

Kean University Internal Appeals Process for New Jersey Statewide Transfer Agreement

Listed below is the process of appeals to be taken to resolve issues regarding transfer of credits covered by the Statewide Transfer Agreement. This is in effect for students enter Kean for the first time beginning with the Fall 2008 semester, for students coming directly from a New Jersey County College (two-year institution). The Level 1 appeal must be made within 30 days of receiving the evaluation. The Level 2 appeal must be made within two weeks after the Level 1 decision. The Level 3 appeal must be submitted within two weeks after the Level 2 decision. The Level 4 appeal must be submitted within two weeks of the Level 3 decision. The Level 4 decision is final and will be made within three weeks after the receipt of the request. All decisions at Level 4 are final, and written notification of this outcome is sent to the student and the sending two-year institution.

Level 1 appeal: Submit an email appeal request, documenting the issue and asking to make an appointment to meet with the transfer evaluator who performed the initial evaluation. Below is a listing of the evaluators and the majors for which they perform the credit evaluations:

Kean Ocean Program (all majors and options at the undergraduate level)

Evaluator: Richard Harrell, Room 010, OCC Library building, 732-255-0400 extension 2042, harrellr@kean.edu

Students majoring in: Art History, Fine Arts (all options), Criminal Justice, Design (all options including Graphic Communication, Industrial Design, Interior Design, Visual Communication) Media and Film (all options), Music (all options), Social Work, Sociology (all options) Speech and Theatre and Theatre (all options).

Evaluator: Deborah Skibitsky, CAS 215, 908-737-0358 dsibits@kean.edu

Students majoring in: Communication Studies (all options), English (all options), History (all options) Philosophy/Religion, Political Science (all options), Psychology (all options), Psychiatric Rehabilitation, Spanish (all options).

Evaluator: Robyn Roebuck, CAS 216, 908-737-035, rroebuck@kean.edu

Students majoring in: Accounting, Economics, (all options), Finance, Management (all options), Marketing, Public Administration.

Evaluator: Andrea Rosa, CAS 217, 908-737-0357, arosa@kean.edu

Students majoring in: Athletic Training, Early Childhood Education, Elementary Education (K-5, K-5&5-8, Bilingual K-5, Bilingual K-5&5-8) Physical Education (all options) Recreation Administration (all options) Speech Language Hearing Science, Special Education (P-3, K-5, K-5&5-8).

Evaluator: Wilma Velazquez, CAS 219, 908-737-0355, velazquw@kean.edu

Students majoring in: Biology (all options), Chemistry (all options), Computer Science (all options), Earth Science (all options), Health Information Management (all options), Mathematical Sciences (all options), Medical Technology (all options), Nursing (RN-BSN), Telecommunication/Information Technology.

Evaluator: Magalie Remy, CAS 218, 908-737-0354, mremy@kean.edu

Level 2 Appeal: If satisfactory resolution is not obtained at Level 1, the next level of appeal is made to Dr. Stephen Kubow, Director of the Center for Academic Success. Level one must be completed before Level 2 is initiated. Please submit an email appeal documenting the issue and requesting an appointment to begin the process. After meeting with the student and reviewing issue, the transcripts and the evaluation, the student will be notified in writing of the outcome of the appeal. The contact information to begin the process is:
Dr. Stephen Kubow, CAS 124, 908-737-0309, skubow@kean.edu

Level 3 Appeal: If satisfactory resolution is not obtained at Level 2, the student or county college may request a Level 3 appeal in writing. The request must include a detailed explanation of the request, and why the student or institution feels satisfactory resolution was not obtained at Level 2. This should be submitted to Dr. Stephen Kubow, Director, Center for Academic Success, Kean University, 1000 Morris Avenue, Union, NJ 07083 or electronically to skubow@kean.edu. Upon receipt, the Director will contact the Transfer Coordinator or other appropriate personnel at the sending two-year institution to attempt to work out a resolution to the issue. The student and two-year institution will be notified in writing of the decision on the appeal.

Level 4 Appeal: If satisfactory resolution is not obtained at Level 3, the student or institution may request a Level 4 appeal in writing. The request should include a detailed explanation of the issue and why the resolution at Level 3 was not satisfactory. The written request must be sent to the Office of the Vice President of Academic Affairs, Kean Hall, Kean University, 1000 Morris Avenue, Union, NJ 07083. The decision at this level is final. Written notification of the decision will be sent to the student and the sending two-year institution.