

# GENERAL INFORMATION

## Academic Calendar & Deadlines - Academic Year 2004-2005

The current calendar appears below. In addition, the calendar is available at the front of each semester bulletin.

### Fall 2004 Semester (Sept.2 - Dec. 20, 2004)

September 2	classes begin
September 8	last day to withdraw with 100% refund
September 15	last day to withdraw with a 75%
September 22	last day to withdraw with 50% refund
October 1	last day for graduate students to file for January 2005 graduation and/or certification
October 1	last day to file application for the November 6th Comprehensive Examinations
October 1	last day to file application for Spring 2005 EL Field Study in Educational Administration
October 9	Graduate College Scholarship 5K Run/Walk
October 11	Columbus Day, no classes
October 27	last day to initiate a grade change for courses taken in the previous Spring or Summer session
November 2	last day to withdraw from a course with a "W" grade
November 5	Speech-Language Pathology Comprehensive Exams
November 6	Graduate Comprehensive Examinations
November 19	last day to make up "Incomplete" grades from preceding spring and summer semesters
November 25-28	Thanksgiving recess
December 20	Term ends

**Spring 2005 Semester** (Jan. 18- May 9, 2005)

January 17	Martin Luther King Day, University closed
January 18	classes begin
January 20	mid-year graduation date (Commencement in May)
January 24	last day to withdraw with 100% refund
January 31	last day to withdraw with a 75% refund
February 4	last day to file application for March 5 Comprehensive Examinations
February 4	last day for graduate students to file application for May 2005 graduation and/or certification
February 4	last day for graduate students to file application for August 2005 graduation and certification
February 7	last day to withdraw with 50% refund
February 21	Presidents Day - State Holiday, University closed
March 4	Speech-Language Pathology Comprehensive Examination
March 4	Graduate Comprehensive Examinations
March 4	last day to file application for Fall 2005 Advanced Seminar, Thesis option, and Educational Administration Field Study
March 7 - 12	Spring Recess
March 18	last day to withdraw with a "W" grade
March 25	Good Friday - University closed
April 11	last day to make up "Incomplete" grades from preceding Fall semester
May 9	Classes end
May 10	Graduate College Commencement

## Graduate College Directory

The Nathan Weiss Graduate College currently consists of the following departments of particular interest to graduate students:

### **Office of the Dean (Townsend122) (908) 737-3440**

Acting Dean	Dr. Kristie Reilly	
Managing Administrative Assistant	Mr. Fady Mdway	(908) 737-3397
Assistant to the Dean	Ms. Paula Kirkley	
Coordinator of Marketing & Recruitment	Ms. Susan Gannon	(908) 737-3398

### **Graduate Assistantship Program (Townsend 126) (908)737-3442**

E-mail: [deverett@kean.edu](mailto:deverett@kean.edu)

Coordinator	Mr. Dallas Everett
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### **Graduate Admissions (Townsend 126) (908)737-3355**

E-mail: [grad-adm@kean.edu](mailto:grad-adm@kean.edu)

Director	Ms. Joanne Morris
Assistant Director	Ms. Judy April

### **Graduate Student Services (Townsend 128) (908)737-3449**

E-mail: [gradstu@kean.edu](mailto:gradstu@kean.edu)

Director	Ms. Patricia Gruytch
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### **Continuing and Professional Education (Townsend 122) (908) 737-5840**

E-mail: [conted@kean.edu](mailto:conted@kean.edu)

Acting Assistant Dean	Dr. Roseann Bucciarelli
Associate Director	Ms. Toni Battistella

## Academic Technology

**Training and Production Support (Library 145) (908) 737-4652**

Coordinator Ms. Maria Perez

**Student Technology Lab (Library 133) (908) 737-4635**

**WebCT/Distance Education Support (Library 145)**  
**[E-mail:webct@kean.edu](mailto:webct@kean.edu) Hotline - (908) 737-4628**

Coordinator Ms. Gloria Rego

**Classroom/Conference/Meeting Support (CSE 122) (908) 737-5360**

Coordinator Mr. Jose Perez

**New Jersey Center for Science &  
Technology (Townsend 117) (908) 737-3420**

Executive Director Dr. Charles Murphy

**Office for Teaching, Learning and Scholarship (Library 145) (908) 737-4663**  
**[www.kean.edu/~cpd](http://www.kean.edu/~cpd)**

Director Dr. Beverly Amick  
Assistant Director Dr. Francine Glazer

## GRADUATE COORDINATORS DIRECTORIES

The names and location of the College administrators and program coordinators appear below. All telephone numbers have a 908 area code and 737 prefix. Where appropriate, the extension of the department appears as an alternate extension.

### NATHAN WEISS GRADUATE COLLEGE

<i>Biotechnology</i>	Dr. L. Lorentzen	T -117	3424
<i>Management Info Systems</i>	Dr. T. Abraham	W-408	4190
	Prof. J. Ryder	W-408	4190

### COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION

Acting Dean	Dr. C. Anderson	W - 402	4120
Assistant to the Dean	Mr. S. Vence	W - 402	4120

### COORDINATORS

<i>Accounting</i>	Dr. E. Carlsen	W - 203	4100/4104
<i>Public Administration</i>	Dr. M. Laury	W - 311	4303/4300
<i>Health Services</i>	Dr. S. Ault	W - 311	4313/4300
<i>Non-Profit Management</i>	Dr. P. Moore	W - 311	4314/4300
<i>Environmental Management</i>	Dr. J. Erickson	W - 311	4300/4310
<i>MSN/MPA</i>	Dr. D. Pacquiao	T - 116	3386/3390

### COLLEGE OF EDUCATION

Dean	Dr. A.M. Schuhmann	N - 443	3750
Associate Dean	Dr. E. Young	N - 443	3750
Assistant to the Dean	Mr. R. Dowdell	N - 433	3750

### COORDINATORS

<i>Bilingual/Bicultural Ed</i>	Dr. G. Del Risco	W - 109	4297/4270
<i>Classroom Instruction</i>	Dr. D. Striplin	W - 105	4269/4270
<i>Counselor Education</i>	Dr. J. Gary	N - 309	3842/3850
<i>Licensed Prof Counseling</i>	Dr. B. Dodd (advisor)	N - 315	3848/3850
<i>Early Childhood</i>	Dr. M. Kelly	N - 417	3789/3780
<i>P - 3 Alternate Route Cert.</i>	Mr. M. Knight	N - 421	3775/3780
<i>Educational Administration</i>	Dr. L. Elovitz	W - 103	4276/4270
<i>Educational Media Specialist</i>	Dr. H. Crew	J - 205	3946 /3930
<i>Educational Technology</i>	Dr. T. Walsh	W - 109	4296/4270
<i>Earth Science</i>	Dr. R. Metz	C - 323	3687/3690
<i>English as a Second Language</i>	Dr. B. Rodriguez-Bachiller	W - 305	4219/4200
<i>Exercise Science</i>	Dr. W. Andzel	CSW 114	5436/5500
<i>Mastery in Teaching</i>	Dr. M. Mahan	W - 109	4289/4270
<i>Math, Science &amp; Comp Ed</i>	Dr. M. Mahan	W - 109	4289/4270
<i>LDTC</i>	Dr. M. Segal	CSI - 111	5400
<i>Reading Specialization</i>	Dr. J. Kastner	J - 202	3937/3930
<i>Special Education</i>	Dr. B. Kling	N - 312	4500/3850

**COLLEGE OF ARTS, HUMANITIES AND SOCIAL SCIENCES**

Dean	Dr. C. Londino	J - 106	3900
Assistant to the Dean	Mr. F. Leggett	J - 106	3900

**COORDINATORS**

<i>Business/Industry Counseling</i>	Dr. R. Feigenbaum	J - 330	4017/4000
<i>Communication Studies</i>	Dr. J. Sargent	VE - 412	4441/4446
<i>Educational Psychology</i>	Dr. D. Finger	J - 330	4024/4000
<i>Human Behav/Org Psych</i>	Dr. H. Kaplowitz	J - 330	4018/4000
<i>Liberal Studies</i>	Dr. J. Gruesser	W -307	4230
<i>Marriage/Family Therapy</i>	Dr. K. S.Ng	J - 330	4017/4000
<i>Political Science</i>	Dr. R. Hunt	J - 105	3990/3994
<i>Psychological Services</i>	Dr. K. S.Ng	J - 330	4017/4000
<i>School Psychology</i>	Dr. D. Finger	J - 330	4024/4000
<i>Social Work</i>	Dr. A. Lightfoot	J - 304B	4037/4030

**SCHOOL OF VISUAL AND PERFORMING ARTS**

Associate Dean	Dr. C. Shaffer-Koros	VE-114	4378
Administrative Assistant	Mr. A. Brown	VE-114	4378

**COORDINATORS**

<i>Fine Arts/Studio</i>	Prof. R. Buncamper	VE - 417	4405/4400
<i>Fine Arts/Certification</i>	Dr. J. Amorino	VE - 424	4403/4400
<i>Fine Arts/Supervision</i>	Dr. J. Amorino	VE - 424	4403/4400
<i>Graphic Comm Tech Mgmt</i>	Dr. C. Nwako	H - 114	3538/3530

**COLLEGE OF NATURAL, APPLIED AND HEALTH SCIENCES**

Dean	Dr. R. James	B - 104	3600
Assistant to the Dean	Ms. L. Prieto	B - 108	3600

**COORDINATORS**

<i>Computing/Statistics/Math</i>	Dr. F. Abeles	C - 229	3714/3700
<i>Mathematics Education</i>	Dr. F. Abeles	C - 229	3714/3700
<i>Nursing</i>	Dr. D. Pacquiao	T - 116	3386/3390
<i>Nursing/Public Administration</i>	Dr. D. Pacquiao	T - 116	3386/3390
<i>Occupational Therapy</i>	Dr. L. Richard	T - 209	3390
	Prof. E. Benson	T - 209	3382

### Graduate College Mission Statement

The Nathan Weiss College of Graduate Studies supports the mission and goals of the University through graduate education, research and continuing education. Through comprehensive graduate programs, dedicated faculty promote the mastery of academic disciplines and their applications at an advanced level. The Weiss College fosters the development of ethical and effective leadership in the professions in an increasingly opportunities for faculty and students and is committed to meeting the changing education and professional developmental needs of the region.

### Officers of the University

President	Dr. Dawood Farahi
Provost/Vice-President for Academic Affairs	Dr. Vinton Thompson
Vice-President for Administration & Finance	Dr. Philip Connelly
Vice-President for Student Affairs	Ms. Janice Murray-Laury
Vice-President for University Relations	Mr. Robert Cole
Director of Library Services	Mrs. Barbara Simpson

### University Closings

Closing of the University due to snowstorm or other emergency will be broadcast on the following stations:

AM - WOR 710, WMTR 1250, WJLK 1310, WCTC 1450, WJDM 1530, WERA 1590  
FM - WKNJ 90.3, WJLK 94.3, WMGQ 98.3, WKMW 101.5, WDHA 105.5

In addition, notice of closing will also be posted on the Kean Website, [www.kean.edu](http://www.kean.edu), time permitting.

### UNIVERSITY WEBSITE - WWW.KEAN.EDU

The Kean University Website, [www.kean.edu](http://www.kean.edu) includes all essential information about the University. The Nathan Weiss Graduate College Homepage, [www.kean.edu/~keangrad/](http://www.kean.edu/~keangrad/), is continually being updated and you can get up to date information about events and issues

involving graduate students. Most of the necessary information you will need during your graduate experience, including forms and application, is available on-line to be downloaded

### **University Map and Building Locations**

While it may seem that the classroom designations have little to do with reality, (e.g. J- 100 for Hutchinson Hall, Room 100), there is a method to the madness! In some cases the building designation refers to the name of a past president or honoree, in others it is a functional one. You can also check the map of buildings that appears on page 32 of the Fall Semester Registration Bulletin, but to expedite your search, the following designations should be helpful:

A	Administration Building	G	Green House
AE	Burch Hall	H	Hatch Hall
AN	Bartlett Hall	J	Hutchinson Hall
AS	Rogers Hall	K	Kean Building
AW	Sozio Hall	L	Library
B	Bruce Hall	M	Maintenance
C	Science Building	N	New Academic Bldg
CAS	Center for Academic Success	PA	Wilkins Theater
CSE	Campus School East	T	Townsend Hall
CSI	Child Study Institute	TH	Townley House
CSN	Campus School North	UC	University Center
CSS	Campus School South	VE	Vaughn Eames
CSW	Campus School West	W	Willis Hall
D	D'Angola Gymnasium	WH	Whiteman Hall
DN	Downs Hall		
DO	Dougall Hall		
EC	East Campus		

### **KEAN UNIVERSITY E-MAIL**

As soon as you register for a course, you are automatically assigned a Kean e-mail account. You will be receiving important and timely information regarding the University, such as application and deadline dates, notices of activities and events, etc., therefore, it is essential that you keep up with your Kean e-mail.

Upon your admission to Kean, you were assigned a User Name and a PIN number(birthdate). Your User Name + @kean.edu = your e-mail address, and your PIN number is your Password.

For example, Jane Smith, born June 1, 1980.

User name = smithj

PIN number = 060180

E-mail address = [smithj@kean.edu](mailto:smithj@kean.edu)

Password = 060180

Questions regarding your e-mail account can be directed to the Office of Computer and Information Services at (908) 737-6000.

## GETTING STARTED

If you have been officially admitted to the University, you now have an admitted status which will simplify your further experiences with respect to advisement, registration, parking etc. The following issues are summarized for your purposes - complete information about these issues are available from the Graduate Catalog, the semester bulletins, and other sources.

### Admission (Conditions)

If you have been conditionally admitted, it is your responsibility to address those conditions within the stipulated time lines. If you are to achieve specific grades in all or certain courses, or take additional courses, etc., and fail to do so, your academic status is jeopardized and you may be unable to register for further classes. It is important that you maintain good communication with your program coordinator to monitor these conditions.

### Advisement

In most cases, your Program Coordinator is your advisor. In some programs, there may be additional graduate faculty advisors to assist the coordinator. The names and telephone numbers of coordinators are listed on pages 4 - 6 in this handbook.

The **Office of Graduate Student Services**, e-mail [gradstu@kean.edu](mailto:gradstu@kean.edu), is available to assist you in obtaining the necessary forms, instructions, and other materials necessary to complete your program. When classes are in session, the Office is open from 9:00 a.m. to 8:00 p.m. Monday through Thursday, and Wednesday from 9:00 a.m. to 4:30 p.m. on Friday unless otherwise indicated.

The University has instituted a **One-Stop Service Center** for all students, located in Kean Hall. This office is open from 8:00 a.m. to 8:00 p.m. Monday through Thursday, from 8:00 a.m. to 5:00 p.m. on Friday, and from 9:00 a.m. to 1:00 p.m. on Saturday during the regular semesters. The Office is designed to deliver services to both undergraduate and graduate students for registration, financial aid, and student accounting.

### Financial Aid

All matriculated graduate students (full-time and half-time) are eligible to apply for financial aid loans. The Office of Financial Aid is located on the first floor of the Administration Building, telephone # 908-737-3190. A Financial Aid representative is also available at the One Stop Service Center. You may apply free for financial aid over the internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## **Scholarships**

There are a limited number of scholarships available to matriculated graduate students. Applications for the following scholarships may be obtained from the Office of Graduate Student Services in Townsend 128, (908) 737-3449. Others may be available through individual departments.

Graduate Student Government Association  
Kean Federation of Teachers  
Alumni Graduate Scholarship  
Selma Dubnick Scholarship  
Robert J. Polglaze Scholarship

For other scholarship opportunities check the internet at [www.kean.edu/financial\\_scholarships.html](http://www.kean.edu/financial_scholarships.html).

## **The Graduate Assistantship Program**

Looking for assistance to help defray your tuition and fees? Consider applying for our Graduate Assistantship program, which provides the full waiver of tuition and fees, and a stipend of \$6 per hour, for a 15-20 hour week. To be eligible, you must be a full-time matriculated student, not currently employed, and be selected by a supervisor for the assignment. Applications are available online and further information is available from Mr. Dallas Everett, Graduate Assistantship Coordinator, in Townsend Room 126.

## **Parking**

Parking permits are available from the Parking Office, (908) 737-3215, which is located on the third floor of the Administration Building. Their office hours are Monday through Friday, from 8:30 a.m. to 5:00 p.m.. Call the office for extended hours during the first week of classes.

Be sure to bring your vehicle identification information to complete the necessary paperwork. Permits cost \$35 and a new one is required for each semester, including Summer Sessions. Students are restricted to white lined parking spaces - yellow lined spaces are for faculty and staff and the police do ticket cars parked illegally.

Please take note of a campus culture issue regarding parking - you will notice that queues of cars develop for available parking in each row. Unlike mall shopping, there is no benefit to following someone who is leaving a building. When the lots are full and you're late for class, it is actually faster and less frustrating to park in the Vaughn-Eames lot (adjacent to Morris and North Avenues) which is near the Theater for the Performing Arts, and walk to your

classroom building through the inner campus. Additional parking is also available at the Union Train Station on Green Lane in the yellow lined spaces.

### Registration

By now, you will have already registered for most classes for the current semester. The registration process is on-line via Kean WISE (Web Information System Express) . The system allows you to register for classes, add or drop classes, view and print your schedule and your grades. You will be able to participate in advance registration for Spring, which will begin in mid October. Registration booklets are not mailed out to students, so be sure to pick one up at the One Stop Center or the Graduate Student Services Office. You can reach the Office of the Registrar for more information at (908) 737-3290 or you can e-mail the office at [regme@kean.edu](mailto:regme@kean.edu).

### Continuing and Professional Education

Continuing and Professional Education at Kean is a registered NJ Professional Development Provider for Educators. By enrolling in one of a number of online Professional Development workshops you can earn one hour of Professional Development. The fee for each one hour workshop is \$35.00. Course prerequisites include experience using the Internet and e-mail. **For workshop information contact:** Dr. Frank Osborne (908) 737-3650 or e-mail: [fosborne@kean.edu](mailto:fosborne@kean.edu).

### Tuition and Fees

Like taxes, tuition and fees tend to go up each year! At the same time, Kean University remains one of the most affordable of institutions in the state and the region. You should note that the institution functions on a flat tuition rate basis . **This means that full-time graduate students, i.e. taking 9 or more credits, pay a flat tuition rate of 12 credits.** This permits you to take up to 17 credits for the same price. Students taking less than 9 credits are considered part-time and pay by the number of credits taken.

Another important fact relative to tuition is that graduate matriculated students in degree-seeking programs are charged graduate tuition for **all** courses taken, including undergraduate courses. You should take this into consideration as you plan for the completion of any undergraduate pre-requisites. Graduate students in non-degree and certification programs pay by the level of the course. You can reach the Student Accounting Office at (908) 737-3240.

## **STUDENT SUPPORT SERVICES**

### **Barnes and Noble Bookstore**

The Bookstore, (908) 737-5230, is located in the University Center on the right as you enter the atrium. New and second hand books are available for all classes. Their schedule is generally as follows:

Monday, Tuesday and Thursday - 9:00 a.m. to 6:00 p.m.

Wednesday - 9:00 a.m. to 7:30 p.m.

Friday - 9:00 a.m. to 4:00 p.m.

During the first two weeks of the semester, the Bookstore is usually open extended hours.

### **Child Care Center**

Located at Campus School North (essentially across from the Gym), the Child Care Center offers day and evening programs for the children of Kean University students and staff. The day program is available to children 2 ½ to 5, Monday through Thursday, from 7:45 a.m. to 5:00 p.m.; the evening program is Monday through Thursday, from 4:30 p.m. to 8:00 p.m. For more information, contact (908) 737-5300

### **Counseling Center**

The Counseling Center, (908) 737-4520, is located on the first floor of Downs Hall. It is designed to assist students in the areas of psychological counseling, conflict mediation, gender support, alcohol and drug education, and special student services including international students. Their hours are 9:00 a.m. - 5:00 p.m., Monday - Friday.

### **Food Services**

The following food services, provided by Gourmet Dining Services, are available in the University Center:

#### **University Center Cafeteria**

Monday - Thursday 7:00 a.m. - 7:00 p.m.

Friday 7:00 a.m. - 3:00 p.m.

Saturday 8:00 a.m.- 3:00 p.m.

#### **Blimpies**

Monday-Sunday 11:00 am - 10:00 pm

Sunday closed

Coffee House

Ice Cream/Yogurt Operation

Monday - Thursday 11:00 a.m. - 3:00 p.m.

Monday - Thursday 9:00 am-5:00 pm

For more information about Gourmet Dining Services, including menus, stations, meal plans, etc., check the website at [www.g-d-s.com](http://www.g-d-s.com).

You can also grab a quick snack from vending machines located throughout the campus school buildings.

Health Services

The University's Health Services Office (908) 737-4570 is located in Downs Hall. The office is open Monday through Friday from 9:00 a.m. to 4:30 p.m. and until 7:30 p.m. on Monday and Thursday when classes are in session. Health Services provides emergency first-aid, short-term medical treatment, and medical counseling and referrals.

If an emergency occurs when Health Services is not open, the student should call the Campus Police at (908) 737-4800 or go to Union Hospital in Union or Trinitas Hospital in Elizabeth for treatment.

Reminder: all full-time students are required to carry basic medical health insurance coverage. Students may be insured under a family policy, a private carrier, or may enroll in an insurance policy negotiated through the University.

In addition, NJ State Law requires all university students born after December 31, 1956 to provide proof of immunization against measles, mumps and rubella. For questions regarding this and other health related issues, contact the Office at 908-737- 4570

International Student Counseling

The International Student Advisor, Ms. Lilliam Hodge-Banner, is located in Downs Hall, Room122 in the Counseling Center. She can be reached at (908) 737- 4853.

EMERGENCY TELEPHONE NUMBERS

- Campus Police - 737-4800
- Fire and Safety - 737-5010
- Lost and Found - 737-4806

Free standing or wall mounted emergency telephones are located at every building.

## ADMINISTRATIVE SUPPORT SERVICES

### **Career Services**

The Office of Career Services is located in the mezzanine area of the East Campus (on North Avenue). The staff provides services and resources aimed at helping students and alumni make career decisions and conduct their job campaigns. Resources include placement credential services, job listings, career library, assistance with resume preparation, etc. The Office is open on Monday through Friday from 8:30 a.m. to 4:30 p.m. and one evening a week as scheduled each semester. For information, contact 908-737-5830.

### **Computer Labs**

Computer Labs are available for student use with Kean University ID as follows:

Dougall Hall Computer Lab	open 24 hours a day during fall, spring and summer semesters.
University Center Computer Lab	Monday - Thursday 9:00 a.m. - 11:00 p.m.
Friday	9:00 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 2:00 p.m.
Sunday	2:00 p.m. - 8:00 p.m.
Nancy Thompson Library	Open during regular Library hours

There are also many college based computer labs that are available to students enrolled in specific courses. Contact the college which houses your academic program for more information.

### **The Nancy Thompson Library**

The Library is the heart of the University. The main library on the Union campus was completely renovated in 1996 and is a frontier leader in electronic resources. The library has a full range of services to fulfill your curriculum and research needs.

<b><u>Hours:</u></b>	Monday - Thursday	8:00 a.m. - Midnight
	Friday	8:00 a.m. - 5:00 p.m.
	Saturday	9:00 a.m. - 4:00 p.m.
	Sunday	1:00 p.m. - 10:00 p.m.

Note - the Library is closed when the University is closed for holidays.

Library services are also available at the East Campus and in the New Academic Building.

### **How to Obtain a Library Card**

A photo ID is required to utilize the Library's facilities. The photo ID is issued by the Student Activities Photo ID office, (908) 737-5207, located in Administration Building, second floor, upon evidence of current semester registration. Their hours are Monday - Friday, 9am - 5 pm, and for the first two weeks of the semester, operate on Saturdays from 8am - 12 pm. Upon obtaining the photo ID card, bring it to the Circulation desk in the Library and a user bar code will be affixed to the card.

### **Library Catalog**

A state of the art online catalog is available on site and on the Internet - <http://galileo.kean.edu>. Full text journals, on-line catalogs, and other electronic resources are available on the Internet.

### **Cooperative Library Borrowing**

Currently enrolled students in good standing may use their photo ID to register to borrow books on-site at any of the following public academic libraries:  
College of New Jersey, Montclair State University, New Jersey City University, Stockton College, Ramapo College, Rowan University, and William Paterson University.  
Students may also borrow books at Seton Hall University library and Union County College Library by obtaining an East Jersey Consortium card at Kean's Circulation Desk

### **YOUR STUDENT GOVERNMENT**

The Graduate Student Government Association (GSGA) is your voice on campus! The Association makes a direct contribution to improve the quality of graduate life through participation on university wide committees and the sponsorship of seminars, guest speakers, academic trips and performances. Among the many events sponsored by the GSGA are the Graduate College Commencement, an End of Year dinner for students graduating "With Distinction" and the selection of the Graduate Teacher and Graduate Student of the Year. Check the GSGA home page at [www.gsga-ku.com](http://www.gsga-ku.com) or e-mail [info@gsga-ku.org](mailto:info@gsga-ku.org). All graduate students are entitled to actively participate in the Association. For further details, contact the Association, located in the University Center, Room 332, at 908-737-5168.

## ACADEMIC POLICIES AND PROCEDURES

There are a number of policies and procedures which guide the actions of the University with respect to the awarding of degrees. It is the University's obligation to make this information available to student. It is then the obligation of students to familiarize themselves with these polices.

The Graduate Catalog has been sent to all newly admitted students for Fall and contains all the essential policies in place as of its printing. Many individual programs provide a Student Handbook which covers not only general academic policy but also policy specific to the college and department housing your program.

Listed below are a number of policies which may impact your particular program. You should review these policies in detail in the Catalog, as well as in any additional informational materials provided by your program. When in doubt, consult your coordinator or the Office of Graduate Student Services.

- \_ Academic Integrity
- \_ Advanced Seminar
- \_ Change of name or address
- \_ Change of program
- \_ Comprehensive Examinations
- \_ Course Load
- \_ Course Substitutions
- \_ Dismissal and Probation
- \_ Field Studies
- \_ Grading system
- \_ Grade Grievance
- \_ Graduation and Certification procedures
- \_ Graduation with distinction
- \_ Independent Study
- \_ Thesis option
- \_ Time limit for completion of programs
- \_ Transfer of credit
- \_ Tuition and fees
- \_ Withdrawal from courses
- \_ Withdrawal from a program

## **PROCEDURES ALERT**

It is important to be aware that nothing happens from the beginning to the end of your program without a form of some kind to generate the activity! This includes applications for Course Substitution, Transfer of Credit, Comprehensive Examinations, Advanced Seminar, Thesis Option, Field Study and, finally, Graduation and Certification.

Deadline dates for these activities are noted in the academic calendar contained in the semester bulletins.