Kean University

Mission Statement

Kean University is a public cosmopolitan university serving undergraduate and graduate students in the liberal arts, the sciences, and the professions. The University dedicates itself to the intellectual, cultural, and personal growth of all its members - students, faculty, and professional staff, in particular, the University prepares students to think critically, creatively and globally; to
adapt to changing social, economic, and technological environments; and to serve as active and contributing members of their communities.

Kean offers a wide range of demanding programs dedicated to excellence in instruction and academic support services necessary to assure its socially, linguistically, and culturally diverse students the means to reach their full potential, including students from academically disadvantaged backgrounds, students with special needs, and adults returning or entering higher education.

Kean is steadfast in its dedication to maintaining a student-centered educational environment in which diversity can flourish and an atmosphere in which mutual respect characterizes relations among the members of a pluralistic community. The University seeks to combine excellence with equity in providing opportunities for all students.

Kean is a teaching university, and Kean faculty educate themselves to student learning as well as academic rigor. The focus on teaching excellence is supported by a commitment to research, scholarship, creative work, and innovative uses of technology. The focus includes the advancement of knowledge in the traditional disciplines and the enhancement of skills in professional areas. Kean is committed to providing global educational opportunities for students and faculty.

Kean is an interactive university, and the University serves as a major resource for regional advancement. Kean collaborates with business, labor, government and the arts, as well as
educational and community organizations and provides the region with cultural events and opportunities for continuous learning. Kean is also committed to providing students and faculty educational opportunities in national and international arenas.

**College of Natural, Applied, & Health Sciences**

**Mission Statement**

The University’s motto, *Semper Discens* (Always Learning) as emblazoned on its seal, embodies the goal of the College of Natural, Applied and Health Sciences. The College’s exceptional programs prepare students for distinguished careers in the sciences. Our nationally-renowned faculty provide students with an outstanding education that values the critical thinking and creativity necessary to adapt to changing social, economic, and technological conditions. Collaboration with major corporations in the healthcare and technology sectors is integral part of the College's outreach mission. These partnerships enable the College to provide valuable services to the community and create exciting opportunities for our student’s professional and intellectual development.

**Nathan Weiss Graduate College**

**Mission Statement**

The Nathan Weiss Graduate College 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 Nathan Weiss Graduate College fosters the development of ethical and
effective leadership in the professions in an increasingly complex, diverse, and technological society. The Nathan Weiss Graduate College provides research opportunities for faculty and students and is committed to meeting the changing education and professional developmental needs of the region.

School of Nursing

Mission Statement

The mission of the School of Nursing is to advance the standards of practice in the region.

The mission of the Department of Nursing is to provide the breadth and depth of academic and clinical experiences to prepare registered nurses for advanced clinical practice and leadership roles within the context of a continuously changing health care system. Nurses educated at the baccalaureate level are prepared as nurse generalists able to practice in a variety of setting and clinical situations. Nurses educated at the master’s level are prepared for specialization in roles of nurse managers and administrators and in content areas of nursing and healthcare administration/leadership, Transcultural nursing, community health nursing, and school nursing. Nurses prepared at both levels contribute to clinical excellence and quality of care through active participation in continuously raising standards of care in the region.

School of Nursing Global Nursing Initiative

Mission:
The Global Nursing Initiative aims to promote the delivery of culturally-congruent and competent care to diverse population in the region. This goal is supported by the application and further development of transcultural nursing as a field of study focusing on caring that is humanistic, holistic and supportive of diverse values, beliefs and practices of individuals, families and communities.

Goals:

The Global Nursing Initiative’s mission is supported by its activities emphasizing the five areas of education, research, practice, consultation and policy-making.

Education:

- Provide programs to enhance educational achievement of culturally diverse nursing student.
- Offer programs to increase cultural knowledge, sensitivity and competence of healthcare practitioners.
- Design curricula that integrate transcultural nursing and provide experiences in diversity.
- Implement programs in preparation for certification in transcultural nursing.

Research:
• Evaluate outcomes of transcultural models of care delivery for targeted populations.
• Evaluate outcomes of cultural competence and transcultural leadership.
• Assess outcomes of cultural congruent care on health and illness patterns among diverse groups.
• Determine effectiveness of transcultural health care policy on target populations.
• Evaluate educational outcomes of transcultural nursing curricula/programs.

Practice:

• Design and implement transcultural models of care delivery specific to cultural groups.
• Implement programs to enhance transcultural leadership and intercultural communication.
• Initiate change models for developing effective organizational culture.
• Provide mentoring opportunities for staff development in cultural competence, cultural conflict management and cultural brokering.

Consultation:

• Provide expertise to individuals, groups, organizations and communities in needs assessment, program planning and implementation, and outcomes evaluation.
• Provide linkage to a network of scholars, experts and other resources in transcultural nursing.

Health Policy:

• Develop policies to implement transcultural principles in care delivery and workforce management.

• Collaborate with community in influencing policy development on health care for diverse populations.

• Facilitate development of educational policies responsive to needs of culturally diverse practitioners.
For the most up to date Graduate School policies, please refer to: http://www.kean.edu/policies.

**Ethics:**

Ethics in professional practice and academia is the policy of Kean University and the School of Nursing that the highest ethical principles be applied in academic endeavors. Therefore, any student who falsifies clinical or classroom work, or presents the work of others, as his/her own will be penalized according to the Academic Integrity Policy as stated in the Nursing Major Handbooks and the Kean University catalogs.

*For more information on ethics please visit: http://www.kean.edu/offices/ethics-office*

**Discrimination:**

It is the policy of Kean University that no person shall be discriminated against for reasons of race, color, sex, national origin, ancestry, religion, marital status, age, affectional or sexual orientation, disability or liability for service in the armed forces. Discrimination will not be tolerated in all matters relating to: (a) students, including but not limited to, admissions, residence life, financial aid, athletics, course offerings, student employment, social or recreational programs; and (b) employment, including but not limited to: recruitment, selection, hiring, training, promotion, career development, assignment, transfer, layoff, return from layoff, demotion, termination, compensation and fringe benefits.
Kean University Affirmative Action Office: http://www.kean.edu/offices/affirmative-action

Counseling and Disability Services: http://www.kean.edu/offices/disability-services

Disability Services is available for students with a primary disability of Learning Disabilities (LD) or Attention Deficit Disorder (ADD/ADHD).

Grading

A grade of “B” is the lowest grade that a student can receive and still progress in any of our Nursing graduate programs.

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
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Academic Integrity Principles and Values

For the most up to date Graduate School academic integrity policies, please refer to:
http://www.kean.edu/~gbabo/docs/KeanAcademicIntegrity.pdf.

Student Code of Conduct

For the most up to date Graduate School Code of Conduct information, please refer to:

Clinical:

Engaging in clinical experiences outside of the university, professional attire is required. All students should wear their Kean University name badges at all times. Lab coats and/or clinical scrubs (contingent upon agency requirements) are required of all students.

All clinical documentation should be submitted prior to clinical, including:

- Malpractice insurance
- Certified background check
- Annual health physical
- Immunizations including flu where appropriate
- New Jersey Registered Nurse license verification
- Valid CPR certification
Other clinical requirements may vary according to individual agencies and clinical affiliates. Please review course syllabi for information about clinical requirements.

**Kean University School of Nursing**

The School of Nursing faculty is committed to providing students with advanced knowledge and skills through inspired mentoring and superior instruction. Programs are well adapted to the needs of adult learners, many of whom are also full-time practitioners of Nursing. The School of Nursing fosters a culture that encourages dialogue and mutual respect, contributing to students’ development as critical thinkers and innovators unafraid to take the risks necessary to pioneer new practices. The School of Nursing faculty is comprised of scholars, researchers, and dedicated practitioners. We are confident that our skilled instructors will help nurture your passion for Nursing.
School of Nursing Programs

Option - Clinical Management

Degree Offered:

- M.S. in Nursing
- Option: Clinical Management with a Transcultural Focus

Objective:

The objective of the program is to prepare nurses with expertise in clinical management emphasizing system planning and protocols of care development which are responsive to culturally diverse health team and patient populations. It is this unique combination of transcultural nursing care and managerial skill, which prepares graduates of this program with the competence necessary to take a leadership role in the clinical arena.

Community Health

Degree Offered

- M.S. in Nursing
- Option: Community Health Nursing

Objective:

The objective of this program is to prepare nurses with expertise in community health nursing and clinical management to plan systems and protocols of care that are responsive to culturally diverse health team and patient populations. It is this unique combination of community nursing and managerial skill in transcultural contexts which
will prepare the graduate of this program with the competence necessary to take a leadership role in the community clinical arena.

**Program Description:**

This program is designed for RN’s with bachelor’s degrees who plan to have careers in Community Health Nursing clinical management. It provides in-depth knowledge and skills related to Community Health Nursing Advanced Practice. Graduates of the option have a unique combination of knowledge and skills in clinical management, transcultural nursing and community health. Graduates of the program are eligible to sit for certification in Advanced Community Health Nursing, Home Health Nursing, Nursing Administration and Transcultural Nursing. Students entering the program pursue part-time or full-time study (3 to 9 credits per semester). The program can be completed in four academic semesters and one summer session.

**Program Description:**

The Department of Nursing offers a Master of Science in Nursing Degree in Clinical Management with an emphasis in transcultural nursing concepts. Students entering the program pursue part-time or full-time study (3-9 credits per semester). The program can be completed in four academic semesters and one summer session. Graduates of the
program are eligible to sit for certification in Nursing Administration and Transcultural Nursing.

School Nurse

Degree Offered:

- M.S. in Nursing
- Option: School Nursing

Program Description:

The School of Nursing option builds on the foundation courses for community health nursing and its focus on the transcultural dimension of the service makes it unique among graduate school nurse programs within the state.

The MSN school nurse program educates RNs with bachelor’s degrees to be well-qualified and prepared to respond to the health care needs of the state’s school districts as either instructional school nurses, eligible to teach health in the classroom, and/or supervisors of school health services, eligible to manage health programs for school districts. Students who complete the program will qualify for certification as instructional school nurse and/or supervisor of school health services.
Nathan Weiss Graduate College Directory

For the most up to date directory information, please refer to: http://directory.kean.edu/.

Student Support Services

The Office of Graduate Student Services is now located within the Office of the Registrar, main campus - Administration Building. The functions of this office are:

· File for graduation
· File for certification
· Request a special letter
· Confirmation letters
· Repository of all student forms
· Seek advice on a student issue
· And many others... just ask!
MAILING ADDRESS

Nathan Weiss Graduate College
Office of Graduate Admissions - Kean Hall
1000 Morris Avenue
Union, NJ 07083
Phone: 908-737-5910
Fax: 908-737-5925
gradstu@kean.edu

Office of Student Support Services
1000 Morris Avenue
Office of the Registrar-
Administration Building, 1st Floor
Phone: 908-737-5910
Fax: 908-737-5925
gradstu@kean.edu

Office of Graduate Admissions
1000 Morris Avenue
Office of Admissions - Kean Hall, North Wing
Phone: 908-737-7100
Fax: 908-737-7135
grad-adm@kean.edu
## School of Nursing Administration and Coordinators

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>Dr. Joan Valas</td>
<td><a href="mailto:jvalas@kean.edu">jvalas@kean.edu</a></td>
<td>NAAB 331</td>
</tr>
<tr>
<td>BSN Coordinator, Union Campus</td>
<td>Dr. Prisca Anuforo</td>
<td><a href="mailto:anuforop@kean.edu">anuforop@kean.edu</a></td>
<td>NAAB 331</td>
</tr>
<tr>
<td>BSN Coordinator, Ocean campus</td>
<td>Prof. Traci Sicurella</td>
<td><a href="mailto:sicurelt@kean.edu">sicurelt@kean.edu</a></td>
<td>NAAB 331</td>
</tr>
<tr>
<td>BSN Coordinator, Raritan Valley</td>
<td>Dr. Kathleen Neville</td>
<td><a href="mailto:kdewitt@kean.edu">kdewitt@kean.edu</a></td>
<td>NAAB 331</td>
</tr>
<tr>
<td>MSN Coordinator, Union</td>
<td>Dr. Portia Johnson</td>
<td><a href="mailto:johnsopo@kean.edu">johnsopo@kean.edu</a></td>
<td>NAAB 331</td>
</tr>
<tr>
<td>MSN Coordinator, Ocean</td>
<td>Prof. Donna Reinbeck</td>
<td><a href="mailto:dreinbec@kean.edu">dreinbec@kean.edu</a></td>
<td>NAAB 331</td>
</tr>
<tr>
<td>MSN Coordinator, Raritan Valley</td>
<td>Dr. Karen DeWitt</td>
<td><a href="mailto:kdewitt@kean.edu">kdewitt@kean.edu</a></td>
<td>NAAB 331</td>
</tr>
<tr>
<td>BSN Advisor, Kean Online</td>
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</table>
School of Nursing Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Prisca Anuforo</td>
<td><a href="mailto:anuforop@kean.edu">anuforop@kean.edu</a></td>
<td>NAAB 324</td>
</tr>
<tr>
<td>Dr. Karen DeWitt</td>
<td><a href="mailto:kdewitt@kean.edu">kdewitt@kean.edu</a></td>
<td>NAAB 320 RVCC CAMPUS</td>
</tr>
<tr>
<td>Dr. Virginia Fitzsimons</td>
<td><a href="mailto:vfitzsim@kean.edu">vfitzsim@kean.edu</a></td>
<td>OGAT 314</td>
</tr>
<tr>
<td>Dr. Portia Johnson</td>
<td><a href="mailto:johsopo@kean.edu">johsopo@kean.edu</a></td>
<td>NAAB 322</td>
</tr>
<tr>
<td>Dr. Jan Kaminsky</td>
<td><a href="mailto:jkaminsky@kean.edu">jkaminsky@kean.edu</a></td>
<td>NAAB 321</td>
</tr>
<tr>
<td>Dr. Kathleen Neville</td>
<td><a href="mailto:kdewitt@kean.edu">kdewitt@kean.edu</a></td>
<td>NAAB 319 RVCC CAMPUS</td>
</tr>
<tr>
<td>Prof. Donna Reinbeck</td>
<td><a href="mailto:dreinbec@kean.edu">dreinbec@kean.edu</a></td>
<td>OGAT 314</td>
</tr>
<tr>
<td>Prof. Traci Sicurella</td>
<td><a href="mailto:sicurelt@kean.edu">sicurelt@kean.edu</a></td>
<td>OGAT 313</td>
</tr>
</tbody>
</table>

Officers of the University

For the most up to date officers of the University, please refer to:

http://www.kean.edu/offices/presidents-office
University Website

www.kean.edu

The Kean University website includes all essential information about the University.

Nathan Weiss Graduate College Website

http://grad.kean.edu/

The Nathan Weiss Graduate College maintains an active and informative website. Current students can find deadlines, program curricula, forms, contact information, and other important information that is pertinent to graduate students. Be sure to bookmark our page and check back often for announcements.

Kean University Email

As soon as you submit a tuition deposit, you are automatically assigned a Kean email account. You will be receiving important and timely information, such as application and deadline dates, notices of activities and events, etc. Therefore, it is essential that you stay current with your Kean email.

You can forward your Kean e-mail to your personal email account by doing the following:

➢ Go to the Kean homepage - www.kean.edu
➢ Click on e-mail and enter your Username and Password
➢ Click on options, go to settings, click on mail forwarding

➢ Put your personal email address in the box and save

Questions regarding your email account can be directed to the Office of Computer and Information Services at 908-737-6000, http://www.kean.edu/KU/Computer-and-Information-Services

Please note that Kean email is the official means of communication with students in the Graduate College. It is imperative that you monitor or forward your Kean email to be apprised of important announcements.

University Closings

Students will be notified of the closing of the University due to snowstorms or other emergencies through the Campus Alert System. Students should sign up for alerts through the Campus Alert system by visiting https://www.mir3.com/kean/ and selecting the Create an Account options.

Closings will also be broadcasted 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, time permitting.

**Kean Ocean Campus Closings**

In the event of an emergency closing, classes and activities will be cancelled according to the following announcement times:

- By 6:00 AM to announce a closing for the day or a delayed opening
- By 10:00 AM for afternoon classes and activities
- By 2:00 PM for evening classes and activities

Emergency closing information will be available via:

- **Viking Alert** - receive text, email, or voicemail messages. Register or update your cell, email, or landline at: [http://ocean.sendwordnow.com](http://ocean.sendwordnow.com)
- The college home page [www.ocean.edu](http://www.ocean.edu)
- A recorded message on the main college phone line, 732-255-0400

Closing will also be broadcasted on the following radio stations:
FM - 92.7 WOBM-FM; 94.3 The Point; 95.9 The Rat; 96.9 Lite Rock; 98.3 Magic; 98.5 B98.5; 99.7/107.1 The Breeze; 100.1 WJRW; 101.5; 105.7 The Hawk; 106.3/106.5 Thunder; 107.3 Cat Country

AM - 1160/1310 WOBM; 1250 Classic Oldies; 1450 The Voice

Closings will be broadcasted on the following TV Stations:

News12
Cablevision Channel 12
Comcast Channel 62

Raritan Valley Closings

For information on Raritan Valley classes please contact campus security 908-231-8800

http://www.raritanval.edu/general-information/rvcc-at-a-glance/campus-security

University Building Locations
The University uses abbreviations to identify the building locations around the campus. A complete campus map can be found by visiting http://www.kean.edu/campusmap/.

Admissions Conditions

If you have been conditionally admitted, it is your responsibility to address those conditions within the stipulated timeframe. If you fail to meet the conditions of your acceptance, your admission to Kean University could be placed in jeopardy. It is important that you maintain good communication with your program coordinator to monitor these conditions. Meeting all admissions conditions is required for graduation.

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 in this handbook.

KeanWise

Kean Wise is the University’s web-based student information system. Students can view their tuition bill, register for courses, request official copies of their transcripts, and view an unofficial
copy of the academic transcript. The system is available 24 hours a day, 7 days a week and can be accessed through the University’s homepage at www.kean.edu

**Office of Student Support Services**

Administration Building, 1st floor

grad.kean.edu 908-737-5910

gradstu@kean.edu

The Office of Student Support Services is available to assist students in obtaining the necessary forms, instructions, and other materials necessary to complete a graduate program.

The office is open:

- Monday, Tuesday, and Thursday from 9:00 am - 5:00 pm
- Wednesday 9:00 am - 6:00 pm
- Friday 9:00 am - 4:00 pm

During the summer months, the office is open Monday through Thursday 8:15 am - 5:30 pm.
Kean Ocean Administrative Offices
Gateway Building, #103
Ocean County College
First Floor
732-255-0356

Representatives from the following offices are available to assist you:

- Office of the Registrar: assistance with registration, petitions, holds, transcripts and other related functions.
- Financial Aid: assistance with verifications, award notifications and assistance, loan acceptance, consortium agreement and other related functions.
- Student Accounting: assistance with tuition payment, payment plans, student accounting holds and other related functions.
- Transfer Admission and Evaluation Services: assistance with application, instant decision days, transcript processing, credit evaluations and other related functions.
- Overall operation of the Kean Ocean Campus.

You can either stop by or contact them at the above location and/or phone number.

Summer Hours:

Monday through Thursday
8:15 AM to 5:30 PM
Admissions Office
Kean Hall, North Wing
Grad.kean.edu
908-737-4723

The Admissions Office assists students with the admissions and application process. They are knowledgeable of all the academic programs that are offered at the University and can guide a prospective student from application through enrollment. The office is open:

Monday, Tuesday and Thursday from 9:00 am - 5:00 pm
Wednesday 9:00 am - 6:00 pm
Friday 9:00 am - 4:00 pm

During the summer months, the office is open Monday through Thursday 8:15 am - 5:30 pm.

Kean University Bookstore
Green Lane Building
http://www.kean.edu/KU/Bookstore
908-737-5230

Looking for textbooks, novels, or study guides required by professors? How about t-shirts, sweatshirts, or sweatpants? What about a license plate holder, a folder adorned with the Kean logo, or even a pocket calendar? The Kean University Bookstore, located conveniently in the Green Lane Building, is your one stop super shop for all things Kean.

Of course, the Bookstore offers more than just textbooks, novels, and study guides. The Kean Bookstore is your only stop for logo-adorned paraphernalia. Aside from Kean products, the
Bookstore also offers miscellaneous products, such as gum, makeup, calculators, batteries, and posters of all shapes and size. Around the holidays and graduation, there are small gift items which can be purchased as well.

**Kean Ocean Campus Bookstore**

http://bookstore.ocean.edu

The Ocean County College Bookstore is located in Building 10, Room 102. Textbooks, supplies, and a variety of apparel (with the Kean logo) are available for purchase either online or at the bookstore.

Ocean County College has named Barnes & Noble College as the new operator of the Ocean County College Bookstore. The Bookstore will transition to new management on July 1, 2016. The online bookstore is available 24 hours 7 days a week. Shipping is available, both, nationwide and internationally.

For in store purchases the Bookstore is open:

Monday - Wednesday 8:30 AM - 6:00PM

Thursday: 8:30 AM - 5:00 PM

Friday: 8:30 AM - 4:00 PM

**Raritan Valley Bookstore**

http://www.raritanval.edu/student-life/bookstore

The Raritan Valley Bookstore is located in the College Center Building.
The University maintains its own police department, providing patrol and response 24 hours a day, seven days a week. Members of the University community are encouraged to report all crimes - actual, attempted or suspected - as well as any other emergency situations. Blue Light telephones have been strategically placed at 13 outdoor locations throughout the campus for use in non-emergency and emergency situations. For non-emergencies, use the keypad to dial five-digit on-campus telephone numbers. For emergencies, push the red button. The police non-emergency number is 74800. Free on-campus telephones are located in the lobbies and corridors of most campus buildings.
Ocean County College’s Security is located in Building 30 at the far end of parking lot #1.
The Ocean County College Security department employs uniformed, full and part time officers and reservists. The Toms River Police Department also patrols the campus. The office is staffed, and the campus is patrolled, 24 hours a day, 7 days a week, including holidays, to safeguard and serve the Ocean County College Community.

Information/emergency call boxes are located in all parking areas and can be easily accessed and operated by following instructions printed on each unit. Locations are marked with signage and blue lights.

Emergency phones are located in each classroom and can be utilized to call security in the event of an emergency. In most building there are “red” emergency call boxes located in the hallways. These also can be utilized in case of an emergency.

**Raritan Valley**

Campus security 908-231-8800

[http://www.raritanval.edu/general-information/rvcc-at-a-glance/campus-security](http://www.raritanval.edu/general-information/rvcc-at-a-glance/campus-security)

**Career Development and Advancement**

CAS Building, Room 123

http://www.kean.edu/KU/Career-Development-Advancement 908-737-0320
career@kean.edu
Career Development and Advancement at the Center for Academic Success assists students in preparing to compete in today’s challenging and exciting job market. The Center maintains information on the latest career resources, techniques and strategies designed to match the needs of our diverse student population with the demand for personnel in both the public and private sector. Their services are personalized and empower students at each stage of the career development. Services available include: how to choose a major, resume writing, interview preparation and job search skills.

**Center for Academic Success**

CAS Building

http://www.kean.edu/-cas/

908-737-0300

cas@kean.edu

The Center for Academic Success (CAS) is a cornerstone of Kean University’s commitment to opportunity. It integrates advisement, learning support and career counseling to provide full service to our students. This unique concept, the only facility of its kind in New Jersey, is implemented in a physical structure expressly designed for this very purpose.

CAS and its programmatic offerings are designed to help Kean University realize its mission of educational access and excellence for its students. The primary goal of the center is to address the academic and informational needs of Kean University’s students, regardless of their level of academic preparation.
The Center also has the goal of improving the quality, consistency and availability of academic support services to students. Through these efforts, CAS will seek to improve the retention and persistence to graduation rates for the University.

**Child Care Center**
Campus School North

http://www.kean.edu/KU/Child-Care-Center 908-737-5300
knucc@kean.edu

Kean offers early care and education to the children of the students and employees of Kean University. Their philosophy is based on best practices in early childhood education. Under the direction of the Department of Early Childhood and Family Studies, they demonstrate the most current and proven research, taking into account the needs, interests and abilities of the children.

**Child Care Kean Ocean Campus** 732-244-5333

O.C.E.A.N., INC. KIDS Child Development Center The Ocean Community Economic Now’s Childcare Center is located on the Ocean County College campus via Lot 2, next to the tennis courts. This service; available to all OCC students, employees and the surrounding Ocean County community, provides quality childcare with an early childhood development curriculum and Head Start Program. For more information, call O.C.E.A.N. Inc. at 732-244-5333.
Computers and information technology are a vital part of Kean University. The Office of Computer & Information Systems (OCIS) maintains and administers university computer systems. Kean is committed to offering students, faculty and staff access to the software and services they need to facilitate academic achievement and professional growth.

Kean Ocean Campus

732-255-0357

Computer Lab Phone 732-255-0358

Computer labs are available for academic purposes for OCC faculty, students, and staff. Lab hours and locations are listed below.

Counseling Center

Downs Hall, Room 127

http://www.kean.edu/KU/Counseling-Center-Home 908-737-4850
counseling@kean.edu
The Kean Counseling Center is designed to assist students in all areas of psychological counseling. The Center provides in-depth, individually tailored psychotherapy services and programs to address mental health issues which can impinge on academic performance.

**Counseling Services Kean Ocean Campus**

ICCT Building, #22,

Rm. 108

732-255-0400

Ext. 2945

In the event of an emergency or an emotional distress situation, call security:

On Campus: 732-255-0400 Ext. 2200

Call Extension 679

Or for:

External Calls: 732-255-0400, press 8

Confidential and personal counseling services are provided by trained and licensed counselors. We assist students in dealing with personal, social, and/or emotional concerns that interfere with academic success and learning. We also work with students who are academically at-risk through the Step-by-Step to Academic Success program.

Counseling is provided on a short term basis. It is not intended to take the place of long term therapy or the treatment provided by community based mental health professionals.
Federal law and professional ethical guidelines protect your right to privacy. All counseling sessions, referrals and consultation are kept strictly confidential except where disclosure is legally required. If a student wishes us to release counseling related information, a written release is required.

To make an appointment to meet with a counselor, call 732-255-044 ext. 2945 or stop in to the Career, Employment and Counseling Services Office in the ICCT Building #22, Room 108.

For personal counseling contact:

Kate Pandolpho
732-255-0400 Ext. 2941
Or email counselingservices@ocean.edu

Counseling services are available:

Monday - Thursday 9:00 AM to 7:00 PM
Friday 9:00 AM - 4:00 PM

Dining Services

Kean University offers several options and locations for the purchase of food. Hours and menus vary by location. Please consult the link above for the most up-to-date information.

Kean Ocean Campus
OCC Dining services and food court serves breakfast, lunch, and dinner and is located in The Jon and Judith Larson Student Center. Food and beverage discount specials will be available throughout the semester. Students can select from the NY style deli, fresh salad bar, grill items or choose from several hot entrees offered daily. Entrees, soups, pizza, breads, cookies, and pastries made fresh daily on premises.

The Student Center Dining Hall is open:
Monday - Thursday 8:00 AM - 6:30 PM
Friday 8:00 AM - 2:00PM

The Student Center Coffee Shop is open:
Monday - Friday 7:30 AM - 8:00 PM
Saturday 7:30 AM - 1:00 PM

**Graduate Assistantships**

East Campus, Room 211C

http://grad.kean.edu/graduate-assistantship 908-737-5906

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. To be eligible, students must be a full-time matriculated student, not currently employed, have at least 18 credits remaining in their program and be selected by a supervisor for the assignment. To
obtain an application, please visit the Graduate Assistantship office. Budget constraints may prevent the University from offering Graduate Assistantships every academic year.

**Health Services**

Downs Hall, Room 126

http://www.kean.edu/KU/Health-Services

Health Services provides emergency first-aid, short-term medical treatment, and medical counseling and referrals to enrolled students.

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, N.J. 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 908-737-4880. Students who do not provide this information to Health Services will have a restriction put on their record and will be unable to enroll for courses until the information is provided.
Kean Ocean Campus

Health services are available and can be accessed by calling 732-255-0365 or 732-255-0364.

In case of emergency, accident, illness, or injury - call 911 or Security, 732-255-0400 x 2200.

Nancy Thompson Library

http://www.kean.edu/KU/Library 908-737-4618

The Nancy Thompson Library of Kean University is a comprehensive information and learning center that offers specialized collections and services designed to meet the academic information needs of the Kean University community. Located in the heart of the Kean campus, the Nancy Thompson Library houses the University's print, media, and online collections, with holdings of more than 275,000 volumes (including bound periodicals) and more than 27,000 periodicals (a majority of which are available online through the Library’s database). The Library serves as a regional depository for selected New Jersey State publications.

Activate your Library privileges simply by bringing your Kean Photo ID Card to the Circulation Desk in the Kean University Library and asking for a Library Barcode. The Library Barcode will enable you to check books out of the Library, to access the Library’s extensive e-book collection, and to access the Library’s research databases from off-campus.

Parking

Administrative Building, 3rd floor
Requests for a parking permit are only processed online. Please Use the link above to access information about parking and how to request a parking permit. Students are restricted to white lined parking spaces; yellow lined spaces are for faculty and staff and the police do ticket cars parked illegally. Parking permits are free to all students.

**Kean Ocean Campus**

Parking for the Gateway Building is available. Park only inside the white lines in designated student areas. Do not park in yellow line areas or on the grass, or any other non-designated areas.

The speed limit at the Ocean County College is 15 M.P.H, unless otherwise posted.

Pedestrians have the right-of-way at all times.

All persons operating a vehicle on campus must obey stop signs and all other signs regulating traffic safety.

All vehicle accidents occurring on campus must be reported to

- the Security Department Toms River Campus: Call Extension 2200, External Calls: 732.255.0400, press 8
  
- Toms River Police Department by calling 732-349-0150.
The Security Department strictly enforces the college vehicle regulations. A written notice of violation(s) will be fixed to each vehicle parked in violation of the regulations. The fine for each parking violation must be paid in person or by mail to:

Accounting Department,
Ocean County College
College Drive
P.O. Box 2001
Toms River, N.J. 08754-2011
Checks or money orders should be made payable to Ocean County College.

***Parking in Handicapped, Fire and/or Loading Zones is a municipal violation and subject to ticketing the Toms River Police Department.

Office of the Registrar

http://www.kean.edu/KU/Office-of-the-Registrar
908-737-3290
regme@kean.edu

The Office of the Registrar provides many services to students, faculty, staff, and visitors, some of which include: academic record maintenance, registration, course scheduling, transcript processing, grade collection and recalculation, undergraduate graduation evaluation, name, address, and residency status changes, and enrollment verification.
Office of Research and Sponsored Programs  Townsend, Room 130
http://orsp.kean.edu  908-737-3461

The ORSP posts scholarship and fellowship opportunities for all students. Please visit their website to learn about the many opportunities that are available to graduate students.

Office of Residence Student Services  Whiteman Hall
http://www.kean.edu/-reslife  908-737-6800
reslife@kean.edu

The Office of Residence Life is the unit within the Division of Student Affairs that is responsible for on-campus housing and the resident students’ welfare while residing on campus.

Student Financial Services

Financial Services encompasses the Office of Financial Aid, the Office of Scholarship Services and the Office of Student Accounting. It strives to offer customers the most efficient, courteous and accurate service possible on every level. These standards are upheld by maintaining detailed and complete records which adhere closely to the mission and policies of Kean University and all associated governing bodies.

Student Accounting  Administration Building, 3rd. Floor
http://www.kean.edu/?KU/Student-Accounting  908-737-3240
Financial Aid
Administration Building, 1st Floor
http://www.kean.edu/KU/Financial-Aid
908-737-3190
finaid@kean.edu

Office of Scholarship Services
Townsend Hall, Room 122
http://www.kean.edu/KU/Scholarships
908-737-3480
kuscholar@kean.edu

Kean Ocean Campus
Gateway Building #103
Student Financial Services
Ocean County College
First Floor
732-255-0356

Student ID Cards
Administration Building, 3rd. Floor
http://www.kean.edu/KU/Kean-ID-Cards
908-737-3258

Student identification cards are issued to all active Kean students. The ID card is used for the following:

- Official University ID
- Library card
- Access into computer labs, gym and dorms
- University events and theater as well as meal and flex plans if applicable.

There is no charge for the first ID card; however, there is a $15 charge to replace a lost or damaged card.

**Kean Ocean Campus**

Gateway Building 103

Student ID Cards

Ocean County College

First Floor

732-255-0356

Student ID cards, which are issued to all active Kean students, can be obtained by visiting the Ocean Kean Administrative Offices located on the first floor of the Gateway Building #103.

**Tuition and Fees**

http://www.kean.edu/KU/Tuition-and-Fees

Kean University remains one of the most affordable institutions in the state and the region. Graduate tuition is billed per credit for part-time students and as a flat rate for full-time students. This means that full-time graduate students, i.e. taking 9 or more credits, pay a flat tuition rate of 12 credits. Students who register for more than 12 credits are charged the flat rate tuition fee and fees plus a per credit charge per each additional credit. Certain graduate programs do have
different tuition rates and/or fees. Please consult the link above to view the current tuition rates. Information regarding payment obligations based on full-time and part-time status.

Tuition payments are made through Student Financial Services at http://www.kean.edu/KU/Student-Financial-Services. Tuition is only billed once a student registers for courses.

**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 students. The Graduate Catalog, available on the Kean website, contains all the essential University policies. It is then the obligation of students to review and familiarize themselves with these policies. Listed below are a number of policies which may impact your particular program.

Many of the individual programs provide a Student Handbook which covers not only generally academic policy but also policy specific to the department housing your program. When in doubt, consult your Coordinator or the Office of Graduate Student Services.

**Change in Name or Address**

Contact the Office of the Registrar 908-737-3290
Change of Program

Current graduate students in good academic standing may request a change in their graduate academic program by submitting this completed form to the Office of the Registrar. Upon receipt, a copy of your student file along with this form will be sent to the program that you are seeking admittance. If the program coordinator approves the change, they will sign this form and return to the student, who will then need to obtain approval from their current program coordinator. Once all approvals are obtained, please return this completed form to the Office of the Registrar for final approval.

Comprehensive Examinations

Cumulative examinations are required by some graduate level programs.

Course Load

Maximum amount of credits allowed for part-time and full-time students.

Course Load Maximum course loads are established per semester as follows:

- Part-time students: 1-8 credits per semester (excludes summer and winter terms)
- Full-time students: 9-12 credits per semester (excludes summer and winter terms)
Any increase in the maximum course load must have prior written approval from the Program Coordinator and the Office of Graduate Student Services. During the summer semester(s), the following maximum course loads are established as:

- Part-time students: 1-5 credits per semester.
- Full-time students: 6 credits per semester.

Any increase in the maximum course load must have prior written approval of the Office of Graduate Student Services.

**Course Substitutions**

Application for a substitution of the required coursework for a current program of study.

See application forms

**Dismissal and Probation:**

Procedures for students who do not meet the necessary academic requirements to continue their graduate program.

**Satisfactory Academic Progress Policy:**

For the most up to date academic progress policy, please refer to:

STUDENTS AND GRADES

Instructors alone are responsible for determination of grades of students in their classes. Student problems arising in the area of grades should be referred immediately to the instructor. If they are not resolved, the next step is to consult with the department chairperson.

Grade Grievance

For the most up to date grade grievance policy, please refer to:


Graduation Procedures

For the most up to date Graduate School graduation procedures, please refer to:

http://grad.kean.edu/commencement.

Graduation with Distinction

Recognition for students completing degree requirements with a cumulative GPA of 4.0 and a commendation on their Graduate Comprehensive Exam (when required). Graduation with Distinction Graduate students who have completed their degree requirements with a cumulative grade point average of 4.0 and a commendation on their Graduate Comprehensive Exam (when required) are recognized as graduating with distinction.
The grades from all graduate level courses, including those transferred in from another institution and those that appear on an undergraduate transcript, are included in the calculation of the cumulative grade point average.

Graduation with Distinction will be recognized through a letter from the Dean of the Nathan Weiss Graduate College and such a notation will appear on the student’s transcript and diploma.

**Independent Study (ID 5700)**

An option for students to cover a course in their degree program that is not offered prior to graduation. See application form:

**Leave of Absence**

For students who must leave the University temporarily for medical or personal reasons.

See forms

**Thesis Option (ID 5800)**

Research seminar required by some graduate level programs (permission of program coordinator and Graduate Student Services required. See form

**Time Limit for Completion of programs**
A graduate program must be completed within a six-year time limit, with a cumulative GPA average of 3.0 or better.

**Transfer of Credit**

A maximum of six credits from an accredited institution may be transferred with approval of your program coordinator. See forms

**Withdrawal from Courses**

In order to withdraw from one or more courses, a student must submit written notification to the Office of the Registrar.

**Withdrawal from a Program**

Matriculated students who wish to withdraw from a program must submit their request to the Office of Graduate Student Services in writing.

**GRADUATE STUDENT FORMS**

For the most up to date Graduate School student forms, please refer to:

http://grad.kean.edu/forms
# SAMPLE MSN COMMUNITY HEALTH NURSING

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<td><strong>Spring Semester 1</strong>&lt;sup&gt;st&lt;/sup&gt; year</td>
<td><strong>Summer Semester 1</strong>&lt;sup&gt;st&lt;/sup&gt; year</td>
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<td>NURS 5100 Nursing and Organizational Theory 3CR</td>
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<td>NURS 5300 Fiscal Management in Nursing and Health Care Systems 3CR</td>
<td>NURS 5110 Transcultural Nursing Administration Practice I 2CR</td>
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<th><strong>Summer Semester</strong>&lt;sup&gt;3&lt;/sup&gt;rd year</th>
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*GUIDED ELECTIVES - CHOOSE 3CR OF 6 CREDITS AS NEEDED*

Courses selected with approval of Program Coordinator
### SAMPLE MSN CLINICAL MANAGEMENT

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