academic Creativity</b> .....	66
<b>Parking and Transportation Services</b> .....	67
<b>Student Employment</b> .....	68
<b>Chapter Four: Student Conduct and Community Standards</b> .....	72
<b>Mission Statement</b> .....	72

# Chapter One: Guiding Principles and Policies

About this publication: All statements in the *EKU 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 *Handbook's* last update. The *EKU 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, the *EKU Handbook for Students* is available in an alternative format.

## Family Educational Rights and Privacy Act of 1974 (FERPA)

In accordance with 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 six 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:

- Grade reports
- Transcripts
- Curriculum information
- Applications for graduation
- Correspondence with students
- Withdrawal records, if applicable
- Admissions information
- ACT test scores
- Student teacher evaluations
- Letters of recommendation
- Nominations for awards
- Biographical data
- Late Enrollment Forms
- Graduating Degree Audit Evaluation
- Mid-term evaluations
- Records of school visitations
- Change of major requests
- Field training evaluations and correspondence
- Professional conduct agreements and liability insurance
- 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 admission or 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 a written 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. The decision to grant access to information under these circumstances is at the discretion of the University.

### **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 Publ. L. 90 -247, as amended, and Publ. L. 93-380 as amended by Senate Joint Resolution 40 (1974) may send a written request to the custodian of that record, specifying the inaccuracy or misleading items, and ask that the record be amended. If that request is declined then the student has the right to 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. If as a result of the hearing the student's request to amend the record is denied, the student has the right to insert a statement into their official record.

Request for hearings should be addressed to the Office of University Counsel, Eastern Kentucky University, Coates Building Room 212, 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 Conduct and Community Standards. Complaints to the office of Student Conduct and Community Standards which have been dismissed or withdrawn by the University 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) student's 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 Office of the Registrar in writing. Any such request should be sent to Office of the Registrar, Records Unit, Eastern Kentucky University, Whitlock Building, 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.

### **Guest Access to Student Education Record**

EKU affords students control of access to specific educational records through the online records guest portal called "Web-4-Parent". A student can give written permission authorizing an individual(s) to have a guest ECU Direct access 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.

To add a proxy on the myEKU portal click on the "Add New" button at the top right corner of the page. Fill out name, email, relationship information for the proxy. The passphrase is required by the proxy in cases when they need to talk with certain ECU offices about student information. (NOTE: Not all ECU offices allow communication about student information even with a passphrase.) The checklist of authorizations can be used by the student to authorize (check) or unauthorize (uncheck) proxy ability to view any of the listed areas. When all Proxy information is entered click Submit. (<https://registrar.eku.edu/web-4-parent>)

In accordance with FERPA (Family Educational Rights and Privacy Act), only the student can approve Web-4-Parent 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/>; questions regarding Web-4-Parents may be submitted to [registration@eku.edu](mailto:registration@eku.edu).

### **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 Senior Vice President for Academic Affairs, Coates Administration Building, Room 110, CPO 30A, 521 Lancaster Avenue, Richmond, Kentucky 40475-3102.

### **Graduation Rate of Entering Freshman**

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 specified completion period" (which for ECU is six years). The most recent class meeting this requirement is the 2015 freshman class. The graduation rate for all students entering Eastern Kentucky University as first-time freshman during the 2015 academic year was 52.1%. This graduation rate represents the percentage of students entering Eastern Kentucky University as first-time (i.e., new) full-time, baccalaureate degree-seeking freshman during the 2015 Summer and Fall terms who subsequently were awarded an undergraduate degree by Eastern Kentucky University within six (6) calendar years (i.e., through August 2021).



## Eastern Kentucky University Core Values

### Intellectual Vitality

Characterized by knowledge, scholarly inquiry, creativity, critical thinking, and curiosity, all with a global perspective;

### Sense of Community

Characterized by a supportive environment with strong relationships and a commitment to service, shared governance, collaboration, and unity of purpose;

### Cultural Competency

Characterized by equitable opportunities and treatment, mutual respect, and the inclusion and celebration of diverse peoples and ideas;

### Stewardship of Place

The University enhances the intellectual capacity, economic vitality, environmental sustainability, and quality of life of the communities it serves;

### Accountability

Characterized by fiscal responsibility, operational transparency, and responsiveness to the needs of internal and external stakeholders;

### Excellence

Which is achieved through integrity, continuous quality improvement, and a focused emphasis on the personal and professional growth of students, faculty, and staff.

## Ethics and Compliance Helpline Reporting

### Why Reporting Is Important

Eastern Kentucky University is committed to the highest standards of ethical conduct and ensuring compliance with federal, state, or local laws, administrative regulations, and University policies (laws, regulations, and policies). To help maintain our high standards of responsible behavior and to protect the reputation of our great institution, every University Community Member has an individual responsibility to report their good faith belief of any actual, or suspected instance of non-compliance with laws, regulations, and policies as soon as possible.

Since some individuals may prefer to report anonymously, the University offers two easy, confidential mechanisms to make a report<sup>1</sup>:

1. You may call the Ethics and Compliance Helpline toll free at 1-844-282-9639, and a trained risk specialist will document your information and generate a written report.

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<sup>1</sup> This is NOT a 911 or Emergency Service. Do not use this service to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact your local authorities.

2. You may also develop your own report via the EthicsPoint “Make A Report” option at [www.eku.ethicspoint.com](http://www.eku.ethicspoint.com).

A link to both reporting options may be found at the ECU Compliance and Ethics website: <http://compliance.eku.edu>

### **Non-Retaliation for Reporting**

To promote open discussion, the University that prohibits any retaliation directed against a University Community Member for making a good faith report of possible non-compliance with laws, regulations, and policies. Any University Community Member who commits any form of retaliation will be subject to appropriate disciplinary action. For more information, please see Human Resources Regulation 8.3.3, Employee Conduct at <http://policies.eku.edu>

## **Key University Policies**

To view any University Policy or Regulation in its entirety, please visit <http://www.policies.eku.edu/>

### **Alcoholic Beverages on Campus**

The possession and/or consumption of alcoholic beverages on Eastern Kentucky University property is controlled by Federal and State Laws, Ordinances, Regulations, and University Policies. All members of the Eastern Kentucky University community are expected to obey these laws and regulations. The University desires to preserve an environment compatible with academic endeavors without unnecessarily restricting exercise of legal privileges, while also promoting an environment where there is a zero tolerance for underage drinking, and alcohol education and counseling programs are readily available. To ensure compliance with these values, the following general rules apply:

- The service, sale and consumption of Alcoholic Beverages on University Property and/or at University Events and Non-University Events shall be in compliance with all State Laws, Ordinances, Regulations, and University Policies and Regulations.
- **The possession and/or consumption of Alcoholic Beverages in residence halls is strictly prohibited**, with the exception of Grand Campus.
- The University reserves the right, in its sole discretion, to terminate the service and/or sale of Alcoholic Beverages at any time during any event held on University Property.

For more information regarding general procedures, server requirements, sponsor requirements, prohibitions and limitations, and exceptions, please view the full policy at <http://www.policies.eku.edu>

### **Campus Free Speech Protection**

As required by KRS 164.348(4)(a), you are being notified of your rights under the University’s Policy Governing Time, Place and Manner of Demonstrations, Meetings and Other Assemblies, Policy 9.3.3. This Policy is established to facilitate the effective use of University facilities and outdoor spaces for the exercise of free expression.

The University is committed to protecting the right of free expression and academic freedom; upholding open inquiry; and, promoting lively debate. To that end, the University does not impose restrictions on speech except where such restrictions are:

- Content neutral;

- Narrowly tailored to serve a significant government interest; and,
- Leave open ample alternative channels of communication.

For more information on the procedures the University uses related to demonstrations, meetings, and assemblies as well as for posters, flyers, handbills, banners, and chalking, please view the full Policy at <https://policies.eku.edu>.

### **Signage, Bulletin Boards, and Posting Places**

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

With these values in mind, the University's Signage, Bulletin Boards, and Posting Places regulation addresses the number, size, and placement of postings; acceptable posting fixtures; the manner in which to obtain posting privileges in various locations; and temporary yard sign protocols. For more information and to read the policy in full, please visit <http://www.policies.eku.edu>

### **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. For more information and to read the policy in full, please visit <http://www.policies.eku.edu>

### **Policy on Discrimination and Harassment**

It is the Policy of Eastern Kentucky University ("EKU" or the "University") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University has published and enacted Policy 1.4.1, Discrimination and Harassment (hereafter referred to as the "Policy") to reflect and maintain its adherence to all federal and state civil rights laws prohibiting discrimination and harassment in public educational institutions and to reflect and maintain its values as an institution.

The University does not discriminate on the basis of race, color, religious belief, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, disability, medical condition, veteran status, genetic information, age, or any other characteristic protected

by federal, state or local law in its programs and activities. This prohibition applies to all University programs or activities, including but not limited to admission and employment.

The University will not tolerate discrimination of any kind, including all forms of sexual or gender-based discrimination, harassment, and misconduct, such as Sexual Assault, dating and domestic violence, sexual exploitation, and stalking. This Policy further prohibits aiding or inciting another person(s) to violate this Policy. This Policy specifically prohibits retaliation, in any form, against a person who reports, complains about, or who otherwise participates in good faith in any matter related to this Policy and Procedures.

You may view this Policy by going to: <http://policies.eku.edu> and searching “Discrimination and Harassment.”

The Office of Institutional Equity is responsible for administering this Policy.

### **Inquiries**

Reports of Discrimination, Harassment, including reports of Title IX sexual misconduct, and/or Retaliation should be promptly made to the Office of Institutional Equity (OIE). The following persons have been designated to handle inquiries regarding this Policy:

Lindsey A. Carter  
Director, Office of Institutional Equity & Title IX Coordinator  
521 Lancaster Ave.  
Jones Building, Suite 416  
(859) 622-3541  
[lindsey.carter@eku.edu](mailto:lindsey.carter@eku.edu)

Reports/Complaints under the Policy on Discrimination and Harassment can be made here: <http://go.eku.edu/TitleIXReport>

There is no time limitation on the filing of reports/complaints with the University. All reports are acted upon in a timely manner and every effort is undertaken, to the extent permitted by law, to maintain privacy. Reports of Discrimination on the part of the Title IX Coordinator and/or the Director of the OIE should be reported to Office of the President at EKU.

## **Tailgating Policy**

Tailgating is a gathering of students, alumni, faculty, staff, and members of the public prior to Eastern Kentucky University athletic events, in designated locations, to socialize and prepare and/or consume food/beverages. The objective of tailgating is to promote attendance at and popularity of University athletic events and enhance University team spirit.

The University recognizes that tailgating has become a popular adjunct to athletic event attendance. All tailgating activities, particularly those involving alcoholic beverages, must be in accordance with this Policy. Generally, the University enforces the following protocols:

- Individuals attending 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, to designate parking spaces, and to restrict access to designated tailgating locations or picnicking spots for reasons of safety and/or disruption of the peace.
- Prohibition against public intoxication or other inappropriate behavior will be enforced.
- Pets on leash are permitted at public outdoor spaces only and must be under the control of the owner at all times. Waste removal and cleanup as well as any and all damage caused by the pet is the responsibility of the owner.
- Portable electrical generators with a decibel rating of 60DB or less are permitted, but are discouraged. For temporary electrical needs, the use of battery operated inverters is recommended since these do not generate hazardous carbon monoxide emissions, do not require gasoline cans and resultant hazards, and do not create noise that is potentially damaging to hearing and a nuisance to fellow tailgaters. The operation of portable electrical generators that create excessive noise, emission hazards or other safety concerns will not be permitted.
- Banners and signage recognizing businesses may not be displayed nor may promotional materials be distributed without prior approval by the University Athletics Department.

For more information regarding alcoholic beverages, vehicles, noise, food/grilling, tents and tables, and cleanup/trash removal/recycling, please visit <http://www.policies.eku.edu> to view the full policy.

### **Tobacco-Free Campus**

EKU supports initiatives designed to foster a healthy campus climate for EKU faculty, staff, students, volunteers, vendors, patrons, customers, guests, visitors, and contractors (“Persons”). The Tobacco Free Campus Regulation is designed to support health initiatives for EKU and its extended regional campuses by designating all EKU owned, rented, and leased property as tobacco free, including surrounding exterior spaces and recreational areas.

The use of all Tobacco is prohibited on all Property that is owned, leased, occupied, or controlled by the University. This includes buildings and structures, residence halls, housing facilities operated by Employee Housing, grounds, exterior open spaces, parking lots, and garages, on-campus sidewalks, streets, driveways, stadiums, recreational spaces, practice fields, University Property outside the main campus such as regional campuses, farm facilities, art galleries, performance venues, and sporting venues and functions that are held in these facilities and venues.

The use of Tobacco is prohibited in Vehicles owned, leased or rented by the University, including maintenance Vehicles, automobiles, shuttles, utility Vehicles, and golf carts as well as while in personal Vehicles on University Property.

For more information and to read in full, please visit <http://www.policies.eku.edu>

## **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: Office of Equity and Inclusion, Eastern Kentucky University, Jones Building, Room 416, Coates CPO 37, Richmond, Kentucky 40475-3102, (859) 622-8020.

## **Photograph Permission**

Eastern Kentucky University employs and/or hires photographers and/or videographers to document University events and happenings on ECU's campus and University-related events off-campus. This media may be used by the University for a wide range of purposes, including, but not limited to: promotion, decoration, marketing and communication. Media may be included in University communications on the internet, in broadcast television, in social media and in print, both on- and off-campus. Media may also be shared with associated third parties for inclusion in University-related materials. If you would like to request your photo or video not be taken at these events, please identify yourself to the photographer(s) and/or videographer(s) at each event and communicate this request to opt-out. If you are unable to contact the photographer(s) and/or videographer(s) at an event in order to opt-out, please send a request to ECU Communications and Brand Management at [brand@eku.edu](mailto:brand@eku.edu).

## **Student Complaints – General Process**

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.

### **Academic Affairs Area**

Issues other than grade appeals that involve a particular class or instructor should proceed via the following process. This process must be performed in order - jumping a step will result in the complaint being redirected to the level that was skipped:

1. Communicate the issue directly to the involved instructor or faculty member in person, via teleconferencing or similar remote meeting, or in writing (only a signed letter or an email from an official ECU student email account will be accepted).
2. If a resolution is not reached with the individual instructor, an explanation of the issue in writing (only a signed letter or an email from an official ECU student email account will be accepted) can be sent to the Chair of the Department that offers the class in question.
3. If a resolution is not reached with the Department Chair, an appeal in writing (only a signed letter or an email from an official ECU student email account will be accepted) can be sent to the Dean of the College that houses the Department in question.
4. If a resolution is not reached with the Dean of the College, the final avenue of appeal can be made in writing (only a signed letter or an email from an official ECU student email account will be accepted) to the Associate Provost for Student Academic Affairs. The decision of the Associate Provost will be final.

Any issue involving a department or area that is not affiliated with a college and reports to the Office of the Provost and Senior Vice President for Academic Affairs should be filed with the director of that particular area. If a resolution is not reached with the department director, the final review of the issue can be filed in writing (only a signed letter or an email from an official EKU student email account will be accepted) with the Associate Provost for Student Academic Affairs. The decision of the Associate Provost will be final.

### **Finance and Administration Area**

A complaint or grievance with a department reporting to the Senior Vice President for Finance & Administration should be filed with the leader or manager of the particular office where you are having the problem. If you are not satisfied with the response, an appeal of the complaint or grievance should be filed, in writing, with the Director or Executive Director having direct administrative oversight for the particular office. Any subsequent final appeal should be filed with the Senior Vice President for Finance & Administration.

### **Student Success, Engagement & Opportunity Area**

A complaint or grievance with a department reporting to the Vice President for Student Success, Engagement & Opportunity should be filed through this website: <https://dos.eku.edu/student-complaints>. 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 or Executive Director. If you are not satisfied with the Associate Vice President or Executive Director's response, the final appeal of the complaint or grievance should be made in writing to the Vice President for Student Success, Engagement & Opportunity.

### **Other University Offices**

For offices not listed in the areas above, students should utilize the university organizational chart at:

[https://president.eku.edu/sites/president.eku.edu/files/files/ORG%20Charts/pc\\_org\\_chart\\_6\\_21\\_21.pdf](https://president.eku.edu/sites/president.eku.edu/files/files/ORG%20Charts/pc_org_chart_6_21_21.pdf) 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*. For graduation purposes students are held to the requirements of their major as they appear in the EKU catalog that is associated on the student's Degree Works degree audit. However for all University wide policies and graduation requirements students are held to those published in the most recent academic catalog.

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.

#### 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.

#### 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

### Minimum Academic Standards

#### Satisfactory Progress

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

Students should refer to their Degree Works degree audit to confirm their GPA and academic standing.

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.

To make timely progress toward degree students are expected to earn at least 15 credit hours per fall/spring semester.

#### Good Academic Standing

To be eligible for enrollment without being placed on academic probation, students must maintain the following institutional grade point average (GPA) while enrolled at ECU.

<u>Overall GPA Hours</u>	<u>ECU GPA</u>
30 or fewer	1.5
31 – 50	1.8
51 or more	2.0

The actions described below pertain to students whose institutional GPA falls below the established GPA threshold. Once a student's ECU GPA returns to 2.0 or above, he/she is once again in good academic standing.

#### Academic Probation

Students who do not meet the established institutional GPA (see table above) will be placed on academic probation after the close of that semester. While on academic probation students may not enroll in more than 15 credit hours in either fall or spring terms or more than six hours during a full (12-week) summer term. 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 ECU GPA of at least 2.0 or raised their institutional GPA to meet the established threshold (see table above). Students not meeting the semester or institutional ECU 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 ECU GPA falls below the established threshold 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*).

Students may petition for immediate readmission from suspension (in lieu of sitting out their suspension) if they believe that catastrophic circumstances beyond their control prevented them from being academically successful. Students will be required to complete the petition for readmission through the Registrar's office and submit all supporting documentation. Incomplete petitions will automatically be denied.

Students who wish to return to ECU but were academically suspended or dismissed with a GPA less than 1.5 will be required to complete the petition for readmission and submit all supporting documentation. Incomplete petitions will automatically be denied. There is no guarantee that a suspended student with an ECU GPA less than 1.5 will be allowed to return to ECU.

### **Academic Dismissal**

Students who have been academically suspended three times must maintain a semester ECU 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 ECU 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. This transfer coursework may be used to meet degree requirements but will not be used in calculations determining academic standing. 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. Only by repeating ECU course work in which a student earned poor or failing grades can a student quickly rehabilitate his/her institutional GPA and therefore improve academic standing.

### **First Time Freshman Grade Review Process**

Because a student's academic performance in his/her first semester at ECU is predictive of overall success and graduation, ECU increases support given to students whose institutional GPA is between 1.0 and 1.5 with 30 or fewer earned GPA hours.

New first-time freshmen whose institutional GPA is between 1.0 and 1.5 are required to participate in a prescribed intervention strategies and are placed on First Semester Probation, with a requirement of earning an institutional 2.0 or higher term GPA in the second semester to prevent academic suspension. New first-time freshmen whose institutional GPA is below 1.0 after their first semester are academically suspended from the university without being first placed on probation.

## 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. It is the student's responsibility to initiate the request to make up class work missed.

### Faculty Drop/First Day Attendance

Class attendance is critical to success. Instructors are required to drop a student from a class if the student has not attended during the first week of the class. If a student adds the class late, and does not attend at the very next class meeting he/she may be dropped.

Students who know they will be absent from the first class meeting should contact their instructor ahead of time to explain their absence and request that the instructor not drop them from the class. Should they fail to do so, a student can expect that missing the first day of class will automatically result in removal from the class.

The University expects all students to be officially registered and to attend class. Students may not attend a class if they are not officially enrolled – this means that the class is listed on their schedule as viewed through EKUDirect. Students should print their class schedule from EKUDirect to confirm enrollment in courses. Once logged in select from the menu "Student Services & Financial Aid", next select "Registration", then select "Printable Student Schedule" and chose the appropriate term.

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://registrar.eku.edu/FirstDayOfAttendance/>). 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.

## Catalog

Students will be governed under academic standards and policies found in the current *Undergraduate* or *Graduate Catalog*. Students who change their major or readmit to the university will be held to the graduation requirements of the current academic catalog.

### 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.

### Enrollment in Fall/Spring Terms

To make timely progress toward their degree, **full-time students are expected to earn 15-16 credit hours each fall/spring semester.** Full-time student status requires a minimum of 12 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.

### Enrollment in Summer Terms

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

### Adding or 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 adds and drops are executed online through ECU Direct. Students should print their class schedule from EKUDirect to confirm the course has been dropped. Once logged in select from the menu "Student Services & Financial Aid", next select "Registration", then select "Printable Student Schedule" and chose the appropriate term.

### 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. Any course additions after the published date requires written permission of the instructor, department chair, and dean of the college offering the course.

### Withdrawing From a Class

**2nd Week – 12th 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 (first week of class) through the end of the twelfth week of a regular (Fall/Spring) semester.

Beginning with the Tuesday of the 9<sup>th</sup> week of full-semester classes, student will be assessed a \$50 per credit hour fee after withdrawing from a course (\$150 is the maximum fee for any course of 3 or more credit hours).

**After the 12th Week:** Late Withdrawal Appeals Process: After the twelfth week of a regular Fall/Spring semester, only students who are the victim of extraordinary circumstances may petition for a late withdrawal through the Registrar's Office. The deadline for filing a petition for a late withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is seeking withdrawal

**Approval of a Medical Leave of Absence does NOT impact any tuition or fee charges.** There is zero tuition or fee refund associated with a Medical Leave of Absence as the student is withdrawn from all courses in the semester for which the leave of absence applies. Medical Leave of Absences may be requested only when the student is medically unable to continue as a student in the current semester. The student must leave, or has left, the University as they are not able to continue with any classes. There is no withdrawal fee associated with a Medical Leave of Absence.

A Medical Leave of Absence may not be requested for any past terms and cannot be requested if the student has taken final exams for the semester in which they are requesting a Medical Leave of Absence. See more details online on the Registrar's website or call the Academic Compliance Coordinator in the Registrar's Office at 859-622-1097, or email [Registrar@eku.edu](mailto:Registrar@eku.edu).

**Approval of a Late Withdrawal does NOT impact any tuition or fee charges.** There is zero tuition or fee refund associated with a Late Withdrawal, its only impact is to change from a letter grade to a course withdrawal. Please refer to the Colonel's Compass for term specific withdrawal dates.

The student should complete a Petition for Late Withdrawal Form (available from the Registrar's website) and 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 approved late withdrawals will be assessed a \$50 per credit hour fee, to a limit of \$150 per course. The withdrawal fee will not be assessed if the student is withdrawing from all classes for that semester.

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.

**Withdrawing from first year success courses:** Students must secure permission before being able to withdraw from a student success seminar (e.g. GSD 101, ASO 100, BTO 100, EDO 100, JSO 100, HSO 100). Students can submit a request online at <https://firstyearcourses.eku.edu/request-dropwithdraw-student-success-seminar-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.

## 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. All undergraduate students enrolled in lower division (000-299 numbered) gradable classes should receive a 4-week progress assessment.

### 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:

<b>Grade</b>	<b>Meaning</b>	<b>Grade Points per Hour</b>
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 or IP	Incomplete	0.0
NC	In Progress No Credit	0.0
NR	Not Reported	0.0

### **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. However an IP in a Cooperative Education course (Co-op) will convert to an “F” if course requirements are not successfully completed.

Throughout the *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.

### **Incomplete**



An instructor may assign a grade of "I" (Incomplete) if the instructor believes that a student has been unable to complete the course on time because of unavoidable conditions. An Incomplete Grade Agreement must be received by the Registrar's Office no later than 30 days past the deadline for final grade submission. The student's approval is required before an Incomplete Grade Agreement will be accepted by the Registrar's Office.

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 Agreement within 15 University business 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 Appeal**

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

- (1) The student should consult with the instructor, seeking a satisfactory explanation.
- (2) 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.
- (3) The department chair shall consider the matter in consultation with the instructor and the student and exercise influence towards mediation.
- (4) 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 Senior Vice President for Academic Affairs and Provost and the dean of the college in which the course is offered shall appoint an appropriate committee.
- (5) 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.
- (6) 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.
- (7) 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 Senior Vice President for Academic Affairs and Provost.

### **Grade Change**

All grade changes must be made by the following deadlines: for Fall semester grades - the last day of classes of the following Spring semester; and for Spring and Summer semester grades - the last day of classes of the following Fall semester.

## **Graduation**

### **Application for Graduation**

*Undergraduate students* become eligible to graduate by:

- Completing all program requirements as specified in the applicable undergraduate catalog – which are displayed on the student's Degree Works audit.
- Submitting a Graduation Application in the semester they reach 90 hours. Students will be reminded to apply online (EKUDirect) by the Registrar. Students will have a registration hold until they select a reasonable graduation term and have a plan in Degree Works that will create a pathway to achieve that graduation goal.

*Graduate students* become eligible to graduate by:

- Completing all program requirements as specified in the applicable graduate catalog which are displayed on the student's Degree Works audit.
- Submitting a Graduation Application by August 18 for December graduation, February 27 for May graduation

Commencement ceremonies are held at the close of the Fall and Spring semesters. Students who are candidates for graduation are encouraged to participate in a commencement ceremony. The ceremonies are celebrations only and participation does not convey a guarantee that the student will be awarded his/her degree. Satisfactory completion of all degree requirements must be verified by the Registrar before degree conferral can be completed. Students should refer to the Graduation Information website for ceremony details (<http://registrar.eku.edu/graduation-celebrations>).

### **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 an institutional (EKU) grade point average (GPA) of a 2.0.

### **Study Abroad Programs**

Students have several options for study abroad at ECU. 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 (859-622-8794).

## 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

- a) Department, prefix, number, title, and credit hours.
- b) 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.
- c) Text(s) with dates, supplemental text(s), other required readings and references.
- d) Course objectives.
- e) Course outline—a topical outline indicating subject matter, scope, contents, and an approximate time schedule.
- f) 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.
- g) Additional requirements for graduate students in 700-level classes taught concurrently with 500-level classes.
- h) Evaluation method(s) and relative weight of each course requirement.
- i) 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.
- j) Attendance policy.
- k) Notification of the last day to drop the course if the course starts or stops on nonstandard dates.

## Withdrawal from the University

Students finding it necessary to withdraw from the University may withdraw from all courses online using EKU Direct **through the 12th week of a regular term**. Students are not allowed to withdraw from a course or from the University after the twelfth 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.”

Students who withdraw completely from the university (from every class) will not be assessed a withdrawal fee. A complete withdrawal from the University, after the 4th week of the full semester does NOT impact tuition or fee charges. There is zero tuition or fee refund associated with withdrawals after that period. Before the period there may be some partial tuition refund. Please refer to the Colonel’s Compass for term specific withdrawal dates.

After the twelfth week, a student who is the victim of extraordinary circumstances may petition for a late withdrawal 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 Petition for Late Withdrawal Form and include **justification and documentation** for the withdrawal. For forms and more details, refer to the registrar’s website ([www.registrar.eku.edu](http://www.registrar.eku.edu)).

## Dining Services Refund for Students Withdrawing from the University

- Refunds will only be given to students who are officially withdrawing from the University. Optional flex dollars are non-refundable.
- 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 at ECU's Colonel Compass <http://www.ecu.edu/compass/deadlines> which lists all important dates and deadlines associated with each term.

## Housing Refund for Students Withdrawing from the University

For Housing refunds, a student is refunded based on the following schedule taken from the Housing Contract.

### Fall Semester Cancellation Fee Schedule:

1. The prepayment will not be refunded after it has been paid.
2. The Resident will be charged a prorated amount of the Housing Facility Rate for cancelling between Move-In Day and August 23rd, 2021. These charges also apply to Students with class schedules who applied for campus housing and then never move in to the Housing Facilities – No Shows.
3. The Resident will be charged 50% of the assigned Housing Facility Rate for cancelling between August 24 – August 30.
4. The Resident will be charged 75% of the assigned Housing Facility Rate for cancelling between August 31 – September 13.
5. The Resident will be charged 100% of the assigned Housing Facility Rate for cancelling after September 14.

### Spring Semester Cancellation Fee Schedule:

1. The prepayment will not be refunded after it has been paid.
2. The Resident will be charged a prorated amount of the Housing Facility Rate for cancelling between Move-In Day and January 17, 2022 if the Resident did not live on-campus in the Fall semester. If the Resident was living on-campus in the Fall, the Resident will be charged 50% of the assigned Housing Facility Rate for cancelling during these dates. These charges also apply to Students with class schedules who applied for campus housing and then never move in to the Housing Facilities – No Shows.
3. The Resident will be charged 50% of the assigned Housing Facility Rate for cancelling between January 18 – January 24.
4. The Resident will be charged 75% of the assigned Housing Facility Rate for cancelling between January 24 – February 7.
5. The Resident will be charged 100% of the assigned Housing Facility Rate for cancelling after February 8.

The student may cancel the housing contract by accessing the Housing Portal from [www.housing.ecu.edu](http://www.housing.ecu.edu). For questions related to the housing contract, the office is located in Whitlock 552, phone (859) 622-1515 or by email at [housing@ecu.edu](mailto:housing@ecu.edu).

## 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 Leave of Absence or a Petition for Late Withdrawal.

### **Late Withdrawal for Extenuating Circumstances**

After the twelfth week, a student who is the victim of documented extraordinary circumstances - which do not qualify him/her for a Medical Withdrawal - may petition for a Late Withdrawal from the University. The student must appeal through the Registrar's Office. The deadline for filing a petition for withdrawal under extraordinary circumstances (Late Withdrawal) is the last day of the full semester following the term from which the student is seeking withdrawal. The student must complete a Petition for Late Withdrawal Form and 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)). Incomplete petitions will automatically be denied.

### **Voluntary Medical Leave of Absence**

Students may request a Voluntary Medical Leave of Absence from ECU when serious physical or mental health issues prevent the student from continuing with coursework in the current term. 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 in the semester in which they are currently attending. A Medical Leave of Absence is appropriate only when "incompletes" or other arrangements with instructors are not possible. A request for a medical leave of absence 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.

**Medical Leave of Absences do NOT provide financial benefits. There is no tuition or fee refunds automatically associated with an approved Medical Leave of Absence.**

Requests for a Voluntary Medical Leave of Absence 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/withdrawal-information>. The deadline for filing a petition for a Voluntary Medical Leave of Absence is the last day of the current semester.

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 Leave of Absence, 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 Leave of Absence 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 Leave of Absence 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.

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), or call the Academic Compliance Coordinator in the Registrar's Office at 859-622-1097, or email [Registrar@eku.edu](mailto:Registrar@eku.edu).

### **Involuntary Medical Leave of Absence**

Eastern Kentucky University may place a student on an Involuntary Medical Leave of Absence 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 Dean of Students, the student, (a) poses a threat to the lives or safety of 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 Leave of Absence can be found on the Registrar's website: [www.registrar.eku.edu](http://www.registrar.eku.edu).

### **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, WHITLOCK CPO 58, Eastern Kentucky University, 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 elect to enlist in the military during the semester may not exercise this option.

### **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. 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 whose enrollment was terminated for academic reasons do not 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 and Support

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

### **The Division of Diversity, Equity, Inclusion and Student Life**

The Division of Diversity, Equity, Inclusion and Student Life is committed to an exceptional student experience focusing on enriching the educational experience and creating a sense of belonging for all students. We engage, develop and empower students through our programs, services, and partnerships preparing them for success now and in the future. We take pride in being the University's epicenter for student engagement while guiding the overall efforts in student health and wellness, inclusive excellence, social responsibility and experiential involvement.

The Division of Diversity, Equity, Inclusion and Student Life is comprised of Student Life & First-Year Experience, Center for Inclusive Excellence and Global Engagement, Counseling Center, Student Health Services, and Military and Veterans Affairs.

Together, this collection of departments and services impact and shape the daily lives of students preparing them to lead in an increasingly diverse world.

### **Center for Inclusive Excellence and Global Engagement**

013 Powell Building  
Phone: (859) 622-4373  
Fax: (859) 622-6997  
[www.inclusive.ecu.edu](http://www.inclusive.ecu.edu)

The Center for Inclusive Excellence and Global Engagement (CIEGE) was created to ensure underrepresented minority students, international, and LGBTQ+ students have a safe space to refresh, rejuvenate and accelerate their growth. This 7000 square foot space is prominently located in the middle of the Student Center on the ground floor, aside the Barnes and Noble Bookstore and adjacent to Starbucks. The CIEGE works with students and the ECU community to retain underrepresented minority students by creating an inclusive environment where they can thrive, by celebrating their national and international cultures and supporting their personal and professional development. The goal is to produce ECU students that are inclusive thinkers that are confident, responsible, global minded achievers with a strong sense of belonging.

The CIEGE focuses on student retention, student development and student retention. We want our students to have an engaging and enriching student experience that they will never forget. Students will be challenged to be their best selves and to expand their minds to understand that our differences provide intellectual stimulation, that in turn, better prepares us for a global marketplace. Inclusive excellence will be a primary focus within the office and across the campus community.

The CIEGE will create opportunities to uplift our diverse cultures by hosting heritage month celebrations, creating events that support student development and working with students, faculty, and community partners to put on educational programs that build upon an inclusive campus environment. Academic success and student development programming is provided through the Freshman Academy and the Dr. Rodney Gross Scholars Program. Both offer advocacy, connection to ECU leadership and mentors to support student achievement.

The Center for Inclusive Excellence and Global Engagement is all about building **One ECU**.



## **Counseling Center**

Whitlock Building, Room 571

Phone: (859) 622-1303

Fax: (859) 622-1305

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

The mission of the ECU Counseling Center (EKUCC) is to foster the psychological development and emotional wellbeing of students through counseling and psychotherapy, prevention and educational programming, consultation and outreach, as well as contributions to the field of mental health care. We seek to provide a safe, welcoming, and affirming environment for all persons.

Students can access mental health support from a licensed professional 24 hours/day by calling the EKUCC: (859) 622-1303 – this includes business hours, evenings, weekends, holidays, and university closures.

EKU Counseling Center staff consists of licensed professionals who possess expertise in the specialty of collegiate mental health and are prepared to serve students dealing with a range of concerns and issues, including anxiety, identity and/or oppression, suicidality, interpersonal concerns, performance anxiety, academic difficulties with goal-setting, motivation, and task completion, major/career uncertainty, eating/body image concerns, issues related to traumatic experiences, and adjusting to life or circumstance changes. During the 2020-21 academic year, the most common concerns students addressed in university counseling centers around the country, as well as at the EKUCC were: anxiety, depression, academics, relationships, and general stress.

The ECU Counseling Center staff provides clinical services utilizing a variety of modalities including initial assessment, group, individual, and couples therapy in addition to other services including Feel Better Fast workshops, Peak Performance workshops, mindfulness, biofeedback, suicide prevention training, medication management, and referrals. Referral is provided when the requested or necessary services are beyond the role or scope of EKUCC's services- this is often determined during the Initial Assessment meeting. All currently enrolled students are eligible for an Initial Assessment to determine treatment recommendations. Initial Assessments are completed on a "rapid access" basis and do not require an appointment. There is no session limit for EKUCC services.

EKUCC clinical services are defined as confidential by Kentucky state law. All clinical staff members comply with the American Psychological Association Ethical Code as well as their respective professional licensing boards.

To initiate services, please call: (859) 622-1303.

## **Office of Military and Veterans Affairs**

Powell Student Center 137

Phone: (859) 622-2345

[EKUVeteransAffairs@eku.edu](mailto:EKUVeteransAffairs@eku.edu)

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



The Office of Military & Veterans Affairs (OMVA) serves student veterans, servicemembers, and military family members by serving as a “one stop shop”: assisting with the application and admissions process, applying for Veterans Administration (VA) benefits, awarding credit for military training and experience, and serving as an advocate for issues affecting veteran and military students throughout the campus community. For more information, please visit the OMVA website at [www.va.eku.edu](http://www.va.eku.edu).

To utilize VA education benefits and to obtain a Certificate of Eligibility, veterans, servicemembers and military family members should apply online at [www.vets.gov](http://www.vets.gov). Upon receipt of the certificate, please provide a copy via email at [EKUVeteransAffairs@eku.edu](mailto:EKUVeteransAffairs@eku.edu). A Course Enrollment Form must be submitted online each semester for which benefits will be used. The online form and additional information can be found at [www.va.eku.edu/course](http://www.va.eku.edu/course).

Veterans needing assistance in obtaining a copy of their Joint Service Transcripts or CCAF transcripts can find information at <https://va.eku.edu/credit-your-military-service>.

### **VA Regulations for Aviation Courses**

Students using GI Bill<sup>®</sup> benefits to fund an aviation course must complete each course within 19 weeks of initiation of the first flight event, failure to do so will result in the student being assigned a grade of NC (No Credit). Students using GI Bill<sup>®</sup> benefits must repay to the VA the cost (including a portion of the stipends for living expenses) related to any course in which a grade of NC is earned. All student participants receiving Veterans Administration benefits have 19 calendar weeks from the date of the first flight event to complete an Aviation flight lab.

GI Bill<sup>®</sup> is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.va.gov/education/eligibility](http://www.va.gov/education/eligibility).

## **Student Health Services**

Rowlett 103

Phone: (859) 622-1761

Fax: (859) 622-1767

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

Student Health Services at Eastern Kentucky University provides students with the best quality acute ambulatory medical care in a compassionate environment.

Student Health Services has three primary goals: first, to address any acute 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
- Continuation of allergy shots (including serum storage)
- Basic laboratory testing including rapid tests for the flu, strep, pregnancy and mono.
- STI Testing

- Various immunizations (modest fee depending on type)
- Seasonal flu vaccine
- Referrals to specialists on an as needed basis
- Tuberculosis skin testing (small fee)
- Sports, Teaching, and General Physicals
- EKG's
- Nebulizer Treatments
- Minor injury care
- Women's Care
- Birth Control
- Mental health

## Student Life & First-Year Experience

Powell 152

Phone: (859) 622-3855

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

The Office of Student Life & First-Year Experience (SL&FYE) at Eastern Kentucky University is dedicated to making sure every student has an opportunity to get involved and receive valuable experiences outside of the classroom. SL&FYE provides numerous services and programs for ECU students including **Community Service, Colonel's Cupboard, Fraternity & Sorority Life, Leadership, Registered Student Organizations (RSOs), and Student Activities**. SL&FYE also provides educational opportunities to assist students in their holistic development.

The first step to getting involved is visiting our website: [www.studentlife.eku.edu](http://www.studentlife.eku.edu). Here you can learn about involvement opportunities, browse RSOs, and check out upcoming events.

### First-Year Experience

First-Year Experience (FYE) serves to help you connect to ECU inside and outside the classroom and empower you with experiences and resources to make your first year a powerful, engaging experience. We strive to build all FYE programming on these three pillars:

- **EXCITE** your Colonel spirit by embracing ECU traditions and embarking on your individual "Eastern Experience."
- **EXCHANGE** dialogue, ideas and perspectives with faculty, staff and peers to connect with the greater ECU community.
- **EXCEL** inside and outside the classroom by establishing positive habits that will help make you a successful Colonel at ECU and beyond.

Our cornerstone FYE program **Big E Welcome**, will allow you to build friendships and connections with other first year students, equip yourself with skills to excel in the classroom, and truly welcome you into the ECU experience! Your Colonel Crew Leader (a current ECU student) will lead you through the festivities and share the weekend with you.

### Community Service and Colonel's Cupboard

From disaster relief to blood drives, ECU students are changing the world one project at a time. Whether serving out of state on an Alternative Break trip or right here on campus, our service projects offer you the opportunity to make new friends, build your network, and grow as an individual. Our projects fit perfectly into a wide variety of majors, minors, and concentrations to provide offerings that fit everyone's interests.

The **Colonel's Cupboard** is an on-campus food pantry that assists ECU students who may be experiencing food insecurity. We also offer toiletry items and clothing items through the Closet TransForm housed within the Colonel's Cupboard.

### **Fraternity & Sorority Life**

ECU is home to a vibrant fraternity and sorority community comprised of nearly 30 chapters and four governing councils: Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), and Panhellenic Council (NPC).

Visit [www.greeklife.ecu.edu](http://www.greeklife.ecu.edu) to learn more about the recruitment or intake process and these values-based organizations focusing on scholarship, service, leadership, and life.

- **Scholarship** – To create opportunities and an environment conducive to growth and achievement in all aspects of academia.
- **Service** – To encourage servant leadership in our members by serving the community of Richmond, the campus of Eastern Kentucky University, and the philanthropies as determined by our chapters and our inter/national organizations.
- **Leadership** – To demonstrate the characteristics of dependable, motivated, honest, and committed leaders by creating an environment that develops, inspires, and molds today's students into tomorrow's professionals.
- **Life** – To develop lasting internal and external relationships within our organizations and well as with alumni, the community, and the University.

### **Leadership**

SL&FYE is dedicated to providing leadership programs which cultivate your personal leadership talents to help you be successful during your time at ECU and beyond. Our leadership programs include workshops, retreats, I AM ECU, certificates, and more!

### **Parent & Family Programs**

The ECU Parent & Family Network serves to empower ECU parents, family, and friends with resources, timely and important information, and programs to support the success of their Colonel. The network assist in helping families stay connected and informed on the ECU community. More information can be found at [www.familyprograms.ecu.edu](http://www.familyprograms.ecu.edu).

### **Student Activities**

SL&FYE hosts dozens of events each semester aimed at educating, entertaining, and meeting the needs of ECU students. We also have many programs in which we collaborate with various departments across campus to enhance the out-of-classroom experience. Check out upcoming events at [www.studentlife.ecu.edu](http://www.studentlife.ecu.edu).

### **Student Organizations**

SL&FYE is home to a variety of Registered Student Organizations (RSO) that ECU students are welcome to get involved with at any time! RSOs at ECU include a group of 6 or more current ECU students who have formulated an organization for a common purpose. Student organization information can be found at [www.studentlife.ecu.edu/student-organizations](http://www.studentlife.ecu.edu/student-organizations).

## **Division of Student Success, Engagement & Opportunity**

Eastern Kentucky University is the School of Opportunity where everyone belongs. We create opportunities for personal growth through exceptional experiences, to ensure students realize their fullest potential and achieve excellence. To ensure that students gain the most from their college experience, the Division of Student Success, Engagement, and Opportunity offers a wealth of academic support resources, student services and enrichment opportunities to foster exploration, discovery, growth and achievement. By fully engaging in all aspects of your education, you will receive an immeasurable return on your investment of time and dedication throughout your life. You can turn opportunity into success and we will support you throughout your journey.

The Division of Student Success, Engagement, and Opportunity includes the following departments: Admissions, Office of Academic and Career Services, International Student Services, Student Financial Assistance, Student Outreach and Transition Office, First Year Courses, Bratzke Student Athlete Academic Success Center, Student Success Center, Center for Student Parents, Center for Student Accessibility Services, Housing and Residence Life, Student Conduct and Community Standards, the Dean of Students, Regional Campuses, Conferencing & Events, and the TRIO programs.

### **Admissions**

Whitlock Building, Room 112

Phone: (859) 622-2106

Fax: (859) 622-8024

<http://admissions.eku.edu/>

The office of Admissions is responsible for recruitment of qualified undergraduate students to the University. This office is also comprised of the Welcome Center and coordinates recruitment events and campus visits throughout the year. In addition, this office is responsible for readiness and outreach related to test scores and benchmarks.

### **Orientation**

Orientation is phase one of the first year experience for new students. During Orientation, students and families visit campus, meet with faculty, staff, and students, and learn more about life at Eastern Kentucky University. Students 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 other student support services. There are various dates available throughout the summer.

### **Office of Academic & Career Services**

Whitlock Building, Room 468

Phone: (859) 622-1296

Fax: (859) 622-1300

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

EKU's Office of Academic & Career Services helps students decide on a major/career, select appropriate classes aligned to that major/career and university requirements, pursue co-op/internships, and target job opportunities.

### **Career Exploration**

Career development professionals at the Office help students identify or further explore their major and career of choice. A variety of assessments allow students to articulate their interests, skills, personality characteristics and work related values, generating a list of major/career options to be explored in terms of reliable and factual information with the guidance of our staff. Through extensive one-on-one counseling sessions, the career development professionals help students make sense of the information gathered, to reach a meaningful decision and pursue it with a realistic action plan.

## **Advising**

Most undergraduate students are assigned an academic advisor through the Office of Academic and Career Services. Designated departmental faculty and college staff serve as advisors to students with declared majors. Academic and Career Advisors serve as advisors for Exploratory, visiting, non-degree seeking and those students not meeting KY academic readiness standards and assigned to the Associate of General Studies (AGS) program.

Academic advising is a dialogue between student and advisor to promote responsible and appropriate choices and facilitate a successful academic experience. The Office of Academic and Career Services collaborates with students, faculty, and staff across campus to develop a meaningful academic plan tailored to a student's needs and goals. Academic and Career Services serves students, faculty, and staff by:

- Providing year-round academic advising and student support to Exploratory and AGS Students.
- Providing advising tools and referring students to appropriate campus resources.
- Facilitating the Progress Report Intervention Program to identify at-risk students.
- Providing customized academic planning and advising to at-risk and Exploratory and Associate of General Studies (AGS) students and students experiencing academic difficulty.
- Assisting with academic recovery for students through the Mid-Term Recovery Program and the Probation Recovery Workshops.
- Assisting in the withdrawal process for students.
- Assisting students in clarifying educational, career, and life goals.
- Coordinating advising resources for the Summer Orientation Program in conjunction with the Admissions Office and the Registrar's Office.

## **Co-op and Internships**

EKU has the first accredited Co-op and Internship Program in the state of Kentucky. The Center assists students in resume development and the application process for Co-op and Internships. Students are able to gain hands-on real world experience in their field or career interest throughout the United States and some opportunities abroad. Academic credit is awarded for both the Co-op and Internship assignments. In addition, students are often offered full-time or part-time positions through their co-op or internship employers.

## **Part-time Job Program**

The Part-time Job Program gives students the opportunity to obtain part-time, temporary and seasonal 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 EKU students.

## **Job Search Preparation**

The Office of Academic & Career Services staff offer 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.

### **Connecting with Employers**

The Office of Academic & 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. Handshake is an easy to use and innovative system that gives students and alumni access to jobs postings and employers targeting ECU students and graduates.

### **Center for Student Accessibility (CSA)**

Whitlock Building, Room 361

Phone: (859) 622-2933

Fax: (859) 622-6794

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

The Center for Student Accessibility (CSA) assists students with medical issues, mental health issues, and learning differences, which may interfere with their academic success. CSA is committed to helping students succeed and maximize their potential by offering personalized academic support, organization and time management assistance, regular one-on-one meetings, assistive technology, and a CSA student tutoring facility. The CSA Senior Director, Accommodation Coordinators, Academic Specialists, and CSA test proctoring services are located in the Charles Douglas Whitlock Building, room 361. The interpreter offices are located on the third floor, of Mattox Hall. Appointments are made by calling (859) 622-2933, visiting our office, Whitlock room 361, or emailing [accessibility@eku.edu](mailto:accessibility@eku.edu).

Individuals seeking services are required to provide CSA with a completed application for services and current documentation. Applications, documentation guidelines, and information on obtaining services can be found on our website at [www.accessibility.eku.edu](http://www.accessibility.eku.edu). Services are determined on an individual basis and may include but are not limited to: test accommodations, note taking software, use of assistive technology, equipment loan, and building accessibility information.

CSA provides services to Deaf and Hard of Hearing students. The office provides and coordinates accessible services including but not limited to: Interpreters for class and class related activities, note taking software, and testing accommodations. Students will need to complete an application for services, provide documentation including diagnosis, and recent audio gram, as well as completing an intake interview. You may find the application for services, as well as documentation guidelines here: [Applying for Services](#). Services are determined on an individual basis. The Interpreter Coordinator's office is located in Mattox, room 322. Appointments are made by (calling (859) 353-0079 (V/TDD) or coming to Mattox, room 322.

### **ADA/504 Coordinator**

The ADA/504 Coordinator serves the University by coordinating the ADA/504 plan for the university and hearing individual ADA/504 appeals. Appointments with the Coordinator are made by contacting the ADA/504 Coordinator, John Dixon at [john.dixon@eku.edu](mailto:john.dixon@eku.edu). Refer to Policy 1.3.4 Establishing Reasonable Accommodations Under the Americans with Disabilities Act ("ADA")/Section 504 of The Rehabilitation Act Compliance Regulation and Appeal Procedures.



### **ADA Awareness Committee**

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 online. <http://accessibility.eku.edu/ada-awareness-committee>

### **ADA Appeals Committee**

The ADA Appeals Committee serves the University Community by hearing individual ADA cases. Please contact the ADA/504 Coordinator for more information.

## **Center for Student Parents**

Turley House

Phone: (859) 622-6684

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

The Center for Student Parents at Eastern Kentucky University provides guidance and support for parenting college students. We offer informative workshops, quiet private computer lab, comfortable study space, family friendly study space, private lactation space, career exploration services, academic counseling, peer mentoring, and much more. Those parenting students receiving Kentucky Transitional Assistance (KTAP) are also eligible for work study placements on campus or in the community they live. The Center for Student Parents has been on the campus since 1998 and funded by the Cabinet for Health and Family Services.

Drop in or contact the program any time to learn more about how ECU supports student parents.

## **Dean of Students Office**

Whitlock Building, Room 347

Phone: (859) 622-3436

Fax: (859) 622-2402

The Dean of Students office supports the mission of Student Success, Engagement, and Opportunity through student advocacy and providing support that promotes the success of students. The Dean of Students oversees the Office of Student Conduct and Community Standards, the Student Success Center, and the Student Assistance Fund for Eastern. The Dean of Students office can assist in facilitating communication between students and professors for various reasons that a student must miss class. Additionally, the Dean of Students chairs the Student Assistance and Intervention Team (SAIT). SAIT is an interdisciplinary group of university members who work proactively to provide students with additional support to be successful at the University. 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.

## **Big E Central: Financial Aid & Scholarships**

Whitlock Building, Room 210

Phone: (859) 622-2361

Fax: (859) 622-2019

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

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

Email: [BigECentral@eku.edu](mailto:BigECentral@eku.edu)  
[scholarships@eku.edu](mailto:scholarships@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 at [www.fafsa.gov](http://www.fafsa.gov). **Priority date to complete the FAFSA is November 1.**

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 or scholarships, students should contact the Office of Student Financial Assistance & Scholarships 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.

### **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 Center for Student Accessibility (CSA) 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.kcc.ky.gov](http://www.kcc.ky.gov).

### **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 \$6,895 for 2022-2023.

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 \$5,300 for the 2022-2023 academic year.

### **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, merit scholarships are awarded for eight consecutive regular semesters of full-time undergraduate work to students earning their first undergraduate Bachelor's degree, provided a satisfactory grade point average is maintained.



In addition to the merit scholarships, the University also awards a number of scholarships funded through private funds administered in the Eastern Kentucky University Foundation. Students need to complete the online scholarship application form to be considered for all foundation scholarships the University awards (<https://www.eku.edu/scholarships/foundation.html>).

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.

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. Students may not receive a tuition waiver at ECU such as the Faculty/Staff waiver along with a merit scholarship. The student will need to choose which program to utilize and notify the Scholarship Office.

### **Awards**

Merit scholarships are awarded automatically upon admission to ECU. Applicants must apply prior to February 1st to receive priority for scholarships. We will continue to award after February 1st until funds are exhausted. The last date for scholarship upgrades is March 1st. There are no upgrades after that date. Students that are in a 100% online degree program are not eligible for merit scholarships. Student must maintain a specified grade point average to retain their scholarships and must be enrolled in a minimum of 12 credit hours each semester. If a student does not return for a semester, the scholarship is considered forfeited and cannot be reinstated.

Please visit the ECU Scholarship Estimator at <https://www.eku.edu/scholarships/estimator.html> to determine what merit scholarship a student may be eligible to receive at ECU.

### **Other Scholarship Opportunities Include:**

**J.W. Thurman Alumni Scholarship:** applicants must be a dependent child of an ECU graduate. Applicants must score at least an 18 composite on the ACT exam and have a minimum unweighted high school grade point average of 2.8. Applicants may apply for this award through an electronic application through the Alumni Office at [www.alumni.eku.edu](http://www.alumni.eku.edu). The application requires the student to upload two signed letters of recommendation and a one page essay stating the reasons for attending ECU for scholarship consideration.

**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. Students must complete the Alumni Office's electronic application found on their website at [www.alumni.eku.edu](http://www.alumni.eku.edu) to be considered for this scholarship.

**Dr. Rodney Gross Diversity Scholarship:** The Dr. Rodney Gross Diversity Scholarship provides financial assistance to high-achieving students from all segments of society: Alaskan, Native, Asian, Native Hawaiian or other Pacific Islander, Hispanic, or Latino. Applications may be obtained via the web at <https://success.eku.edu/register/rodneygross>.

**ECU Retention Scholarship:** (contingent on outside funding): This scholarship helps current and continuing full-time undergraduate students in good standing (not currently on probation) remain in school and progress towards graduation. Retention scholarship awards are need-based grants used to reduce outstanding balances so students can register for classes. The

grants are conditional upon registering for and remaining in classes for the following semester. The electronic application may be accessed via the web at [www.retentiongraduation.eku.edu](http://www.retentiongraduation.eku.edu).

**Out of State Tuition Discount Program:** New out of state undergraduates entering ECU in the Fall of 2022, will receive an ECU Award that reduces the students' tuition cost to \$5,300 per semester (\$10,600 per year).

Transfer students are also eligible for the out of state tuition discount program. Transfer students receiving the out of state discount rate are **not eligible** for other transfer scholarships but may qualify for federal aid as well as [foundation scholarships](#) offered by ECU.

## Student Loans

**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 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. The interest rate cannot exceed 8.25%, 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.

**Freshmen - \$5,500** is the annual loan limit. 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.

**Sophomores - \$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.

**Juniors and seniors - \$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. Graduate students are no longer eligible for subsidized loans.

Independent students may be eligible for additional unsubsidized funds. 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 loans combined cannot exceed the student's cost of education minus all the student financial assistance.

\* Each annual loan limit is for one awarded 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 (FAFSA). After the student is evaluated for all federal programs, his/her eligibility for loans is determined. The Office of Student Financial Assistance will originate 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.studentaid.gov](http://www.studentaid.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. Post Baccalaureate students seeking a certificate are eligible for freshmen level loan amounts. Those seeking an associate degree are eligible for sophomore level loan amounts. Students pursuing a second bachelor's degree are eligible for senior level loan amounts.

**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 and not to exceed 9%. Repayment begins 60 days after the loan is fully disbursed. The parent must complete the PLUS application process at [www.studentaid.gov](http://www.studentaid.gov) each year. If the parent has a signed Master Promissory note (MPN) on file at DOE, the loan funds will be sent to EKU 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.studentaid.gov](http://www.studentaid.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 Whitlock 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%. 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 Assistance Fund for Eastern (SAFE) Emergency Fund** created in the Spring of 2020 as an emergency grant program.

The Student Assistance Fund for Eastern (SAFE) provides short-term financial assistance to Eastern Kentucky University students who are unable to meet immediate, essential expenses due to an unexpected emergency or crisis situation.

Examples of unexpected emergency situations include accidents, illness, death of a family member, loss of property or income, unanticipated educational expenses. Priority will be given to students who are at risk of withdrawing from the university because of said expenses. Awards do not generally exceed \$300.

Student emergency funds are designated to off-set short-term financial need and are not intended to replace or supplement financial aid or scholarships. All situations are unique and will be evaluated carefully and confidentially. Application can be found on the website, <https://retentiongraduation.eku.edu/student-assistance-fund-eastern>.

### **Student Employment**

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 EKU 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 Human Resources for more information at the Jones Building, Room 203, between 8:00 am – 4:30 pm, or by phone at 859-622-8046.

### **First-Year Courses & Learning Communities**

Whitlock Building, Room 455

Phone: (859) 622-7322

[fyc@eku.edu](mailto:fyc@eku.edu)

<http://firstyearcourses.eku.edu/>

The Office of First-Year Courses and Learning Communities administers Student Success Seminars for all first-year students. Student Success Seminars include content about campus resources, study skills, critical thinking, and diversity, helping students find ways to get connected to the University during the transition to college. Eastern Kentucky University offers several variations of the seminar, depending upon a student's major or special interests.

Our courses teach the structure and functions of the University. Our instructors teach learning strategies backed by science. Our students participate in a variety of out-of-class experiences and co-curricular learning opportunities. These opportunities include seminars and events on topics such as financial literacy, student health, and cultural awareness.

Students in GSD 101 – Foundations of Learning complete a Major and Career Series (MaC) developed by the Office of Academic and Career Services. The MaC Series helps students evaluate potential major and career paths through interviews, market data research, and personality assessments.

Student Success Seminars teach students to think critically, solve problems, and take advantage of the resources and opportunities EKU has to offer. As such, our courses are often the first step many Colonel's take on their paths to success.

Every student seeking an Associate of Arts Degree in General Studies or a baccalaureate degree must complete a (1) or (3) credit hour Student Success Seminar.

- Full time students must complete the Student Success Seminar during their first semester.
- Part time students must complete the Student Success Seminar within their first (18) credit hours but are strongly encouraged to complete the requirement during their first semester.
- Students who earn a grade of “W”, “F”, or “FN” in a Student Success Seminar must repeat the course the following term.

Transfer students who have 30 or more transfer credits upon admission to ECU may have the Student Success Seminar requirement waived. Non-collegiate transfer credit, including military transfer credit does not count toward waiving this requirement. Some majors require all students to take a Student Success Seminar, regardless of transfer status. Student Success Seminars will not be waived for AP and Dual Credit hours.

Eastern Kentucky University offers several variations of the seminar for some student populations or majors.

- Exploratory students (students who have not declared a major in a college) will enroll in a (3) credit hour seminar, GSD 101, which incorporates a unit on major and career exploration, in addition to critical thinking and success strategies.
- Students who enter the University with a declared major enroll in a (1) credit hour seminar in their college (ASO, BTO, BUS, EDO, HSO, JSO, SCO, or HON 100).
- Sections of GSD 101 are also offered for special populations, such as NOVA, student athletes, and veterans as enrollment allows.
- Sections of GSD 101 are also offered for special student populations as paired Learning Communities in English (ENG 101), Psychology (PSY 200), and Communications (CMS 100). Eligible students are pre-enrolled in Learning Communities on an as – available basis. In a Learning Community, students take two classes with the same cohort increasing their opportunities to interact with instructors, classmates, and peer mentors outside of class.
- Students who are admitted into the University on a Learning Contract will be paired in a Learning Community with ENG 101R, ENG 101 or CMS 100. Students are pre-enrolled in these Learning Communities with their GSD 101 course contributing to the fulfillment of their Learning Contract.

ECU's First-Year Courses program is committed to quality instruction in an innovative and engaging learning environment. We seek to inspire our students by:

- Fostering connections between students and their faculty, staff, and peers,
- Promoting extracurricular and co-curricular involvement within the University,
- Teaching students how to be responsible members of a socially diverse community,
- Developing awareness about the impacts of personal choices through major and career assessments, and
- Enabling students to integrate new knowledge with existing knowledge by teaching skills in critical and creative thinking.

## Housing & Residence Life

Whitlock Building, Room 552

Phone: (859) 622-1515

Fax: (859) 622-8384

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

EKU Housing & Residence Life fosters the holistic development, engagement, and success of our residential community by providing an inclusive home that enhances the collegiate experience. EKU Housing & Residence Life strives to be a leader in collegiate student housing by providing safe, desirable and affordable housing. Through our residential curriculum, students have the opportunity to grow and share perspectives in a supportive environment that creates resourceful, independent, and engaged individuals.

All students under the age of 21, with less than 60 credit hours, or who have lived on campus less than four academic semesters are required to live on campus. Exception is made for students residing with their parent(s) within 50 miles of the Richmond campus. Students living with parents must submit verification to the Assistant Director of Housing Administration. Verification forms are available in the Housing office or online in the Housing Portal at [www.housing.eku.edu](http://www.housing.eku.edu).

All residence hall rooms and facilities are provided with the following amenities: air conditioning, high-speed internet, free on-site laundry facilities, and bedroom furniture (bed, desk, dresser).

There are multiple residential communities on campus:

- Burnam Hall
- Clay Hall
- Grand Campus Apartments
- Keene Hall  
(closed 2021-2022 school year)
- Martin Hall
- McGregor Hall
- North Hall
- Palmer Hall
- South Hall
- Sullivan Hall
- Telford Hall
- Walters Hall

## McNair Scholars Program

Whitlock Building, Room 449

Phone: (859) 622-6249

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

The EKU McNair Scholars Program is a graduate school preparation program for eligible students seeking careers that require a doctoral degree. McNair is a federal TRIO program sponsored by the U.S. Department of Education. McNair encourages and assists talented undergraduate students from groups underrepresented in graduate education. These groups include first-generation college students from low-income backgrounds, Black Americans, Hispanics, Native Americans, Native Alaskans and Pacific Islanders (including native Hawaiians). Activities, services and benefits afforded to active McNair scholars include:

- An EKU Scholarship
- Academic and research mentoring by EKU faculty members
- Workshops and seminars to advance preparation for graduate school applications and success in graduate school
- A for-credit pre-research course

- A summer-long (11-week) McNair-sponsored research internship with one-on-one EKU faculty guidance and mentoring and up to \$3,000 in stipends
- An intensive McNair Graduate School Preparation Camp
- Books, material and supplies to enhance graduate school readiness and extracurricular undergraduate research
- Personalized one-on-one academic coaching with an emphasis on preparing for graduate school applications
- Structured graduate school admission test preparation
- University based assistance in applying to graduate schools, including drafting and finalizing required graduate school application documents
- Opportunities to present McNair-sponsored research at select presentation venues
- Graduate level McNair-specific fellowships and assistantships at leading universities
- Graduate school application fee waivers

To learn more about the EKU McNair Scholars Program and how to apply, contact the program director at (859) 622-6249. More information can be found at [www.mcnair.eku.edu](http://www.mcnair.eku.edu).

**NOVA**  
**TRIO Student Support Services**

Cammack Building  
Phone: (859) 622-1047  
Fax: (859) 622-1074  
[www.nova.eku.edu](http://www.nova.eku.edu)

The NOVA Program is a federally funded TRIO Student Support Services project that increases the retention and graduation rates of first-generation, limited-income, and/or students with disabilities. Utilizing an individualized, strengths-based approach, NOVA provides comprehensive support services from Orientation to Graduation in order to empower students to realize their fullest potential.

- Academic Advising
- Career Counseling
- Classroom Instruction
- Cultural Trips and Events
- FAFSA Assistance
- Financial Aid Counseling
- Graduate School Preparation
- Grant Aid Opportunities
- Leadership Development
- Living Learning Community
- Peer Mentoring
- Personal Counseling
- Study Abroad Opportunities
- Tutoring
- Workshops

Students who are interested in joining NOVA may apply online at [www.nova.eku.edu](http://www.nova.eku.edu)



## **International Student Services**

Office of Enrollment Management Operations and Communications  
Whitlock Building, Room 446  
Phone: (859) 622-3446  
<http://international.eku.edu/>

International Student Services is housed within the office of Enrollment Management Operations & Communications. Our mission is to provide services and support to international students and scholars as they pursue their educational programs at Eastern Kentucky University and make adjustment to life in the United States. The office provides services that are responsive, consistent, and well communicated to the international student population with the goal towards making their educational experiences successful, memorable, and life changing. The International Student Services Coordinator also provides advisement services to help students maintain their visa status through the SEVIS system.

## **Student Athlete Academic Success Center (Bratzke Center)**

Alumni Coliseum Room 103  
Phone: (859) 622-1628  
Fax: (859) 622-3074  
[www.saasc.eku.edu](http://www.saasc.eku.edu)

The Student-Athlete Academic Success Center (Bratzke Center) serves as a comprehensive academic resource center for all student-athletes competing on NCAA varsity teams on ECU's campus. The Center's mission is to promote an enriched academic environment while providing vital resources and services to assist our student-athletes in achieving their athletic and academic goals. Furthermore, the Bratzke Center monitors academic progress to ensure all student-athletes meet their academic eligibility requirements as determined by the NCAA, OVC, and ECU.

Bratzke Center programs include academic advising, academic monitoring, mentoring, supervised study hall, tutoring, and personal counseling, as well as referrals to other academic support programs on campus. Each student athlete's academic progress is monitored closely each semester to facilitate graduating with the highest grade point average possible, while maintaining NCAA eligibility throughout their collegiate athletic career.

The Bratzke Center also sponsors Student-Athlete Development programming designed to promote student-athlete growth in five commitment areas: academics, athletics, personal development, community service, and career development. These programs focus on developing well rounded individuals who will graduate with a marketable set of skills. Throughout the year the Center plans and coordinates outreach activities for student-athletes in support of the local community and Eastern Kentucky.

## **Student Conduct and Community Standards**

Whitlock 347  
Phone: (859) 622-1500  
Fax: (859) 622-6395  
<http://studentconduct.eku.edu>  
[studentconduct@eku.edu](mailto:studentconduct@eku.edu)

The Office of Student Conduct and Community Standards and 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. When becoming a part of the University community, the student enjoys social, cultural, and educational opportunities. The student also assumes the role of a citizen of the community and agrees to abide by the regulations and standards of conduct of the University community. The Office of Student Conduct and Community Standards provides a fair and impartial student conduct system for students, faculty and staff of Eastern Kentucky University.

The Office of Student Conduct and Community Standards 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 Student Handbook
- Conduct fair and impartial hearings.

### **Student Outreach and Transition Office (SOTO)**

Whitlock Building, Room 442

Phone: (859) 622-7686

Fax: (859) 622-8946

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

This one-stop transitional center is designed for transfer, non-traditional and re-entry students (away from EKU for over 2 years). The Student Outreach and Transition Office (SOTO) 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, and receiving credit for prior learning. Evening appointments are available to better serve the needs of adult learners.

This office is responsible for maintaining the university's transfer equivalency database that can be easily accessed at <http://soto.eku.edu/transferstudents/course-equivalency>. Courses which are designated with an "X" have been determined by the faculty expert to have no EKU equivalent course. Courses which have not been previously evaluated will be designated with an "N" until they are evaluated by the faculty expert. After that review the notation SYLLABUS NEEDED may show as the course title. In this case the student would need to provide a syllabus for further consideration. Contact our office if you have any questions about how your transfer work is applying to your degree program.

Students wishing to take summer classes or participate in dual enrollment with EKU and another institution are encouraged to visit with SOTO to ensure they are selecting courses which will transfer back to fulfill missing requirements. Upon completion of those courses, students should send their transcript to the Office of Admissions.

### **Student Success Center**

Crabbe Library, Room 106D

Whitlock Building, First Floor

Phone: (859) 622-7861

<http://successcenter.eku.edu/>

The Student Success Center is your one-stop resource for answers to any questions you may have during your college experience. In the Student Success Center, ECU Gurus serve as trained tutors and mentors to assist students with setting short- and long-term goals, skills development, and other needs during your first year of college. Gurus also tutor in over 100 courses. Join us for a workshop from our Chellgren Success Series for assistance with study skills, time management, choosing a major, and more. Additionally, we have advisors and success coaches on staff to help you navigate college and address any concerns or problems you have including financial aid, registration, test preparation, general questions, etc.

Located on the ground floor of the Crabbe Library and the third floor of the Whitlock Building, we provide students with a great study area, comfortable furniture, and have computers and printing services.

Our email address is [successcenter@eku.edu](mailto:successcenter@eku.edu) and you can follow us on Twitter @EKUSSC, Facebook at ECU Student Success Center, and Instagram @EKUSSC. We also have a Pinterest page (ekustudentsuccesscenter) for resources for everything from study skills to preparing meals in your residence hall.

### **Office of Finance and Administration**

The Office of the Senior Vice President for Finance & Administration coordinates the following areas of University operations: 1) Accounting and Financial Services; 2) Auxiliary & Business Services; 3) Budgeting & Financial Planning; 4) Human Resources; 5) Information Technology Services; 6) Center for the Arts; 7) Facilities Management & Safety; and 8) Sustainability.

Students can find out more about these areas and view the mission statement of each by visiting the Office of Finance and Administration web page at [www.financialaffairs.eku.edu](http://www.financialaffairs.eku.edu).

### **Barnes & Noble Bookstore @ ECU Bookstore**

Powell Building

Phone: (859) 622-2696

Fax: (859) 504-8325

[www.shopeku.com](http://www.shopeku.com)

The Barnes & Noble at ECU Bookstore is located at the heart of campus in the Powell 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, gift items, greeting cards, diploma frames, nursing shop.
- Convenience items
- Under Armour, Nike, Champion, Cutter & Buck, and much more – your headquarters for officially licensed ECU merchandise.
- Online textbook reservations
- Barnes & Noble gift cards
- Graduation Cap and Gowns
- Book signings

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.

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 11:00 a.m. – 3:00 p.m.

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

In the event of an inclement weather two-hour delay, the bookstore will open at 10am. All other inclement weather opening and closing schedules please use the ECU Richmond Campus Inclement Weather plan for updates and postings.

### **Dining Services**

Case Dining Hall, 101  
Phone: (859) 622-3691  
Fax: (859) 622-6226  
[www.ekudining.com](http://www.ekudining.com)

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

Case Kitchen and Stratton Cafe offer freshly cooked dining options in a comforting atmosphere. Lower Case Food Court offers Chick-Fil-A, Moe's Southwest Grill, Panda Express, P.O.D. Express (Provisions on Demand) and Subway.

In other areas of campus, ECU Dining Services boasts a variety of dining options including [Cu][I][Si][Ne] (Cuisine) offering sandwiches, snacks, and beverages in the New Science Building; Java City at the Crabbe Library; Einstein Bros. Bagels in Weaver Building; offering gourmet coffees, bakery items, as well as grab & go salads and sandwiches; and Starbucks and Steak 'n Shake located in Powell Student Center.

ECU Dining Services provides full-service catering and a dedicated catering staff for both on-and off-campus events. A special Student Catering Guide is available to accommodate the dynamic requirements of students.

### **University Card Services**

Powell Student Center, Room 08-E, Plaza Level  
Phone: (859) 622-2179  
Fax: (859) 622-6226

The Card Services office provides students with a variety of services regarding their ECU student identification card, the Colonel Card. This identification card is used for meal plans, optional flex, Colonel Cash, and at the ECU Bookstore. In addition, ECU has partnered with US Bank for refund disbursements and to add optional banking solutions.

The Card Services office is responsible for issuing new and replacement identification cards. When reissuing a student ID there will be a \$25 replacement fee assessed to the student account. The loss of a card must be reported immediately to the Card Services office, [cardservices@eku.edu](mailto:cardservices@eku.edu), Powell Student Center, (859) 622-2179.

The Card Services office will troubleshoot any issues that a student may have with their card. Students may purchase meal plans by logging into ECU Direct or add declining balance flex monies to their accounts via the GET App.

The Colonel Card will allow students access to the following:

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

The Colonel 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, and several local merchants. This account will carry balances over from fall to spring and semester to semester.
- **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 locations. 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 at ECU's Colonel Compass: <http://www.eku.edu/compass/deadlines> which lists all important dates and deadlines associated with each term.

**Note:** The only refundable meal plan is the mandatory \$300 declining balance meal plan.

- **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. This account will carry balances over from year-to-year.

Acceptable methods of payment for meal plans, optional flex, or Colonel Cash accounts are Visa, MasterCard, University student account (meal plans only).

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

Monday through Friday                      8:00 a.m. – 4:30 p.m.

The Colonel 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.

## 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 which may be based on a percentage at a maximum of 26.5% of the debt. Should the failure to pay result in litigation, the student is liable for the attorney fees which may be based on a percentage at a maximum of 40% of the debt.

## 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:

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

## Financial Appeals

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. If the appeal is due to a situation that is medical in nature, the Financial Appeal- Medical form must be completed by the physician and returned with the appeal letter. Circumstances that do not qualify for financial appeal include pre-existing conditions, routine pregnancy, employment opportunities and financial hardship, including denial of financial aid. This appeal policy is also not intended to address issues with academic quality. 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 must be submitted

within one calendar year from the beginning of the term in question. Financial Appeals should be submitted to the Financial Appeals Committee at Whitlock Building CPO 60, 521 Lancaster Avenue, Richmond, KY 40475. Any student whose appeal is denied by the initial Financial Appeals Committee may ask to have their appeal reviewed by a second, escalated Financial Appeals Committee.

## Other Student Services

### Campus Recreation

Fitness and Wellness Center, SRC 105

Phone: (859) 622-6751

Fax: (859) 622-6754

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

The Department of Campus Recreation provides a variety of 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 promotion, fitness programs, adventure programs, and competitive sports.

Campus Recreation oversees the operation of the Student Recreation Center, Intramural Field Complex, and the Challenge Course. The Student Recreation Center includes:

- 3 hardwood multi-purpose sport courts lined for NFHS and NCAA basketball, volleyball
- 1 Multi Activity Gym lined for indoor soccer, hockey, handball, basketball, volleyball
- 3 Raquetball/Walleyball courts
- Aquatic Center which includes a zero entry, vortex, recreation area with volleyball net and basketball goal, a 25 yard 4 lane lap pool, and warm water spa. All areas are up to 4ft depth.
- Cardio, Strength and Functional training areas
- 1/8 Mile 3 lane track
- Three Group Fitness Studios
- Indoor Climbing & Bouldering Center, with over 2500 holds and 19 top rope/lead climbing lanes
- Full Swing Golf Simulator with 80+ courses and 13 multi-sport mini games
- Esports Lounge with 24 Alienware competitive gaming CPU's
- Locker rooms with Sauna's
- Hydromassage chairs
- Multi-Purpose Meeting Room with Kitchen appliances, projector screen
- Membership Services office

### The Fitness Program

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. Examples of group fitness classes are yoga, pilates, cycling, Zumba, and much more. For those who need a more personal touch, we offer very affordable personal training by certified student personal trainers. Personal training is a great way to attain one-on-one instruction incorporating exercise plans, goal-setting and health education.



## **Adventure Programs**

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, and 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 own adventures. Examples of outdoor rental equipment are tents, mountain bikes, kayaks, cook stoves, canoes and much more.

## **Competitive Sports**

Competitive 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 include flag-football, soccer, volleyball, corn hole, dodge ball, golf, basketball, and much, much more. There are also numerous individual and dual events. For the more competitive athlete, we also supervise student lead Sport Clubs. Clubs compete on a regional and national level against other universities and colleges.

## **Health Promotion**

Health Promotion is a peer education program geared towards empowering students with knowledge and facts concerning health issues. Health Promotion 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.

## **Employment**

ECU Campus Recreation is one of the largest student employers on campus. We have a variety of opportunities to join our dedicated and friendly staff! All open positions will be posted on [jobs.ecu.edu](http://jobs.ecu.edu). Here are some entry level positions we employ, and most have opportunities for advancement:

- Facility Attendant
- Climbing Wall Attendant
- Group Exercise Instructor
- Personal Trainer
- Marketing Assistant
- Graphic Designer
- Intramural Referee
- Health Promotion Peer Educator
- Lifeguard

## **Emergency Management & Security and Environmental Health & Safety**

Adams House  
424 Lancaster Ave  
Division of Public Safety  
Phone: (859) 622-1111  
<https://publicsafety.ecu.edu>

<http://emergency.eku.edu/>  
<http://envhealthsafety.eku.edu/>



### **Emergency Management & Security**

Although Eastern Kentucky University takes precautions to prevent them, emergencies do occur. When they do, employees and students are expected to use their own personal judgement and discretion in order to make quick, effective, and decisive responses. Eastern Kentucky University is required to have in place an Emergency Action Plan per OSHA standard 29 CFR 1910.38. The plan must meet all criteria of the referenced standard. The following is part of Eastern Kentucky University's planned response to emergency situations, and all employees and students are encouraged to follow these guidelines for the duration of their association with ECU. The entire Emergency Action Plan can be found on the Emergency Management webpage at [https://emergency.eku.edu/sites/emergency.eku.edu/files/1\\_eku\\_emergency\\_action\\_plan\\_1118\\_2019.pdf](https://emergency.eku.edu/sites/emergency.eku.edu/files/1_eku_emergency_action_plan_1118_2019.pdf)

### **Reporting Incidents and Calling for Help:**

Eastern Kentucky University Police Department (EKUPD) is open 24 hours a day. All criminal activity, fires, or other emergencies on the Richmond Campus should be reported immediately by dialing 911 from any campus telephone or, if by cell phone, 859-622-1111 (we recommend programming this into your speed dial). Deaf or hard of hearing individuals may access the Department's TDD by calling 859-622-6279 and/or they may text message someone who can inform authorities. Be sure to specify where you are; whether you are on ECU's campuses, and your exact location.

Note: If the reporting party is located on the ECU Richmond Campus and uses a campus phone dialing 2-1111 or 911 will achieve a direct connection with the EKUPD Dispatcher. The EKUPD Dispatcher will notify and coordinate any outside resources needed for assistance:

- Richmond Fire/Rescue Department
- Madison County Emergency Medical Services
- Richmond Police
- Madison County Sheriff
- Kentucky State Police
- Others that may apply



### **Environmental Health & Safety**

If you are off the EKU Richmond Campus, report all criminal activity, fires, or other emergencies, by dialing 911.

Calling 911 from your cell phone may connect you with the Madison County Dispatch Center, or other appropriate Dispatch Center based on your physical location. The 911 Dispatch Center you reach will notify and coordinate the resources you need (e.g. Police, Fire/Rescue, Emergency Medical Services) for the location you are in. Again always be sure to specify where you are whether you are on EKU's campuses, and your exact location.

You can program the EKUPD 859-622-1111 and 911 telephone numbers into your mobile devices to ensure quick access to this resource when needed.

And if you see something or know something that you think is suspicious, say something. Contact University Police at 911 or 859-622-1111. Also know that you can report tips at: <http://police.eku.edu/eku-tip-reporting> or you can use the free EKU S.A.F.E. University Public Safety App at <https://stories.eku.edu/events/eku-safe-app-now-available>.

As part of the Division of Public Safety, Emergency Management & Security helps the University by facilitating actions and planning related to the mission areas of prevention, protection, mitigation, response, and recovery. This is a collaborative responsibility because preparing for emergencies begins and ends with you.

Also a part of the Division of Public Safety, Environmental Health & Safety and Risk Management & Insurance is responsible for overseeing the environmental, health, and safety needs of the University and its extended campuses. Our areas of responsibility include:

- Environmental Health & Safety
- Risk Management & Insurance

It is important for everyone to have some basic emergency preparedness information. Knowing what to do in the event of a fire, tornado, hazardous materials release, or active shooter can be critical to your safety in an emergency situation. It is extremely important to be familiar with your surroundings, and have a plan in mind for any situation at any time. Here is some safety guidance and more can be found on the Emergency Management web page, the Emergency Guide Poster, and the Emergency Action Plan:

#### **Fire Emergency:**

- If a fire is discovered / observed pull the nearest fire alarm to evacuate the building.
- Call 911 or 2-1111 from any campus telephone or if by cell phone call (859) 622-1111 (on Richmond Campus) or 911 (off Richmond Campus)
- When a fire alarm is activated all occupants of the building are required to evacuate
- If the fire is at an incipient state (small/controllable), if a fire extinguisher is readily accessible and if you are trained in the use of the extinguisher, an attempt may be made to extinguish the fire.
- Always activate the fire alarm (you or someone you direct) before any attempt is made to extinguish a fire.
- Be prepared to use an alternate route if necessary due to the location of the emergency situation taking place.
- Take care of any special circumstances that exist within the room you are evacuating from if possible to do so prior to departure and if you have been adequately trained to

do so (e.g. securing/capping hazardous chemicals, switching off machinery, stopping experiments, etc.). Otherwise, evacuate immediately.

- Close doors and windows as you evacuate if possible.
- Do not use the elevators.
- Keep low as you exit from the building if dense smoke is present within the corridor.
- Follow instructions of emergency response personnel.

### **Medical Emergency:**

- If there is a medical emergency, follow the Check – Call – Care method.
- Check the scene for safety and check the victim for consciousness.
- Call 911 or 2-1111 from any campus telephone or if by cell phone, call (859) 622-1111 (on Richmond Campus) or 911 (off Richmond Campus).
- Care for illness or injuries (first aid) only if you have been trained and certified to do so.
- Do not move someone unless safety dictates.

### **Tornado Watch:**

- Be Prepared! Tornadoes are possible in and near the watch area.
- Review and discuss emergency plans.
- Be ready to act quickly if a warning is issued or you suspect a tornado is approaching.
- Monitor weather announcements.
- If you are on an upper floor, and the likelihood of a tornado warning being issued exists, consider moving to the lowest level of a permanent structure while the elevator (if there is one) can be safely utilized.

### **Tornado Warning:**

- Take Action! A tornado has been sighted or indicated by weather radar.
- Community sirens and ECU Alerts may be activated.
- There is imminent danger to life and property.
- Move to an interior room on the lowest level of a sturdy building. Avoid windows.
- If in a vehicle, or outdoors, move to the closest substantial shelter and protect yourself from flying debris.
- Continue to monitor weather reports/conditions via mobile device, weather radio, etc.

### **Severe Weather Warning:**

- Seek inside shelter, in the best available area for refuge.
- Consider the following:
  - Move to the lowest level of a permanent structure.
  - Close windows and doors.
  - Seek interior rooms on the lowest floors without windows and outside wall exposure (interior hallways, restrooms, classrooms, offices, etc.).
  - Avoid single story wide span roof areas such as auditoriums, gymnasiums, cafeterias, etc. if at all possible. If located in a structure of this nature stay away from the outside walls and windows.
  - Attempt to stay calm and follow instructions being communicated through ECU Alerts and other media outlets.
  - Use your arms to protect your head and neck.
  - Remain sheltered until the severe weather warning has expired.
  - Observed damage may be reported to Facility Services at 859-622-2966.

**Hazardous Materials Release or Spill – Small Scale:**

- Evacuate and isolate the immediate area.
- Secure the location.
- Shut down any relevant utilities or equipment and turn off the HVAC systems and vents if possible and if you have been trained to do so.
- Call 911 or 2-1111 from any campus telephone or if by cell phone, call (859) 622-1111 (on Richmond Campus) or 911 (off Richmond Campus).

**Chemical Emergency – Community Wide:**

- When alerted of a community wide chemical emergency, immediately move to the nearest enhanced shelter in place (ESIP) building.
- ESIP Buildings are Alumni Coliseum, Combs Classroom Building, Model Laboratory School Gymnasium, Perkins Building, University Building, and Whitlock Building.
- Once inside the ESIP Building, activate the Collective Protection System.
- If you are unable to go to an ESIP building, shelter in place (SIP) with a SIP kit.
- Refer to the ECU Chemical Release Response Manual for more information.

**Bomb Threat / Threat of Attack:**

- If you receive a communication (i.e. a phone call, written note, text, or electronic communication) or have information concerning a communication about a bomb threat or other attack, preserve as much information as you can, immediately report the incident to ECU Police, and provide as much detail as possible.
- Protect yourself and create and manage distance and shielding from a perceived threat.
- Call 911 or 2-1111 from any campus telephone or if by cell phone, call (859) 622-1111 (on Richmond Campus) or 911 (off Richmond Campus).

**Suspicious Device / Item:**

- If you receive or are notified of a suspicious package, STOP.
- Do not handle the package. Do not open, touch, taste, or smell the item.
- Evacuate the area immediately.
- Call 911 or 2-1111 from any campus telephone or if by cell, call (859) 622-1111 (on Richmond Campus) or 911 (off Richmond Campus).
- Do not use cell phones or radios in close proximity to any suspicious device or package.

**Explosion:**

- Take cover and protect your head, neck, and torso.
- Leave the area as soon as it is safe to do so.
- Do not use elevators.
- Move away from the affected area and stay clear.
- If you are trapped in debris, signal your location with any means available.
- Avoid any unnecessary movement and cover your nose and mouth to help filter your breathing.
- Call 911 or 2-1111 from any campus phone or if by cell phone, call (859) 622-1111 (on Richmond Campus) or 911 (off Richmond Campus).

**Earthquake:**

- Drop, Cover, & Hold On.
- Drop down to the floor.
- Take cover under something sturdy and protect your head, neck, and torso.
- Keep away from overhead fixtures, windows, unsecured cabinets/shelves/stacked objects, and any other hazards that may pose a threat during the occurrence.
- Hold on to a secure object until the shaking has stopped and you are sure it is safe to exit.
- Evacuate if the fire alarm sounds or if instructed by Emergency Responders.
- Move away from buildings and other things that may collapse or fall.

### **Active Shooter – Targeted Violence:**

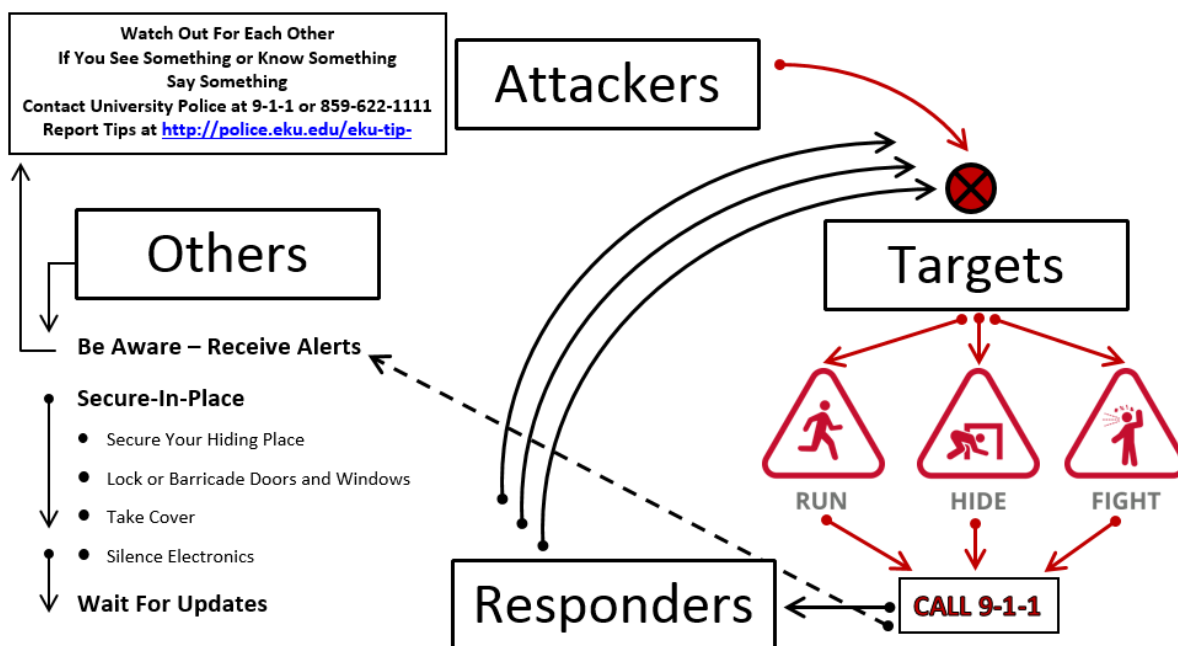
In general, how you respond to an active shooter or targeted violence will be dictated by the specific circumstances you encounter. Generally, there are two groups of individuals in an active shooter or targeted violence situation; those being directly confronted with active violence/shooter(s) and those who are at some distance away from the active violence/shooter(s). If you find yourself being threatened in an active shooter or targeted violence situation, you must quickly determine the most reasonable way to protect your own life.

- Figure Out
  - What will you do to survive?
  - Can you RUN?
  - Is there a path of escape?
  - Can you HIDE?
  - Is there a chance to get to where the shooter may not find you?
  - Is your only option to FIGHT and defend yourself?
- Run! (Get Out)
  - Move quickly and have an escape route in mind.
  - Leave belongings behind.
  - Evacuate regardless of whether others agree to follow.
  - Survival chances increase if you are not where the shooter/aggressor is.
  - Keep your hands visible.
- Hide! (Hide Out)
  - If you can't get out because the shooter is between you and the only exit then hide out.
  - Move out of public areas and look for a well-hidden or well protected place.
  - Avoid places that might trap you or restrict movement.
  - Lock doors if possible. If the space can't be locked, try to barricade or block the doors with heavy furniture or objects.
  - The main exterior doors of your building may not be able to be quickly secured; therefore, you should be prepared to secure the next interior level such as an office suite, classroom, or other space.
  - Turn off lights, noise producing devices, and remain silent.
  - Spread out.
- Fight! (Defend Yourself)
  - Fight as a last resort and only when your life is in imminent danger.
  - Assume the aggressor's intentions are lethal.
  - Choose to survive and commit to your actions.

- Call 911 When it is Safe to Do So
  - Call 911 or 2-1111 from any campus phone or if by cell phone, call (859) 622-1111 (on Richmond Campus) or 911 (off Richmond Campus)

If you are away from an active shooter or targeted violence situation, **Secure in Place**. You can secure your hiding place by locking or barricading doors and windows. Try to conceal yourself and take cover. Silence electronic devices and await updates.

## Targeted Violence Attacks



### **Evacuating or Seeking Shelter – Access and/or Functional Needs:**

- Your safety is very important to ECU. Maintaining your safety is a joint responsibility, between you, the University, and emergency response agencies. The person most responsible for your safety is you.
- Can you evacuate (externally and internally) on your own? If you cannot, for any reason, plan for how you can gain assistance in evacuating, so that you can escape danger and remain safe.
- The elevators may be used to transport individuals with access and/or functional needs, and their escorts, to a safer location (if this can be done prior to an alarm or warning being issued).
- Elevators typically will not work, and are generally not safe to use, during a fire, fire alarm, or any situation where the power could be disrupted, such as during a tornado warning or other damage to the building.



- Any individual in need of help or rescue should seek the best available refuge (e.g. an enclosed stairwell or a room) and call EKUPD at 859-622-1111 (on Richmond Campus) or 911 (off Richmond Campus) to report their location to emergency responders. The individual should ask someone, who is evacuating, to relay their location and their need for assistance to the emergency responders.

Emergency Management would like to remind the community that we are all empowered and responsible for our own safety. When emergencies occur, first responders will be summoned and will respond to the scene of the incident. Responder priorities will be to stabilize the event, protect human life and health, protect the environment, and protect property. Help will come, but it will take some time to get to the affected individuals. The ECU Emergency Action Plans were written to provide everyone with practical information, which can be used to make good decisions, and help individuals to be safe in times of crisis. The Emergency Action Plans inform you of what you can do, and the Emergency Notification System informs you that there is an emergency.

With Rave Mobile Safety, you can manage your own contact information. The Division of Public Safety encourages you to review your information on a regular basis, and make changes as your circumstances change. Log in to ECU Direct and look for Rave Mobile Safety – Emergency Notifications to update your information.

### **Emergency Notifications:**

Rave Mobile Safety is ECU's primary mass notification system. The University has implemented a multi-modal emergency notification system to inform the community about incidents and emergencies affecting campus. Realizing that message redundancy is a necessity, ECU has seven primary notification systems available for the community. Any one, or a combination, of these alert methods may be used depending on the nature and severity of the event.

### **Alert Methods Include:**

- **Siren/Public Address System** - Audible sirens and announcements can be broadcast over four loudspeakers strategically placed on campus. This system can be activated by the ECU Division of Public Safety as well as the Madison County Emergency Management Agency for weather and community emergency notifications.
- **Text Messaging** - An opt-out notification where a text message can be received on your mobile phone. ECU does not charge for this service; however, your carrier may have standard text messaging charges. (Important: Students should re-enroll their mobile phone numbers if and when their mobile phone numbers change)
- **Voice Messaging** - An opt-out notification where a voice message can be received on your mobile or home phone. (Important: Students should re-enroll their mobile phone numbers if and when their mobile phone numbers change)
- **Email Messaging** - This notification provides an email message about an event. Current students, faculty, and staff are automatically registered to receive notifications on their ECU email account and cannot opt-out of this type of notification. You can opt-in to receive emails on other email accounts. Community members are encouraged to check their email frequently throughout the day to be sure they see any message sent by this alert method.

- **RSS Feeds** - A message can be posted on the Emergency Management, Police Department, or University web pages.
- **Network Messaging** - A visual notification can be made across computers connected to the ECU network. When an alert is sent out, a pop-up box appears on your screen. No personal information is gathered or transmitted with the use of this alerting system. Additionally, there are Alertus Beacons located in certain high traffic public spaces, which pick up the alert and display it.
- **Social Media** - ECU can use Twitter and Facebook to send notifications to the community. These social systems require the user to check to receive any messages posted. Follow @ECUEmergency on Twitter and LIKE ECU Emergency Management on Facebook. The ECU S.A.F.E. app also receives notifications and pushes them to the users.

Register and review your contact information in Rave Mobile Safety

### To Register:

#### Current Students, Faculty, and Staff:

**(Students, Faculty, and Staff are automatically registered in Rave)**

- Log on to ECU Direct.
- Enter your User ID and PIN.
- In the Main Menu, click on the Rave Mobile Safety - Emergency Notifications link.
- Register to receive text, voice, and/or email messaging.
- Click the Add Buttons to populate Mobile Phones, Voice Only Line Contacts, and Emails.
- If you are affiliated with certain groups, like Model Lab School or the ECU Regional Campuses, you can join them to receive notifications that they send out.
- Click the Groups tab, select the desired group(s) from the Official Groups list or from the Find Groups tab, and at the Group Status, click Join.
- You can leave any group by selecting the group(s) and at the Group Status, click Leave.
- Note: Email messages are automatically sent to all current ECU email addresses. You cannot opt-out of receiving messages on your ECU email account.
- Note: Texts and voice calls, are also automatically entered into the system and you can opt-out of these notifications if you desire. Please give careful consideration to opting-out, however, because once you opt-out, you will no longer receive important emergency information intended to help you stay safe. (**Important:** Students should check their mobile phone numbers at the beginning of every semester and make changes as their circumstances change.)
- Note: ECU does not charge for text service; however, your carrier may have standard text messaging charges.

#### Other Community Members:

We have created the SMS (Short Message Service/Text) to Opt-In feature for the general public, contracted employees, visitors, parents, etc. Interested parties can subscribe to our text alert method for emergency notifications and timely warnings. This allows interested parties to text our keyword "EKUAlerts" (this is not case sensitive) to any one of a number of Rave shortcodes. Then, whenever we send a message to all users, they can receive the text alerts.

Both internal and external members of the Richmond Campus Community now have the ability to Opt-in via SMS to receive Alerts.

Rave Mobile Safety's SMS shortcodes include: 67283 (MRAVE), 226787 (CAMPUS), 78015, and 81437.

Texting "STOP" to any of these short codes will cancel alert messages.

Texting "START" to any of these short codes will resume/reinstate the alert messages.

STOP and START are not case sensitive.

Please note that if you "STOP" (opt-out of) text messages you will no longer receive EKUAlerts through this very important alert method.

(Also Please Note) While Rave Mobile Safety does not charge our users for this service, message and data rates may apply. Depending upon the user's current mobile phone service plan and contract, their carrier may charge for text messages. Users should please refer to their current mobile phone service plan and contract for additional information.

Be informed. Text "EKUAlerts" to 67283 (MRAVE), 226787 (CAMPUS), 78015, or 81437.

**Download the free EKU S.A.F.E. University Public Safety App:**

**EKU S.A.F.E.** (the Safety Application for EKU), provided by AppArmor, is a custom branded safety app that is available in the App and Google Play stores. This mobile safety app has additional new features, that will benefit our entire campus community. We want to thank the Student Government Association, the EKU Police Department and 911 Telecommunications Center, and others, for their input and support in building this important safety tool.

<https://stories.eku.edu/events/eku-safe-app-now-available>

**App Features Include:**

Push Notifications – Allows users to receive emergency notifications and timely warnings sent from Public Safety, via EKU Alerts, using our email alert method.

EKU News Feed – Displays recent tweets from @eku.

Emergency Contacts – Contains buttons to Call 911 if you are off the EKU Richmond Campus, Call EKU Police if you are on the Richmond Campus, Chat with EKU Police via text for the deaf or hard of hearing or when it is not safe for you to speak, and Emergency Call which checks your physical location and determines that if you are inside the campus geofence, your call goes to EKU Police, and if you are outside the campus geofence, your call goes to 911 for help.

(Note: The app is most efficient if the user enables their phone location services while using the app.)

Mobile BlueLight – Contains a button that simultaneously sends your location to EKU Police and makes a phone call to EKU Police. EKU Police can receive your location in real-time on their Dashboard and they can speak with you on the phone.

Friend Walk – Allows you to send your location in real-time to a friend so they can watch you as you walk to your destination. It also has options to contact the EKU Police and request a safety escort on the Richmond Campus.

WorkAlone – Allows you to start a session with either a personal contact, anywhere, or with Public Safety, if you are on the Richmond Campus. This feature will automatically check in on you while

working or studying alone, and can automatically trigger a call to your personal contact, or Public Safety, if you fail to check in at the allotted time, or if you press the emergency button.

Report a Tip – Allows you to report tips, on a variety of topics, and gives you an option of attaching a photo or video. The tips are automatically routed to the appropriate offices.

Health & Safety Toolbox – Has options to contact the ECU Police, the Counselling Center, Student Health Services, and Student Accessibility Office.

Campus Maps – Provides access to a Parking Map, Enhanced Shelter In Place Buildings, and Evacuation Assembly Areas.

Emergency Plans – Contains the University's planned response to emergency situations. This is the content of the University Emergency Action Plan, and it provides important information about what you can do, to protect yourself, if an emergency does occur.

Support Resources – Has options to contact University Housing, Facilities Management, Libraries, and Student Affairs.

## **EKU Police**

EKU Police Department and 911 Center  
701 Vickers Drive  
Phone: (859) 622-1111  
Fax: (859) 622-2947  
[www.police.eku.edu](http://www.police.eku.edu)

The ECU Police Department is a 24-hour agency, available 7 days a week. For emergencies from a campus phone dial 911, or 859-622-1919 from any phone. For non-emergencies please call 859-622-1111. We recommend you program these numbers into your phone's speed dial or as favorites. *You should call ECU Police to report all crimes and for any matters requiring a police, fire, medical, or hazardous materials response.*

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.

ECU Police provide 24-hour patrols of the ECU campus to include buildings, parking lots, residence halls, and grounds. ECU Police officers have county-wide law enforcement authority, although primary jurisdiction encompasses all University property and all roads and streets adjacent to the campus. The ECU Police also have the authority to investigate crimes committed on University property located anywhere in the state.

The ECU Police Department includes 24 sworn police officers and 7 dispatchers. ECU Police maintain high visibility on campus through the use of motor vehicle, bicycle and foot patrol.

The ECU Police Department maintains a Daily Crime & Fire Log available to the public at <https://crimelog.eku.edu/> Crimes occurring on ECU properties and fires occurring in student

housing are listed here in an ongoing effort to help you make informed decisions regarding your safety and security.

Each semester, ECU Police Department offers several R.A.D. Women's Self-Defense Classes. This training is offered at no cost to members of the ECU Community. These classes will be announced on our website and on social media.

The class will consist of 12 hours of hands on learning in a safe environment. Participants will learn risk recognition, reduction awareness and avoidance, and practical self-defense techniques. Participants will be able to practice the learned techniques and get a chance to use them during a simulated attack. This very important course is offered free to all female students, faculty, staff, and alumni.

The Eastern Kentucky University Police Department has an excellent working relationship with state, local, and federal law enforcement agencies and other emergency providers. Visit the department web page at <https://police.eku.edu/> to find links to the Daily Crime Log, the Annual Security and Fire Safety Report, Crime Prevention tips, and much more. You can also connect with ECU Police on Twitter, Facebook, and Instagram.

### **International Alumni Association**

The Alumni Center at Blanton 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 30 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.

The Alumni Association coordinates multiple gatherings across the nation to encourage alumni and friends of ECU to come together. The greatest of these is Homecoming and Reunion Weekend held annually in the fall. These celebrations bring alumni back to campus to reconnect with their classmates and learn more about University improvements and initiatives.

The International Alumni Association encourages fellow alumni to *advocate* in a positive way for ECU both online and among friends, *attend* ECU sponsored events, *give back* to the university financially, and *volunteer* your time by serving on an advisory board, mentoring a student, or assisting with an event. We encourage alumni from the past to complete these four fundamental actions to impact the future.

### **Noel Studio for Academic Creativity**

Crabbe Library, Main/Second Floor

Phone: (859) 622-7330

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

The Noel Studio for Academic Creativity is a free resource offering writing, communication, and research support through peer-to-peer meetings called consultations. During a consultation, our trained consultants (tutors) can help you with essays, presentations, research posters, visual aids, multimodal products, and much more. Students can ask for help at any stage—from brainstorming to final revision, and every point in between! Consultations are open to undergraduate and graduate students from any major or class and available both in-person and online. Learn more at <https://studio.eku.edu/about-consultations>.

The Noel Studio also offers a variety of spaces and resources to support the development of effective communication: whiteboards, manipulatives, and other resources help students brainstorm; oversized monitors allow students to develop large-scale visual products; reservable rooms offer private spaces to practice delivering presentations; and several spaces feature flexible furniture and both low- and high-tech tools to support group projects.

Want to learn more? Email us at [noelstudio@eku.edu](mailto:noelstudio@eku.edu) or chat with us via the chat box located at [studio.eku.edu](https://studio.eku.edu)! You can also follow us on Twitter @NoelStudio, Facebook at Studio for Academic Creativity, and Instagram @NoelStudio.

## **Parking and Transportation Services**

Commonwealth 2nd Floor  
Phone: (859) 622-PARK (7275)  
Fax: (859) 622-2243  
[www.parking.eku.edu](http://www.parking.eku.edu)

As part of the Division of Public Safety, the Parking and Transportation Services Department 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 & Transportation Services provides parking information, issues parking permits for the campus community and visitors, coordinates parking for special events, manages the transit service contract, and enforces parking rules and regulations.

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.

### **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, to include current parking rates, can be obtained by contacting the Parking office (859) 622-PARK (7275) or by logging on your EKU Direct account.

Visitors may obtain temporary permits via the website <https://eku.nupark.com/portal> or from the Parking & Transportation office located in Commonwealth Hall, Monday thru Friday from 8:00 am to 4:30 pm. In addition, pay visitor parking is available on the first level of the parking garage assessable via Brockton Commuter Lot and in the Alumni Coliseum Lot.

**It is important to note that frustrations occur when motorists do not allow enough time to park, or to utilize the Big E Transit Service, to get to their final on-campus destination. We encourage you to make use of exterior parking lots and Big E transit services whenever possible.**

## **Parking Lot Safety**

When you are traveling in a parking lot, please be mindful that there are pedestrians present. As motorists, we need to be mindful that we are traveling in the middle of pedestrian pathways. Put down your phones, stay focused on driving, and do not attempt to arrive 10-minutes before classes start expecting to find a space close to your building.

As pedestrians, we need to be mindful that drivers are focused on finding a space and that they may choose to be distracted by something other than your personal safety. Vehicles are required to travel slowly in parking lots but hazards do exist which include:

- Vehicles traveling in multiple directions (i.e. 2-way aisles)
- Vehicles backing into spaces
- Vehicles pulling out of spaces unexpectedly
- Drivers illegally parking their vehicles in the right of way causing confusion and delay
- Etc.

## **Big E Transit Services**

You can now see in real-time where Big E Transit buses are on campus routes to plan arrival times. Download the Big E Transit - "DoubleMap" app **TODAY** on the [App Store](#) or [Google Play](#) and choose "Big E Transit" from the system list.

### **Double Map --- "Big E Transit App"**



Big E Transit currently offers six (6) transit routes to service the needs of the campus community including popular campus routes Monday-Friday from 7:30 AM to 6:00 PM and evening routes Sunday through Thursday from 6:00 PM to 1:00 AM. We have also added Saturday and Sunday routes from 11:00 AM until 7:00 PM that includes stops at Meijer, Wal-Mart and select campus locations. Please refer to the [www.parking.eku.edu](http://www.parking.eku.edu) website for the most up to date version of the Big E Transit schedule.

To print or save the full schedule of Big E Transit routes visit <http://parking.eku.edu/fall-spring-big-e-transit-schedules>. The Big E Transit services are continually being evaluated and refined to best serve you. Please visit the route schedule prior to the start of classes to stay up to date.

## **Student Employment**

Human Resources Jones 203

Phone: (859) 622-5094

Fax: (859) 622-6667

<https://hr.eku.edu/student-employment-services>



<https://jobs.eku.edu>

The Student Employment Program at Eastern Kentucky University serves three purposes:

- It provides employment for eligible students enabling them to earn a portion of their expenses while pursuing a college education.
- It is a part of the educational process whereby students acquire marketable skills.
- It provides academically related work experience, which may have vocational value in post college years.

All EKU student job openings are posted online at <https://jobs.eku.edu>.

### **Diversity Statement**

Eastern Kentucky University is an EEO/AA institution that values diversity in its faculty, staff, and student body. In keeping with this commitment, the University welcomes applications from diverse candidates and candidates who support diversity.

### **Student Eligibility**

Before a student is eligible for Student Employment, the following steps must be completed:

- Students must complete a Free Application for Federal Student Aid (FAFSA). For questions about the FAFSA please contact the Financial Aid Department.
- During the regular academic year, undergraduate students must be enrolled in classes for the semester in which they are applying to work. Students must be enrolled 12 credit hours or more to be eligible for Institutional Work Study or 6 credit hours or more for Federal Work Study.
- Graduate students must be enrolled in 9 credit hours or more during the fall and spring semesters.
- In the winter and summer terms, students must either be enrolled full-time in the following semester OR enrolled in at least one course during the summer or winter term in which they are applying to work.

### **Compensation & Benefits**

Student jobs are part-time, non-benefitted positions. Eastern Kentucky University abides by all federal and state minimum wage laws. Therefore, students will be paid at least the federal minimum wage of \$7.25 per hour for the hours recorded and worked. Students will get paid bi-weekly (every other Friday) and the first pay check will be received two weeks after the first time card is submitted and approved. Detailed pay stubs are accessible in EKU Direct under the *Employee* tab.

### **Student Employee Rules & Responsibilities**

#### **Failure to comply with these rules may result in termination.**

Student employee responsibilities are standard guidelines of expected student conduct while working as a student employee for Eastern Kentucky University. These guidelines are established so that the respective University department can maintain efficient operation of that office or designated University area. Student employee responsibilities are not intended to restrict the rights of student employees, but rather advise students of appropriate behavior while working for the University.

### **Work Hours**

A Student employee is limited to the number of hours approved by Human Resources and the supervising University department, not to exceed a total of 20 hours per week when enrolled in classes. During the time of non-enrollment, Human Resources may approve additional hours.

A student is not permitted to work during a scheduled class or during a cancelled class. A student should also not be scheduled within 15 minutes of the beginning or end of a scheduled class.

### **Attendance**

A student's work schedule should be determined at the beginning of the semester and should not vary unless approved by their supervisor in advance. It is understood that unforeseen circumstances and emergencies do occur. If you are unable to work at your scheduled time, you should notify your supervisor as soon as possible. Excessive absences/tardiness could lead to termination of employment.

### **Timesheet Submission**

All time worked must be recorded accurately in the appropriate time reporting system. Timesheets must be submitted by 10PM on the Monday following the end of a pay period. Falsifying a timesheet can result in termination of employment.

### **Student Employee Conduct**

Student employees are held accountable to the student conduct standards as set forth by Eastern Kentucky University. Failure to comply with these standards could result in loss of student employment with the University, and/or other discipline up to expulsion from the University. Prohibited conduct while working for Eastern Kentucky University includes but not limited to:

- Violation of University policy or federal, state, and/or local laws
- Discrimination, harassment, and/or retaliation
- Not completing work as assigned or refusal to complete assigned task(s)
- Engaging in unauthorized personal activities on work time
- Failing to provide accurate information
- Sleeping on the job
- Absenteeism and/or tardiness
- Poor work quality

### **Confidentiality**

Student employees that work in areas in which part of their job duties includes handling confidential and sensitive information are held accountable to all University policies regarding confidentiality of information/records. A student's supervisor will provide appropriate training on confidentiality of the information the student may encounter as part of the nature of the job. Student employees may be required to sign a confidentiality agreement before beginning work.

### **University Property**

Student employees abide by all University policies and regulations regarding University Property as set forth by Eastern Kentucky University. Any misuse or unauthorized use of University property will be handled in accordance to University policy.

### **Work Appearance**

Student employees are seen as a representation of their respective department, University location, and, ultimately, of Eastern Kentucky University. In order to enhance and maintain the image for the University, students are expected to show up to work clean, neat, dressed appropriately for the work area in which they are employed, and without attire that is discriminatory

or offensive. Exceptions to the dress code may be made where possible to accommodate a disability, religious belief, or other reason as approved by their supervisor.

Department management, including immediate supervisor, has the authority to counsel student employee about clothing or appearance and reserves the right to dismiss the student employee and advise he/she to return with appropriate attire for the work area.

### **Phone Use**

Student employees should refrain from accepting personal phone calls or texting while at work. If the student should receive a phone call or text that is considered urgent, the student should discretely take the phone call/ message away from the work area and be brief about the matter. If the urgent phone call or text should require the student to leave in the middle of their scheduled work time, the student should bring the situation to their supervisor's attention immediately and discuss any necessary details regarding their work schedule, if necessary.

### **Social Media**

Student employees should not be accessing social media while working. In addition, as a student employee, you are an employee of the University. Students should exercise discretion before posting or communicating any derogatory, discriminating, or degrading comments about the area/department a student works for, or of the University in general, as it could result in loss of employment, and possibly expulsion from the University.

### **Visitation**

Student employees should not have visitors while they are working. If a student employee has a need to visit with someone, the student should make those arrangements around their assigned work schedule to be before or after work hours. In the event a student should need to visit/meet with someone during their scheduled work hours, they should coordinate those arrangements through their immediate supervisor.

## Chapter Four: Student Conduct and Community Standards

Whitlock 347  
CPO 50  
Richmond, KY 40475-3102  
Phone: (859) 622-1500  
Fax: (859) 622-6395  
<http://studentconduct.eku.edu>  
[studentconduct@eku.edu](mailto:studentconduct@eku.edu)

### Mission Statement

The Office of Student Conduct and Community Standards promotes student success by upholding the Student Code of Conduct, advocating for community standards, and maintaining a fair conduct system that addresses the diverse needs of the individual and community. The Office fosters student development through the values of honesty, mutual respect, responsibility and integrity.

Procedures for Non-Academic Student Conduct Cases can be found in [EKU Policy 5.1.3ADR](#).

Procedures for Academic Integrity Student Conduct Cases can be found in [EKU Policy 4.1.3ACR](#)

