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</table>
PURPOSES OF BOOKLET
The primary focus of this booklet is on the academic policies and procedures that will affect your course(s) and the students who are enrolled. There also are sections containing general information about Kean University and about some of the resources that are available to you. It is hoped that the material in this booklet will assist you in the preparation of materials for classroom use at the start of the semester and that some of the information will serve as a stimulus for you to reflect on your goals and objectives for the coming semester.

As a classroom instructor, you are a very important medium for communication of information about academic policies, procedures, and deadlines to your students. Section II of the booklet contains information about the registration calendar and enrollment verification procedures. Your attention to this information will help insure the uniform administration of academic policies and procedures.

Your executive director/department chairperson should be consulted for additional information about any of the policies and procedures contained in this booklet. For faculty teaching at Ocean County College in either Toms River or Manahawkin, a digital guide to teaching at OCC is available from your department chair/executive director. Assistance is also available at the OCC Library Room 10 or at (732) 255-0356. Comprehensive statements of the regulations at Kean University and of academic policies and procedures may be found in the University Catalog and on the website at [www.kean.edu](http://www.kean.edu) under Academic Affairs.
OUR MISSION

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 dedicate 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.

Revised and Adopted March 2007
Detailed Academic Calendars are posted on the University Website and are subject to change. For the most updated calendars, please go to [http://www.kean.edu/KU/Academic-Calendar-Registrar](http://www.kean.edu/KU/Academic-Calendar-Registrar) for the Registrar’s Calendar of important dates or to Academic Affairs [http://www.kean.edu/KU/Academic-Calendar](http://www.kean.edu/KU/Academic-Calendar) for the full calendar of the current academic year.

### Fall SEMESTER 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 2</td>
<td>Term Begins</td>
</tr>
<tr>
<td>Sept. 8</td>
<td>Last Day to withdraw with 100% refund</td>
</tr>
<tr>
<td>Sept. 15</td>
<td>Last day to withdraw with 75% refund</td>
</tr>
<tr>
<td>Sept. 22</td>
<td>Last Day to withdraw with 50% refund</td>
</tr>
<tr>
<td>Sept. 22</td>
<td>Last Day to declare or change undergraduate. Pass/Fail option</td>
</tr>
<tr>
<td>Oct. 13</td>
<td>Columbus Day - State Holiday Observed - University CLOSED</td>
</tr>
<tr>
<td>Oct. 29</td>
<td>Last Day to withdraw from courses with &quot;W&quot; grade</td>
</tr>
<tr>
<td>Nov. 27 - 30</td>
<td>Thanksgiving Recess</td>
</tr>
<tr>
<td>Dec. 15 - 22</td>
<td>Exam Week (All classes meet as scheduled)</td>
</tr>
<tr>
<td>Dec. 22</td>
<td>Exam Day for M and M/Th classes only (final class meeting)</td>
</tr>
<tr>
<td>Dec. 22</td>
<td>Term Ends</td>
</tr>
</tbody>
</table>

### WINTER SESSION 2015

<table>
<thead>
<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Jan. 2</td>
<td>Term begins</td>
</tr>
<tr>
<td>Jan. 19</td>
<td>Martin Luther King Day - University CLOSED</td>
</tr>
<tr>
<td>Jan. 20</td>
<td>Term Ends</td>
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</tbody>
</table>

### SPRING SEMESTER 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 21</td>
<td>Term Begins</td>
</tr>
<tr>
<td>Feb. 16</td>
<td>Presidents Day - University CLOSED</td>
</tr>
<tr>
<td>Mar. 16 - Mar. 22</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>Mar. 23</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Apr. 3</td>
<td>Good Friday - University CLOSED</td>
</tr>
<tr>
<td>May 12 - May. 18</td>
<td>Exam Week (all classes meet as scheduled)</td>
</tr>
<tr>
<td>May 18</td>
<td>Term Ends</td>
</tr>
</tbody>
</table>

The Academic Calendar is subject to change. For updates please visit [http://www.kean.edu/KU/Academic-Calendar](http://www.kean.edu/KU/Academic-Calendar). Revised 5/29/14.
2014-2015 Academic College Listing & Directory

**COLLEGE OF BUSINESS & PUBLIC MANAGEMENT**
Dr. Michael Cooper, Dean 74120 W402
Dr. Geoffrey Mills, Associate Dean
Mr. David Farrokh, Assistant Dean 74124 W402

School of Global Business 74120 W402
School of Criminal Justice and Public Management, Dr. James Drylie 74216 W305E

**COLLEGE OF EDUCATION**
Dr. Susan Polirstok, Dean 73750 HH443
Dr. Anthony Pittman, Associate Dean 73758 HH445
Mr. Ronald Dowdell, Ms. Melissa Tomich, Assistants to the Dean 73750 HH448

School of Curriculum and Teaching, Dr. Gilda Del Risco 73902 J330B
School of Communication Disorder and Deafness, Dr. Martin Shulman 75802 EC106A
School of Global Education and Innovation, Dr. Michael Searson 77147 K219
School of Special Education and Literacy, Dr. Joan Kastner 73942 J205B
Department of Physical Education, Recreation, and Health,
   Dr. Jessica Adams 70654 D219

**COLLEGE OF HUMANITIES AND SOCIAL SCIENCES**
Dr. Suzanne Bousquet, Acting Dean 70430 CAS405
Ms. Deborah Skibitsky, Assistant to the Dean 70430 CAS405

School of General Studies (contact the Dean’s Office) 70333 CAS201
School of Psychology, Dr. Paula Avioli 75873 EC234
School of Social Sciences (contact the Dean’s Office) 74053 J103D
Department of Communication, Dr. Jack Sargent 70467 CAS402
Department of English, Dr. Daniel O’Day 70394 CAS301
Department of History, Dr. Jonathan Mercantini 75252 T117A

**COLLEGE OF NATURAL, APPLIED AND HEALTH SCIENCES**
Dr. George Chang, Acting Dean 73600 B104D
Ms. Mayda Martinez, Assistant to the Dean 73600 B104

School of Environmental & Sustainability Sciences, Dr. Paul Croft 73595 B102C
School of Natural Sciences, Dr. Brian Teasdale 73654 C123
School of Nursing, TBA (contact Dean’s Office)
Department of Mathematics, Dr. Louis Beaugris 73707 C232
Department of Computer Science, Dr. Patricia Morreale (Acting) 73804 HH211
COLLEGE OF VISUAL & Performing Arts
Dr. George Arasimowicz, Dean 74376 VE114
Mr. Alfred Brown, Assistant to the Dean 74376 VE114
*The School of the Arts (contact the Dean’s Office)* 74376 VE 114

ROBERT BUSCH SCHOOL OF DESIGN
Rose Gonnella, Executive Director 74752 GL 522

SCHOOL OF ARCHITECTURE
Mr. David Mohney, Acting Dean 74740 GL 428

NEW JERSEY CENTER FOR SCIENCE,
TECHNOLOGY & MATHEMATICS
Dr. Keith Bostian, Dean 77200 STEM 513

NATHAN WEISS GRADUATE COLLEGE
Dr. Jeffery Beck, Dean 75900 EC211

*Advanced Studies in Psychology, Dr. Andrew Wolanin* 75863 EC125H
*Counselor Education, Dr. Barry Mascari* 73863 HH310
*Educational Leadership, Dr. Leila Sadeghi* 75977 EC205H
*Graduate Social Work, Dr. Josephine Norward* 74033 J 304D
*Occupational Therapy, Dr. Laurie Knis-Mathews* 75858 EC213C

KEAN UNIVERSITY-OCEAN

Dr. Stephen Kubow, Acting Associate Vice President 732-255-0504
Ms. Maureen Morlando Associate Director 732-255-0356

To access the Kean University directory (including email addresses), please go to:
http://directory.kean.edu/
What the Best College Teachers Do

- Have faith in their students' ability to learn and grow
- Are role models
- Current in their field
- Passionate about their subject
- Treat their students as professionals
- Respect every student
- Recognize that they can learn from their students
- Their teaching methods reflect how students learn today, not when they were a student.
- Relate the subject to everyday life
- Relate the course to the broader curriculum
- Ask fascinating questions that challenge students to rethink some of their fundamental paradigms.
- Frequently ask students for feedback
- Have fun

(adapted from What the Best College Teachers Do by Ken Bain, (Harvard University Press, 2004 used with permission from the author)
SECTION I
STARTING THE SEMESTER

Your primary responsibility as a faculty member is to help students achieve the objectives of your course—objectives that include understanding principles and modes of thought within a discipline as well as mastery of content in a particular area of knowledge.

Your course is being offered at Kean University, however, and it seems important at the outset for you to have some basic information about our student body, to be aware of some resources that are available to you, and to have a working knowledge of the academic policies and procedures that govern registration, grading and other matters with which you will be confronted in the classroom.

This section provides a brief overview of our student body and then moves directly to "operational" matters and begins with a format for your syllabus. The other two subsections pertain to instructional resources and to procedures to follow in case it is necessary to cancel a class because of an emergency.

In subsequent sections, you will find more detailed material about the University's programs and about policies and procedures that govern our institution.

A. THE STUDENT BODY

Kean University serves approximately 16,000 full-time and part-time students on both our Union Campus and Ocean County College locations. The student body is diverse and includes a large population of adults returning to school, a steadily increasing percentage of ethnic and racial minorities, and a large proportion of students who are among the first generation of their families to attend college. A very large majority of students work while attending school and many are attending college for reasons related to career advancement or career change. Much of the strength and uniqueness of Kean University derives from the heterogeneity of the student body. This heterogeneity also poses challenges for those seeking to provide effective instruction.

In planning and structuring your course, the consequences of student diversity should be considered. The students in your class are likely to differ considerably in their motivation for attending college, in their commitment to a specific course of study, in self-confidence, and in their level of basic skills. It is a good idea at the start of the semester to devote some class time to finding out something about your students, their reasons for taking the course, their majors, and their expectations for the semester.

At the same time, it is important that you communicate to the students your expectations for the semester and the specific requirements for your course. This should be done in a written syllabus distributed at the first session; the required formats are provided in the following section. Syllabus guidelines and downloadable word documents of syllabus templates are available on the syllabus website: http://syllabus.kean.edu.
B. COMMUNICATION OF COURSE REQUIREMENTS TO STUDENTS  
(CLASS SYLLABUS)

Syllabus Website  http://syllabus.kean.edu
The syllabus website is accessible only to those with Kean University email accounts (Kean University faculty, staff, and students). If you have difficulty with log in, the Office of Computer and Information Services (OCIS) is available to assist you at 908-737-6000.

When you arrive on the website, click on “Syllabus Guidelines” under “For Instructors” in the left column. Once on the “Syllabus Guidelines” page, you will have access to the required syllabus templates. The “short version” is the required template for all courses except undergraduate capstone or graduate culminating courses. Undergraduate capstone and graduate culminating courses must use the “Capstone/Culminating Syllabus” guideline.

If you are unsure which guideline to use, or if you have questions about the syllabus guidelines, please contact your Executive Director or Chairperson for assistance.

Sample Course Syllabus (Short)
It is important that the essential information concerning the course be communicated in writing to students at the first class meeting. A syllabus is a contract with the students. Any changes in course requirements made after the start of the semester should also be communicated in writing to students. A copy of the syllabus is to be filed with the School/department. The following information should be included in the syllabus (as per Council of Deans Policy on Course Syllabi 2/16/11):

ITEMS TO BE INCLUDED ON COURSE SYLLABUS
1. Course name, number, section
2. Semester
3. Instructor contact information, including phone number, e-mail address and academic program/department office location
4. Prerequisites, if any, to the course (Students who have not met the required prerequisites should be asked to withdraw)
5. Required textbooks
6. Course objectives (Please ask your program’s Coordinator, Executive Director, or Chair to provide you with the Program Assessment Plan and the course outline of the course you are preparing to teach.)
7. Outline of course content
8. Course requirements, methods of evaluation, and the basis by which the final grade is derived
10. Special features of the course  
e.g., field trips or visits to facilities off campus
11. Academic deadlines  
e.g., the last day to withdraw, the last day to declare P/F option
12. Academic Integrity Policy (available at the Center for Academic Success or at

14. Information on CampusAlert, the University’s emergency notification system ([www.mir3.com/kean](http://www.mir3.com/kean)), students are encouraged to register in the system in order to be informed of campus emergencies, weather notices and other announcements.

15. All students must have a valid Kean e-mail account. For those who do not already have one, forms are available on-line at [http://www.kean.edu/KU/Forms-OCIS](http://www.kean.edu/KU/Forms-OCIS); click on E-mail account request form.

**SAMPLE CULMINATING/CAPSTONE SYLLABUS**

For an updated copy of the sample Culminating/Capstone Syllabus guideline and the downloadable word document of the syllabus template, please visit the syllabus website: [http://syllabus.kean.edu](http://syllabus.kean.edu).

**GENERAL EDUCATION RUBRICS**

Effective August 2011, these assessment tools ("rubrics") are required in all courses that fulfill a student’s general education requirement (Foundation or Distribution) and all Capstone experiences (Major or GE) that use oral and / or written assessments. (Note: Courses are not necessarily required to use oral and / or written assessments).

Training will be available for the use of these assessment tools. The General Education Program assigns students (General Education Mentors) to assist with all capstone courses.

**Please provide this information on appropriate syllabi or as addendum** (as appropriate: if you give both oral and written assessments use both General Education Skill (GES) GES 1 and GES 2):

This course may fulfill a General Education (fill in with: Foundation, Distribution or Capstone) requirement. *Students will demonstrate the skills and technology necessary to:*

1) write to communicate and clarify learning (GES1)
2) communicate effectively through speech (GES2)

The following rubrics will be used to assess student learning outcomes:
1) Writing Rubric
2) Speaker Evaluation Form

Rubric forms available on the syllabus website: [http://syllabus.kean.edu](http://syllabus.kean.edu)
Writing Rubric

Student Name: __________________________ Score: ______________________

Kean ID: ______________________________

Course and Section:_____________________ Instructor’s name: ________________

<table>
<thead>
<tr>
<th>Criteria</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>0</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Genre/Audience</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Focus</td>
<td></td>
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<tr>
<td>Development</td>
<td></td>
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<tr>
<td>Organization</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Grammar/Mechanics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Revision</td>
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</table>

Comments (use back if needed):
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<th></th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Genre/Audience</strong></td>
<td>Uses conventions in skillful way</td>
<td>Uses conventions in somewhat skillful way</td>
<td>Uses conventions in formulaic way</td>
<td>Does not follow conventions consistently</td>
<td>Fails to follow most or any conventions</td>
<td>Not applicable</td>
</tr>
<tr>
<td><strong>Focus</strong></td>
<td>Explicit, nuanced, complex stance</td>
<td>Explicit and nuanced, but not complex, stance</td>
<td>Stance defined in general terms</td>
<td>Vague stance</td>
<td>No clear stance</td>
<td>Not applicable</td>
</tr>
<tr>
<td><strong>Development</strong></td>
<td>All ideas developed with specific, relevant information.</td>
<td>Most ideas developed with specific, relevant information. Reader raises few questions</td>
<td>Ideas not developed consistently. Supported with vague generalization or inappropriate examples</td>
<td>Most ideas not developed or supported with inappropriate examples.</td>
<td>Ideas stated, not developed</td>
<td>Not applicable</td>
</tr>
<tr>
<td><strong>Organization</strong></td>
<td>Structure imparts feeling of wholeness and skill</td>
<td>Structure imparts a feeling of wholeness but not skill</td>
<td>Structure breaks down in some places, though solid overall</td>
<td>Structure feels rough or unclear</td>
<td>Structure clear or confusing</td>
<td>Not applicable</td>
</tr>
<tr>
<td><strong>Grammar/mechanics</strong></td>
<td>Few or no errors exist; those present have no effect on reading</td>
<td>Errors obvious but not distracting</td>
<td>Errors begin to interfere with reading</td>
<td>Several distracting errors or multiple patterns of error</td>
<td>Numerous errors make understanding text difficult or impossible</td>
<td>Not applicable</td>
</tr>
<tr>
<td><strong>Revision</strong></td>
<td>Almost all revisions make draft stronger</td>
<td>Most revisions make draft stronger</td>
<td>Some revisions strengthen, but some weaken draft</td>
<td>Few revisions, with little effect on quality</td>
<td>Very few revisions; may make final worse</td>
<td>No evidence of revision</td>
</tr>
</tbody>
</table>
# Speaker Evaluation Form

Name of Speaker __________________________
Student ID __________________________
Section ______
Speech (1 or 2) ______

Key: 1=Unacceptable 2=Fair 3=OK/acceptable 4=good/above average 5=Excellent

<table>
<thead>
<tr>
<th>Rating</th>
<th>Item</th>
<th>✔ = Positive, Effective</th>
<th>0 = Needs Work</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analysis of Topic</td>
<td>Clear Purpose</td>
<td>□ Multi-sided argumentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Clear central idea</td>
<td>□ Relevant topic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supporting Material</td>
<td>Credible Sources</td>
<td>□ Varied Sources</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Cited Sources</td>
<td>□ Sufficient Sources</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Appropriate visual aid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>Introduction</td>
<td>□ Transitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Main Points Clear</td>
<td>□ Conclusion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Style</td>
<td>Defined terms</td>
<td>□ Grammar</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Vivid terms</td>
<td>□ Avoids clichés, jargon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DELIVERY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engagement</td>
<td>Audience awareness</td>
<td>□ Poise</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eye contact</td>
<td>□ Manages anxiety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Body Movement</td>
<td>Posture</td>
<td>□ Facial Expression</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gestures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voice Quality</td>
<td>Volume</td>
<td>□ Extemporaneous</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tone</td>
<td>□ Articulation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Variety</td>
<td>□ Vocal Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluency</td>
<td>Freedom from notes</td>
<td>□ Effective pace</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Avoids vocal fillers</td>
<td>□ Effective use of Pauses</td>
<td></td>
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<tr>
<td>PREPARATION</td>
<td></td>
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<tr>
<td>Outline</td>
<td>Structure</td>
<td>□ Bibliography</td>
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<td></td>
<td>□ Annotation</td>
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<td>IMPACT</td>
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<tr>
<td>OVERALL IMPACT</td>
<td>Speaker is credible</td>
<td>□ Speech is memorable</td>
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<tr>
<td></td>
<td>Appropriate use of time</td>
<td>□ Speech accomplishes purpose</td>
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<tr>
<td>FINAL GRADE</td>
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</table>
C. **ASSESSMENT OF STUDENT LEARNING AND DEVELOPMENT**
In order for the University to assess and improve its academic programs and student services, periodic measurements of student perceptions and learning must be obtained. As a component of the assessment program developed by Kean University, faculty teaching in academic programs and staff professionals providing student services may require (in their own respective areas) students to participate in one or more evaluative procedures. Assessment activities may include examinations and performances as well as surveys and questionnaires about students’ experiences. The assessment information obtained will be used to improve the quality of educational experiences for students, and ensure the integrity of degrees earned at Kean University. This information will not be used to restrict students’ access to, or completion of, any program. For information regarding program student learning outcomes please see the listing of College and Program Assessment Plans at [http://www.kean.edu/KU/Academic-Assessment](http://www.kean.edu/KU/Academic-Assessment).

D. **THE UNDERGRADUATE GRADING POLICY AT KEAN UNIVERSITY**

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<thead>
<tr>
<th>Grade</th>
<th>Value</th>
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<td>B+</td>
<td>3.3</td>
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<tr>
<td>B</td>
<td>3.0</td>
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<tr>
<td>B-</td>
<td>2.7</td>
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<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
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<tr>
<td>D</td>
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</tr>
<tr>
<td>F</td>
<td>0.0</td>
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</tbody>
</table>

E. **INSTRUCTIONAL SUPPORT SERVICES**

**Library**

From library instruction classes to help your students be more effective users and evaluators of information, to interlibrary loan and reciprocal borrowing privileges at other NJ academic institutions, the Library provides a comprehensive set of services and resources for adjunct faculty and the students they teach. Please go to [http://library.kean.edu](http://library.kean.edu) and click on “Faculty Guide” for information on services and resources available to all faculty.

If you would like to meet with a librarian to talk about what the Library offers, please contact the University Librarian (ext 74600), to arrange a one-on-one session.

**Center for On Line Learning and Professional Development**

Located in the Library room 145  
Main extension 74650  
[www.kean.edu/~cpd](http://www.kean.edu/~cpd)  
Hours - Fall/Spring Semester  
Monday – Thursday 8am – 8pm  
Friday 8am – 5pm
Please call for times during non-academic periods in the year.

The Center for Professional Development is a University wide service providing guidance and offering assistance in support of the academic goals and programs of the University. Services are offered to all faculty, adjuncts, and staff members.

Training
The Center provides training in a variety of topics ranging from the Microsoft Office Suite products to Web design for Kean faculty and staff. The workshop/seminars are offered throughout the academic year. Workshop schedules will be made available on a monthly basis via e-mail distribution. Seating is limited and registration is required.

Wireless Environment
The Center maintains a fully wireless faculty lounge area, conference room and classroom facility. Bring your laptop, work in a wireless environment, and/or consult with our staff as well as other faculty members.

Faculty are welcome to work independently in our Lounge area which is located next door to our walk-in lab. If you would like to use either our Conference Room or our Classroom, please call the Center to confirm availability. Both the Conference Room and our Classroom are available on a limited basis.

Walk-in Technology Laboratory
The main function of the walk-in Technology Lab, which is located in L 145, is to provide software technology support for faculty and staff at Kean. Staff assists users in person, via email and/or by phone with their technology support questions on a "walk-in" basis and by appointment. Technology Lab staff assists faculty and staff with short-term projects such as scanning of slides and printed documents into electronic format. Below is a more comprehensive listing of the services provided:

- Provide application support for standard productivity software, such as MS Office Suite products.
- Power Point presentations for classroom use or for off-campus workshops - assist with the enhancement and animation of your presentations.
- Provide support for the use of digital imaging software such as Adobe Photoshop Elements.
- Make available documentation on using standard software, email, coding HTML and other topics of interest.
- Offer technical assistance in updating a website.
- Convert paper documents into digital form using scanners and OCR software.
- Assist in the creation of PDF documents for easy dissemination.
- Assist in scanning photos, illustrations, negatives and slides into digital format.

Design and Production
Staff will design and produce custom media packages as appropriate to the needs of the Kean community.

The following services are available to the University's faculty and staff:
• Preparation and printing of color posters for academic poster sessions.
• Digitizing of 35mm slides.
• Computer Generated Color Transparencies.
• Equipment, supplies and assistance for you to prepare thermal transparencies.
• Materials laminated for academic support purposes.
• Assistance preparing proposals for grants - media cost analysis.

For further information, please call the Center at 74650 or email cpd@kean.edu.

AUDIO VISUAL TECHNOLOGY

Technology Building 110
Main extension: X76120

Audio Visual Technology provides A/V planning and support for diverse programs including, but not limited to, conferences, seminars, distance learning, interactive television, and lectures.

Meeting and Conference Support

Service and equipment needs for campus conferences, seminars, lectures, as well as evening and weekend programs must be scheduled at least 2 weeks prior to the event date. We strongly recommend setting an appropriate test date prior to the event allowing for any needed corrections or changes. Planning and resource allocation must be planned in advance. Service is contingent on the availability of staff and resources, and assumes appropriate university approval, room reservation, and other contractual arrangements have been completed. To schedule A/V support, please call the main line listed above, fax your request to x75355, or visit the website to sign up for online submissions at http://www.kean.edu/KU/Audio-Visual-Technology

Classroom Support

Kean University has over 120 multi-media (technically “smart” or “enhanced”) classrooms on the main campus and 24 classrooms on the east campus. Our “smart” rooms are equipped with projectors, computers, DVD/VHS players, laptop plug-ins, speaker systems, and touch panel controls. Our “enhanced” rooms are equipped with projectors, DVD/VHS players, laptop plug-ins, speaker systems, and push button controls. For a list of classrooms equipped with this technology, please visit our website at: http://www.kean.edu/KU/Classrooms

Faculty members who regularly integrate technology into their lectures are strongly recommended to book a smart or enhanced classroom.

All keys for A/V classroom equipment must be obtained from your Dean, Executive Director or Chairperson.

For technical problems – contact the Office of Audio Video Technology 908-737-6120 Monday through Friday from 7:30 a.m. to 10 p.m.
Loaner Program

The Audio Visual Technology Department has a variety of equipment for daily use by Kean University faculty and staff. For a list of available equipment, please visit our website at: http://www.kean.edu/KU/Our-Services

Laptops: If you teach in a technologically “enhanced” classroom and require a laptop for the class period, please call x76120 to reserve a unit for pick-up. Laptops are limited. The faculty member is responsible for the pick-up and return of the unit (with all of the peripherals), to/from our office in HH-110.

Training

Individual Classroom Equipment Training: One-on-one training of technologically “Enhanced” or “Smart” classrooms can be scheduled by calling the office at x75360.

A/V Repairs

For any audio visual equipment (projector, DVD/VHS player, audio system, touch panel, or push button controller) malfunction or damage, please contact our office at the extension listed above.

For any problems or issues with a PC or monitor, please contact x76000.

For any problems or issues with keys or alarm codes, please contact Facilities or your Executive Director/Chairperson.

Student Technology Laboratory
Library Room 133
Extension 7-4669

The Student Technology Laboratory’s primary purpose is to provide technological support and assistance to all the Kean University undergraduate and graduate students as well as our alumni.

The Student Technology Laboratory is equipped with

- 40 Dell PC's
- 10 Dell laptops
- CD burners
- ZIP drives

Students have the opportunity to use:

- Microsoft Word
- MS InfoPath
- Excel
- MS Visio
- Power Point
- Adobe Photoshop Reader
Students are also able to copy and convert files, scan documents, do online research and surf the web. Equipment is available to scan photographs, documents, illustrations, and slides.

For Laboratory hours visit our site: [http://www.kean.edu/~stulab/](http://www.kean.edu/~stulab/)

**Distance Education**

For general information, please call extension 74650

For assistance with Blackboard, please call extension 74628 or e-mail our account at webct@kean.edu.

Distance education courses are being made available at the undergraduate and graduate level and may involve various instructional modalities in an effort to accommodate the needs of students. This office works closely with faculty in the development and approval of such offerings and coordinates their scheduling with academic departments and the office of the Registrar.

Course Development:

- **Credit courses fully online** -
  Faculty work closely with Faculty and technical support personnel in order to organize course content using Blackboard, a course management software system which provides a user-friendly framework for delivery on the internet. The course syllabus, content, related media support, bulletin board and interactive chat functions are typically included. There are opportunities for the customization of content modules as well using contemporary teaching-learning tools to include student performance and tracking elements.

- **Credit courses using online supplements** -
  Faculty who are interested in providing supplemental online experiences for their students are encouraged to do so. Blackboard and other tools may be used in creating course modules which may be accessed by students who then work at their own pace to complete assigned work, dialog with the instructor or other students, or review related course-related material in a variety of appropriate formats.

- **Interactive Television (ITV) courses** -
  Courses may be presented from campus to up to three remote sites simultaneously using the ITV technology. At present, room L-209 in the University Library is fully equipped to facilitate such activity. Faculty are able to see and interact with distant groups through the system and the rooms are designed in a manner that permits convenient use of a variety of media in support of content development. In addition,
professional conferences, seminars and training activities are possible. The rooms must be scheduled well in advance in order to avoid conflicts and to insure that technical support personnel will be available.

- **Distributed Education Courses (formerly External Education Courses)** -
  External Education courses are intended for mature, upper-division undergraduates as well as graduate students. These offerings are adapted for individualized study and use a variety of instructional strategies and support materials. Students are advised in the first class meeting of course requirements and arrange to obtain required texts, study guides, lecture tapes and other materials needed for individualized study. Up to three additional class meetings may be scheduled and students are encouraged to consult with faculty by phone, e-mail or in person.

- **Distance Education Faculty Development Activities** -
  Professional development opportunities are planned and publicized throughout the academic year. Workshops, seminars, satellite teleconferences and ITV conferences are presented in an effort to orient faculty to varied distance education approaches, newer instructional technologies and active learning methodologies viewed as beneficial to students.

**F. PROCEDURES FOR CLASS CANCELLATION**

A rather pragmatic consequence of the fact that most Kean students work and commute to classes is the importance of notifying the University in case an emergency necessitates cancellation of your class. Your Executive Director/Chairperson/Coordinator/or at the program office should be informed if you cannot meet a class. Executive Director/Chairpersons must then notify their Dean and CAS.

Most students attending in the evening take only one class on a given night, and many travel long distances to get to the University. It is recommended that you establish a telephone chain or email chain within your class to notify your students in advance if a class is to be cancelled. This chain should be established at the first session of class and should include students' home and work telephone numbers and email addresses.

**WHEN AN EMERGENCY DEVELOPS, CALL YOUR EXECUTIVE DIRECTOR DEPARTMENT/ AND THEN INITIATE THE TELEPHONE/EMAIL CHAIN.**

**G. PROCEDURES FOR EMERGENCIES**

For Fire and Environmental Health & Safety adjuncts must review protocol with their students on the first day of class. See handout.  
This link has our Emergency Management Quick Reference Guide which is a supplement to this emergency action plan.
H. CAMPUSALERT

The university has purchased CampusAlert™, a notification system for Campus Crisis Management, and First Responder Communication. It is a secure, notification platform for sharing critical information. The CampusAlert™ system allows for the most flexible means of communicating with our students, faculty and staff. Whether your preference is a text message, email or a phone call, the system supports any of these options or all simultaneously.

Kean University will utilize this system to notify the university community of announcements and/or emergencies.

In order to take advantage of the benefits this service provides; students and faculty must register by following the instructions below.

Instructions:
1. Go to www.mir3.com/kean
2. Type in your Kean University e-mail address or other e-mail address
3. Type in a password that you will easily recall.
4. Input your name.
5. Providing your cell phone number and landline telephone number will generate the message to these numbers as well.

Please encourage your students to sign up for this benefit.

NOTE: When filling out the registration form please select “other” if your program/department or location is not currently listed.

I. FACULTY ID CARDS

Faculty ID cards are required to utilize University services, including the library. Photos are taken in Administration Building, 3rd floor and bar codes for the Library are applied at the Library. Contact the ID office at ext. 43216 and the Library at 908-737-4618 for their schedules.

J. E-MAIL WEB/DATATEL ACCOUNT REQUEST FORMS

This form is included as part of the package of materials you will receive from Human Resources to complete your hiring status. Confirmation of your request will be sent to you at your address of record. Access to the student record system (Colleague/Datatel) is necessary for you to assign grades, and perform other necessary verifications during the semester. Once you have been assigned a class in Datatel, your access codes will be sent to you. Copies of the form are available through the academic program offices. Confirmation of your request will be sent to you at your address of record.
SECTION II
REGISTRATION PROCEDURES

Students may officially change classes until the end of the Add/Drop period. After this point, changes can only be made with Dean’s approval. You may also encounter students seeking to gain access to your class or describing other registration-related problems. In responding to these students adherence to the established procedures and deadlines described in this section is important to insure that all students are treated fairly and that each student in your class has registered properly and is eligible to receive a grade at the end of the semester.

Your Executive Director/Department Chairperson should be consulted for any procedures that are specific to your academic program.

A. REGISTRATION CALENDAR FOR THE ACADEMIC YEAR

All students should have registered for their courses prior to the start of the semester (either during the registration period beginning last semester or the current online registrations). Change of registration (adding and/or dropping courses) can be processed through the ADD/DROP period.

Please do not encourage students to enter your class after the add/drop date.

NOTE: INITIAL REGISTRATION OFFICIALLY CLOSES ONE WEEK AFTER THE FIRST DAY OF CLASSES. STUDENTS DESIRING TO REGISTER, FOR THE FIRST TIME, AFTER THIS DATE SHOULD BE REFERRED TO THE DEAN OF THE COLLEGE OF THEIR MAJOR.
Please see the Academic Calendar as published by the Office of the Registrar via:

http://www.kean.edu/KU/Academic-Calendar-Registrar

for a complete list of withdrawal and refund deadlines.

B. CLOSED SECTIONS: OVERLOAD AUTHORIZATION PROCEDURES

Toward the end of the registration period, the enrollment in many classes reaches the course capacity and the class is "closed". Students seeking entrance to closed courses should be advised to check KeanWISE to see if a section has re-opened as a result of other students dropping the course. In circumstances that are unusual and compelling (generally involving seniors needing a course for graduation), an EXECUTIVE DIRECTOR/CHAIRPERSON/OR COORDINATOR may elect to authorize a course overload. Students who request "overload" permission should be referred to your academic program office. In making a referral, please do not give an indication that overload permission will be granted. There are legitimate needs that should be met by overload authorization, but it is important that the process be centralized with your academic program office and administered equitably.

Course overload permission is processed on line by the EXECUTIVE DIRECTOR/CHAIRPERSON/OR COORDINATOR. Once the student receives the overload authorization they are to register on line using KeanWISE.

UNDER NO CIRCUMSTANCES should students who are not enrolled in your class be permitted to attend with the understanding that they may be registered later.

C. VERIFICATION OF OFFICIAL ENROLLMENT

It is important that you verify that each student attending your class has registered officially. This may be done by checking that the student's name appears on your first day class roster or by checking a schedule that is presented to you by a student.

The First Day Class Roster is made available on KeanWise prior to the start of the semester and the course and section numbers appearing on it should correspond to your assignment. (If you do not have access to the roster or receive an incorrect one, seek assistance from your Executive Director /Chairperson.)
A general explanation of the column headings will accompany your first-day roster, so the explanation provided below will focus on interpreting the registration status of the students listed. All active or registered students will be listed first. Students who have dropped the course will be listed next. Any student who is listed under DROPPED/WITHDRAWN is not officially registered and should be referred to the Registrar's Office for enrollment verification. Be sure to print out a class roster immediately prior to your first class meeting (as add/drop occurs continuously) and immediately after the add/drop period for the most accurate class roster.

Students who are not listed on your roster and who do not present a class schedule should be advised of the ADD/DROP dates listed under the Registration Calendar. UNDER NO CIRCUMSTANCES SHOULD A STUDENT WHOSE REGISTRATION CANNOT BE VERIFIED BE PERMITTED TO SIT IN ON YOUR CLASS.

Any difficulties should be resolved with the Office of the Registrar or the Center for Academic Success/One Stop located in the Maxine & Jack Lane Center for Academic Success by the student, who must present you with official evidence of registration before re-entering your class.

D. SECTION VERIFICATION LISTS

Section Verification lists will be available online to all faculty members immediately after the ADD/DROP period with the request that the list be checked against the instructor's records. These lists include the names of all students who were registered in your class as of the first day of the semester. The names of students who dropped your class appear at the bottom of the roster under DROPPED/WITHDRAWN.

Please follow carefully the instructions that accompany the Section Verification List; your cooperation is essential if final grade rosters are to be accurate.

THE REGISTRAR'S OFFICE WILL ACCEPT SEMESTER GRADES ONLY FOR STUDENTS WHO ARE OFFICIALLY ENROLLED. TO BE OFFICIALLY ENROLLED, A STUDENT MUST REGISTER FOR YOUR SECTION ON OR PRIOR TO THE END OF THE FIRST WEEK OF CLASSES. STUDENTS WHO DO NOT APPEAR ON THE VERIFICATION ROSTER DISTRIBUTED IMMEDIATELY AFTER THE FIRST WEEK OF CLASSES SHOULD BE ADVISED THAT THEY MAY NOT REMAIN IN YOUR CLASS. FACULTY SHOULD REFER STUDENTS TO THE REGISTRAR'S OFFICE OR CAS -ONE STOP TO RESOLVE THIS MATTER.

E. NEVER ATTENDED STUDENTS
Federal regulations now require that all schools receiving Title IV funds must verify attendance. To comply with these regulations, you are required to report your class attendance each semester. You will receive notification of the deadline dates by the Office of the Vice President for Academic Affairs via your Kean email account approximately two weeks after the start of the semester.
Reporting this data is through the use of the “Never Attended Student Tracking” option found on KeanWISE. Class rosters are not sent to faculty for verification.

If you have any questions, cannot access the proper roster, or cannot log into KeanWISE, please contact the Office of the Registrar at (908) 737-3290.

Verification of Official Student Enrollment must be submitted

- Log into KeanWISE
- Click on Web Advisor for Faculty
- Click on “Never Attended Student Tracking”
- You must check one of the following:

1) IF ALL STUDENTS APPEARING ON YOUR ROSTER ARE CURRENTLY ATTENDING:
   Check the box “All students have attended” and click SUBMIT.

2) IF ANY STUDENTS APPEARING ON YOUR ROSTER HAVE NEVER ATTENDED:
   Check the “Never Attended” box next to their name and click SUBMIT.
SECTION III
ACADEMIC POLICIES AND PROCEDURES

INTRODUCTION

The policies summarized in this section are published in the University catalog, and specific academic deadlines appear in the registration booklet provided online to students along with other registration materials. Because almost all academic policies affect individual classes, you are an important link in the communication of these policies to students.

Please read these policies and procedures carefully, and discuss their enforcement with your Executive Director/Chairperson/or Coordinator prior to the start of classes.

As noted in Section I, the start of the semester is a crucial time for communication of academic policies and deadlines. Incorporation of course requirements, academic deadlines and other relevant information into a written syllabus distributed at the beginning of the semester will help avoid misunderstandings later.

A. CLASS ATTENDANCE POLICY

Attendance is expected in all courses. Attendance will be a component of the grade of any course if so stated in the syllabus. Students are responsible for informing the instructor in advance or in a timely manner of the reasons for their absence. Instructors, in consultation with their Executive Directors/Department Chairs, are expected to respect university practices and policies regarding what counts as an excused absence. Typically excused absences include illness, bereavement, or religious observances. Serious tardiness may be dealt with at the discretion of the instructor.

It is hoped that all instructors will try to structure and teach their courses in a way that encourages students to recognize the need for regular attendance and the opportunities that regular attendance affords.

The instructor can use the quality of class participation in determining students' grades if class participation has been stated as a requirement of the course at the beginning of the term.

When, in the opinion of the instructor, a student's excessive absences are jeopardizing his/her academic standing in the course, the instructor, where possible, will notify the student. It is the student's responsibility to arrange a meeting with the instructor to review the situation.

B. ACADEMIC INTEGRITY POLICY

(Approved by Kean University Board of Trustees June 25, 2012)

Kean University is aware of and sensitive to the pressures exerted by peers and family, work environment, the academic process, and society in general, and is committed to creating an environment in which academic integrity is supported and academic dishonesty is not tolerated. To that end, the University has taken steps to ensure that all
members of the academic community are fully aware of the Academic Integrity Policy by: widely distributing the policy, posting it on the University’s Web site, identifying material on all course syllabi, and provide training to increase awareness of Academic Integrity issues among all members of the Kean University Community.

Thus, administrators, staff, Board of Trustees Members, and faculty at Kean University have an obligation to support academic integrity by ensuring that all members of the University community understand:

- What constitutes academic integrity
- How to prevent academic dishonesty
- What sanctions are imposed for academic dishonesty
- What consequences ensue as a result of such sanctions, and
- What process is used to impose those sanctions

All members of the Kean Community shall actively engage in the academic process. In order to ensure compliance with the Academic Integrity Policy, administrators, faculty, staff, librarians, and students should:

- Represent their identity truthfully in all situations
- Protect their materials, including papers, tests, and other academic exercises, from unauthorized access
- Protect their means of access to resources, including computer passwords and library access codes, from unauthorized use of the system
- Respect the work of others by acknowledging their words, ideas, opinions, theories, data, programs, and other intellectual material in accordance with the guidelines of the discipline or other faculty instruction
- Report data or source information accurately
- Refuse to participate in activities that violate the Academic Integrity Policy
- Read, understand, and comply with the code of ethics and/or clinical code of their chosen discipline, and
- Represent their mastery of material truthfully and accurately.

(The Academic Integrity Policy document will be distributed to all new students by the Center for Academic Success.) It is also available at: www.kean.edu/admin/uploads/pdf/academicintegritypolicy.pdf

Please note that the Academic Integrity policy will be revised to include procedures for Faculty, Staff, and Librarians following the appropriate negotiations.

Please review this policy thoroughly and reference it (with the link) on your syllabus. Questions about the Academic Integrity Policy should be directed to your Executive Director/Chairperson/or Coordinator.
C. GRADE RECALCULATION POLICY (Undergraduate Students Only)

Effective with courses taken from Fall 1987, a maximum of 4 courses or 12 credits undergraduate courses (only) taken by undergraduate matriculated students may be repeated once for a higher grade and recalculation of the cumulative GPA prior to graduation. Student must apply for grade recalculation through the CAS One Stop. See the undergraduate catalog for complete details on this policy.

D. ACADEMIC AMNESTY POLICY (Undergraduate Students Only)

The Academic Amnesty Policy was designed to provide former Kean University students an opportunity to eliminate previously unacceptable grades on their readmission to Kean University beginning Fall 2009 provided certain criteria met. Please refer to the complete instructions and policy at: http://www.kean.edu/KU/Academic-Affairs.

E. PASS/FAIL OPTION (Undergraduate Students Only)

Students who meet the requirements specified below may choose to take a maximum of six courses (exclusive of developmental studies courses) from their free elective credits on a pass/fail basis. THIS OPTION IS AVAILABLE FOR FREE ELECTIVE COURSEWORK ONLY. COURSES NEEDED TO SATISFY REQUIREMENTS (E.G., GENERAL EDUCATION, OR MAJOR REQUIREMENTS) MAY NOT BE TAKEN ON A PASS/FAIL BASIS.

To qualify, a student must be matriculated, in good academic standing and have earned at least thirty (30) semester hours of credit.

A grade of "P" represents achievement at the level of "C" or better, while a grade of "U" represents failure (and is equivalent to the letter grades "D" or "F"). The student's cumulative grade point average is not affected by coursework taken on a pass/fail basis.

The pass/fail option must be declared at the Office of the Registrar or the CAS-One Stop, located in the Maxine and Jack Lane Center for Academic Success, and may be done through the first three weeks of classes. This period allows the student a reasonable but limited amount of time to become familiar with the course content before exercising the pass/fail option.

Please see the Academic Calendar as published by the Office of the Registrar via:

http://www.kean.edu/KU/Academic-Calendar-Registrar

for an updated list of Pass/Fail declaration dates.

Changes from letter grade status to pass/fail and vice versa will not be permitted after
the above deadlines.
Transfer students should also be reminded that utilizing the Pass/Fail option may impact their eligibility for Honors designation at graduation. See the Pass/Fail policy in the current undergraduate catalog.

F. THE AUDIT POLICY

The audit policy is intended to permit a limited number of students to engage informally in regular college coursework. A student may audit one course per semester. Students auditing a course attend classes but do not complete formal course requirements. NO ACADEMIC CREDIT IS EARNED FOR AUDITED COURSES AND AUDIT COURSES ARE NOT COUNTED IN ENROLLMENT STATUS WHEN DETERMINING FINANCIAL AID AWARDS. The transcript shows the course with grade symbol “AU”. Full tuition is paid for audited courses.

As is the case with the pass/fail option, the period for declaration of the audit option is the first three weeks of the semester.

Changes from audit to credit and vice versa will not be permitted after the deadlines.

G. WITHDRAWAL FROM COURSES: POLICY AND PROCEDURES

Please see the Academic Calendar as published by the Office of the Registrar via:

http://www.kean.edu/KU/Academic-Calendar-Registrar

for a complete list of withdrawal and refund deadlines.

The results of your midterm examination and or other grades that would serve as a mid-semester evaluation should be communicated to your students PRIOR to this date so that each student is able to make an informed decision about whether or not to continue in the course.

The transcripts for students who withdraw from a course on or before this date will show a "W" for the course concerned. A student who does not withdraw officially, but stops attending, should be given a letter grade that reflects his or her performance in the course and the date the student stopped attending should be noted on the online grade roster.

Students wishing to withdraw from a course should complete the process at the Office of the Registrar or CAS-One Stop by the designated deadline. The grade roster available at
the end of the semester will indicate a grade of “W” beside the name of each student who has withdrawn officially. All other students are subject to the regular system of earned grades.

Students with documented extreme extenuating circumstances who need to withdraw from the course after the established deadline must be referred to the Dean of the course (or Dean of their major if the student needs to withdraw from the entire semester).

H. INCOMPLETE GRADES

1. **Policy: Incompletes**

   Grades of Incomplete (“IN”“IC”“IP”) may be reported for a student who has completed course requirements throughout the semester and then, because of illness or other unusual and substantiated cause, has been unable to take the final examination or to complete a limited amount of assigned work due near the end of the semester. Unsubstantiated absences from class may not be used to justify an incomplete grade. If a substantial amount of work has been missed for medical or other reasons, the student should petition the College Dean to withdraw him or her from all courses.

   It is the responsibility of the student to initiate the request for a grade of Incomplete. The instructor of the course must receive this request prior to the submission of grades at the end of the semester. If no such request is received, or if the instructor judges the request to be unacceptable, an appropriate letter grade shall be submitted based upon the student's attainment of the stated goals of the course.

2. **Granting of an Incomplete Grade**

   As explained above, Incomplete grades should be given only for students who have completed course requirements throughout the semester, but then are unable to complete a limited amount of work at the end of the semester. A student who has missed a substantial amount of work should not be given an incomplete grade. If a medical reason is involved, the student should be referred to the College Dean; if unsubstantiated absences are involved, the student should be given a grade based on his or her performance in the course.

   Under the Incomplete Grade policy, a student should initiate the request for an “IN”“IC”“IP” and, if this request is granted, a contract must be filled out by both the instructor and the student. Provision is made on the contract for entering a deadline by which the work must be made up and a grade to be entered if the work is not made up. Please be sure to complete each item on the contract.

   One copy of this contract should be retained by the instructor and one given to
the student. A third copy should be submitted to your Executive Director/Chairperson/or Coordinator. These contracts are available from your academic program office. Please read carefully the policy and procedures for granting of an Incomplete grade which follow below.

**Procedure: Granting Of an Incomplete**

1. For each incomplete grade awarded at the end of the semester, the instructor shall submit a copy of the appropriate contract for, "Conditions for an Incomplete Grade and its Removal." The instructor shall retain a copy of this form and give copies to the student and the Executive Director/Chairperson/or Coordinator.

   The student should initiate the request for the incomplete by securing a blank copy of the contract form from the instructor and filling it out, including a signed statement of the reason for requesting the incomplete grade, and a listing of any other course(s) in which the student is also requesting an Incomplete grade. (In the case of a student whose situation [e.g., hospitalization] precludes him or her from completing the student part of the form, the instructor should complete the entire form if an incomplete grade seems justified.)

2. The instructor should then add to the form his or her plan for the student to remove the incomplete, detailing the work to be completed and the period of time allowed for its completion and specifying the grade to be assigned if the prescribed work is not done by the deadline. Failure to specify a grade in this section will result in the assignment of an "F" if the work described in the plan is not completed.

   The prescribed time period will be not later than the last day of the eleventh week of the fall or spring semester immediately following the receipt of the incomplete grade. **This time line does not apply to graduating seniors; incomplete grades must be completed no later than two weeks after the May ceremony. For January and August candidates, it should be no later than the end of the month.**

3. After receiving the contracts, the Executive Director/Chairperson shall check them to insure that they have been issued in compliance with the policy and have been fully filled out. Any problems shall be discussed with the faculty member and if, as a result of this discussion a contract is changed, both the student and the appropriate Dean should be sent a corrected copy.
Procedure: Removal Of An Incomplete

1. If the student makes up the assignment(s) and/or takes the examination on time, the instructor should enter a grade on the change-of-grade form and forward the form to the Executive Director/Chairperson/or Coordinator. The Executive Director/Chairperson/or Coordinator will forward the change of grade form to the College Dean’s office. The form will be signed by the appropriate Dean and transmitted to the Registrar.

2. If the student does NOT complete the work on schedule, the instructor should enter on the change-of-grade form the grade that was recorded on the form at the time the Incomplete was given (i.e., the grade to be recorded if the student failed to fulfill the conditions of the Incomplete grade). The form should be submitted to the Executive Director/Chairperson/or Coordinator for transmission to the College Dean’s Office and the Registrar.

3. By the end of the thirteenth week of the major semester following the one in which the Incomplete grades were given, the instructor should have submitted change of grade forms to the Executive Director/Chairperson/or Coordinator for all Incomplete grades.

NOTE: The Registrar has made available two additional grades relative to Incompletes involving the pass/fail designation for grading. The first is “IC” which should be assigned to graduate courses designated as “CG” (credit granted) - or “NC” (no credit). The second is “IP” which should be assigned to those undergraduate courses that are designated as “S/U” (satisfactory or unsatisfactory) or “P/U” (pass or unsatisfactory) only grades.

I. SEMESTER GRADE REPORTING

Grades for all students must be submitted online within 72 hours of your last class meeting. All teaching faculty members are required to submit grades via KeanWISE. Web documentation can be found on the Faculty menu on KeanWISE – Grading Instructions.

The “Final Grading” option will be available on the “Faculty” menu within KeanWISE. The deadline for grade submission of the grades will be announced. However, the web will remain available until all rosters are received.

If you need assistance, staff in both the Registrar’s Office and the Office of Computer & Information Services will be available during normal business hours for any questions.

IMPORTANT: If you have not logged into KeanWISE lately, please login to make sure you recall your login and password information. If you have forgotten your password, please contact the Office of Computer & Information Services at (908) 737-6000 to have it reset. Passwords will only be reset during normal business hours Monday - Friday, 8:30
am to 5:00 pm (excluding holidays).

Telephone support will be provided weekdays Monday – Friday from 8:30 am to 5:00 pm to answer questions you may have. You may contact the Office of the Registrar at (908) 737-3290 or the Office of Computer & Information Services at (908) 737-6000 for assistance.

J. CHANGE OF GRADES

On occasion it is necessary to change a grade that has been entered on the grade roster. This may be the result of an error made in computing or recording the grade or as a consequence of a re-evaluation of a student's work (upon his or her request). STUDENTS SHOULD NOT, HOWEVER, BE PERMITTED TO TURN IN MISSING OR EXTRA WORK AFTER THE CONCLUSION OF THE SEMESTER AS A CONDITION FOR CHANGING A GRADE. THIS CREATES AN INEQUITY FOR OTHER STUDENTS IN THE CLASS.

Should you wish to request a change of grade, secure a copy of the form from your academic program office. The form should be fully (and legibly) completed and submitted to your Executive Director/Chairperson/or Coordinator for approval. After the form has been approved by your Executive Director/Chairperson/or Coordinator and the Dean, it will be forwarded to the Registrar's Office for processing.

K. GRADE GRIEVANCES

If a student believes that he or she has not been graded fairly in a course, the student has the right to initiate a grade grievance in the following fashion:

1. The student should first meet with the instructor to request information about the grading decision. If there is no resolution, the student may move on to the Executive Director/Department Chairperson for consideration.
2. If there is no resolution at the departmental/program level, the Chairperson/Executive Director then convenes the departmental/program Grievance Committee consisting of faculty members and at least one student.
3. The Grievance Committee may request information from both parties in writing, or may request an appearance from either party.
4. The Grievance Committee then makes a determination and notifies both parties in writing.
5. If the decision of the Grievance Committee is not acceptable to either of the parties involved, or if implementation of the decision requires the attention of the Dean, all relevant materials are forwarded to the Dean’s office.
6. Decisions of the Dean are final, with no provision for further appeal beyond that point.
With respect to grade grievances, it is important that faculty members provide a syllabus which is clear and unambiguous, and maintain accurate records concerning the student’s performance in assignments. Students may initiate a grade grievance no later than the end of the eighth week of the Fall or Spring semester following the semester in which the grade was assigned.
SECTION IV
ACADEMIC STRUCTURE AT KEAN UNIVERSITY

This section provides an overview of the structure of baccalaureate degree programs at Kean University and descriptions of the University’s program in developmental studies, General Education, and academic advisement. An overview of graduate programs concludes this section.

A. THE STRUCTURE OF BACCALAUREATE DEGREE PROGRAMS

Kean University offers programs leading to the baccalaureate degree in the arts and sciences and in a variety of professional areas including education, health care and administrative sciences. The various majors differ in specific requirements, but degree programs at the University have a common structure that is described briefly below. The total of credits required for the baccalaureate degree may range from 124 to 137.

TRANSITION TO KEAN - All freshmen and transfers with less than 10 credits are required to take GE 1000, Transition to Kean, a course designed to orient freshmen to Kean University and to assist them throughout their first semester with the challenges and problems that must be met in order to have a good start in College. Each freshman who completes GE 1000 receives 1.0 credit.

GENERAL EDUCATION--A description of the general education component of a degree program at Kean University may be found in Section B, immediately below.

ADDITIONAL REQUIREMENTS--A major program may include required coursework in areas outside (but related to) the major. Not all programs include additional requirements; for those that do, the courses generally are introductory level courses in areas supporting the major.

MAJOR REQUIREMENTS--A program leading to the bachelor's degree must include at least 30 credits in the major; major programs in the liberal arts and sciences typically require between 30 and 40 credits of coursework within the major. Students enrolled in these majors typically may not count more than 40 credits in the major discipline toward the baccalaureate degree. Programs in fields such as accounting, computer science, interior design, and health care require between 50 and 75 credits in the major field. These programs generally are designed to meet the requirements of accrediting bodies as well as the degree requirements of the University.

FREE ELECTIVES--After general education and major-related requirements have been fulfilled, the remaining credits may be completed in an area or areas at the option of the student. The number of free elective credits varies from 40 down to 0. Students majoring in one of the liberal arts or sciences may use free electives to complete a second major, a minor program, or a collateral program. Students seeking degrees in professional areas generally do not have a sufficient number of elective credits for these purposes. At least one-half of a
student's free electives must be taken at the 3000/4000 level.

FOR TEACHER CERTIFICATION programs, the degree requirements are formatted somewhat differently from the pattern described above. The general education program is common with the majors, but the degree requirements include a sequence of courses in professional education and courses in the social and behavioral sciences mandated by certification guidelines as well as the courses needed for certification to teach in an academic content area for one of the arts or sciences. Certification programs generally do not contain free electives.

The University Catalog and official major guide sheets display the degree requirements for each major. Students may review the listed requirements for a variety of fields.

B. GENERAL EDUCATION AT KEAN UNIVERSITY

School of General Studies

Mission

The mission of the School of General Studies is to develop students’ knowledge and skills acquisition to improve their academic success. The school strategically implements and assesses the General Education Program and its curriculum to support students in completing their degree requirements. The school collaborates with programs that address academic and non-academic issues affecting student retention and integration into the university community.

The General Education Program builds knowledge of diverse cultures and historical references through the arts, literature, humanities and social sciences. Furthermore, students will have command of the scientific method as an important mode of inquiry.

The General Education Program develops practical skills including proficiency in communication in both oral and written forms. In addition, skill proficiency is expected in quantitative reasoning, critical thinking, reading comprehension and information literacy.

The School of General Studies provides support to first-year students, through experiences that acculturate students to the academic, social and emotional demands of college and modeling behavior designed to ensure retention, successful degree completion, and graduation.

The School of General Studies is committed to creating a sustainable culture of assessment dedicated to advancing Kean University’s mission of access and excellence. The School of General Studies provides leadership for the planning and implementation of assessment, student-learning outcomes and faculty/staff-related training.

The General Education Program is the signature of Kean University, branding Kean’s unique knowledge and skills on each student and appropriate in rigor and content to build
a diverse community of learners consistent with the University’s mission. Students are engaged in active learning experiences in a curriculum consisting of a wide-range of liberal arts courses designed to enhance knowledge and skills of all Kean University undergraduate students.

**Goals**

The goals of the School of General Studies are:

- To provide leadership for the development and delivery of General Education curriculum.
- To provide leadership that facilitates the assessment of General Education courses.
- To ensure the delivery of General Education Student Learning Outcomes.
- To provide support for first-year students that promotes retention and graduation.
- To develop an online warehouse devoted to student achievement and learning.
- To manage academic programs during teach-out periods.

**Student Learning Outcomes**

Through the general education curriculum, *students will demonstrate proficiency in knowledge and content by:*

1) applying the scientific method to understand natural concepts and processes (GEK1)
2) evaluating major theories and concepts in social sciences (GEK2)
3) relating literature to historical context (GEK3)
4) evaluating major theories and concepts in the fine arts (GEK4)

Through the general education curriculum, *Students will demonstrate the skills and technology necessary to:*

1) write to communicate and clarify learning (GES1)
2) communicate effectively through speech (GES2)
3) solve problems using quantitative reasoning (GES3)
4) think critically about concepts in multiple disciplines (GES4)
5) demonstrate information literacy (GES5)

**GENERAL EDUCATION PROGRAM STRUCTURE**

Kean’s GE Program has three major components:

- the Foundation Requirements (13 credits)
- and the Capstone (3 credits)

**GE FOUNDATIONS COURSE REQUIREMENTS**

All students must complete the following Foundations courses:

- Transition to Kean
- College Composition (offered in different formats)
- A college level math course (as specified by the major)
- Speech Communication as Critical Citizenship
• Research and Technology (offered in different versions)
Some students must also complete developmental math and/or reading courses (if required because of placement test scores) as part of their foundational GE coursework.

Transition to Kean (GE 1000): In this one-credit course, students learn about university programs/services and develop academic skills to function successfully in a university setting. Prerequisites: none. Note: Required of all freshmen and transfers with < 10 credits.

College Composition (ENG 1030 or ENG 1031/1032, or ENG 1033/1034): This course covers expository and persuasive writing for academic purposes. Emphasis is placed on writing as a reflective and social process; writing across the curriculum; critical thinking; and the development of a personal intellectual perspective and style of expression. The ESL equivalent of College Composition is ENG 1430 (College Composition for Non-Native Speakers II) Prerequisites: none. Note: The format of College Composition a student is required to take is determined by placement testing. (Students exempt from placement testing due to their SAT scores or prior college coursework are required to take ENG 1030 unless they have already received transfer credit for a course that fulfills the College Composition requirement.)

College Level Math Course: Depending on major, students will be required to take one of the following mathematics courses: Math 1000 (Algebra for College Students, prerequisite: Math 0901, if required), Math 1010 (Foundations of Mathematics, prerequisite: MATH 0901, if required), MATH 1016 (Statistics, prerequisite: MATH 0901, if required), MATH 1030 (Problem Solving in Math, prerequisite: completion of any math course 1000 level or above), Math 1044 (Pre-Calculus for Business Majors, prerequisites: MATH 1000), or MATH 1054 (Pre-Calculus, prerequisite: MATH 1000). Note: The requirement of MATH 0901 is determined by placement testing. (Students exempt from placement testing due to their SAT scores or prior college coursework will place into MATH 1000, MATH 1010, MATH 1016 or MATH 1030, as appropriate for their major, unless they have already received transfer credit for a course that fulfills the Foundation Mathematics requirement.)

Speech Communication as Critical Citizenship (COMM 1402): This course addresses understanding and practicing speech communication as a central value of a civil society. It is this value that provides the frame for producing, presenting, interpreting, and evaluating oral messages in dyadic, small group, and public speaking contexts. Prerequisites: successful completion of developmental reading (if required); ENG 1031/1032 or ENG 1033 (if required); may be taken concurrently with ENG 1030, ENG 1034 or ENG 1430.

Research and Technology (GE 2021, GE 2022, GE 2023, GE 2024, GE 2025, or GE 2026): This course provides an introduction to the research process, including preparing a formal research paper and an oral presentation with an emphasis on the use of computer technology to design, investigate, and report research activities. Prerequisites: successful completion of developmental reading (if required), College Composition, and Speech Communication as Critical Citizenship (COMM 1402).
Note: this course is offered in different versions for students in different majors, as follows: GE 2021 for College of Business and Public Administration (BPA) majors; GE 2022 for College of Education (EDU) majors; GE 2023 for College of Humanities and Social Sciences (HSS) majors; GE 2024 for College of Natural, Applied, and Health Sciences (NAHS) majors; GE 2025 for College of Visual and Performing Arts (VPA) majors; and GE 2026 for Undecided majors and ESL students.

**GE DISCIPLINARY/INTERDISCIPLINARY DISTRIBUTION COURSE REQUIREMENTS**

Students are required to take a specified number of credits (typically 30-32 credits for B.A. degrees and 19 credits for B.S., B.M., B.F.A., and B.I.D. degrees) in the areas described in more detail below, i.e., in the Humanities (GEHU), Social Sciences (GESS), Science & Mathematics (GESM), and (for B.A. degrees only) Health/Physical Education (GEHPE).

**For B.A. Degrees**

- To fulfill their Humanities requirements, students will complete 9 credits, taking 3 approved courses from 3 of the following 6 areas: Literature, Visual Arts/Fine Arts/Art History, Philosophy/Religion, Foreign Languages, Performing Arts/Music/Theatre, or Interdisciplinary. One of these three courses must be the literature course that is required of all students, ENG 2403 (World Literature). A selection of courses from three different areas is required unless otherwise specified by the major program on the major guide sheet.

- To fulfill their Social Sciences requirements, students will complete 9 credits, taking 3 approved courses from 3 of the following 6 areas: History, Psychology, Economics/Geography, Political Science, Sociology/Anthropology, or Interdisciplinary. One of these three courses must be the history course that is required of all students, HIST 1000 (History of Civil Society in America) or HIST 1062 (Worlds of History: Traditions and Encounters). A selection of courses from three different areas is required unless otherwise specified by the major program on the major guide sheet.

- To fulfill their Science & Mathematics requirements, students will complete 10-11 credits, taking 3 approved courses from 3 of the following 5 areas: Math/Computer Science, Biology, Chemistry/Physics, Astronomy/Earth Science/Geology/Meteorology, or Interdisciplinary. One of these three courses must be an approved math/computer science course (i.e., MATH 1010, MATH 1016, MATH 1054, CPS 1032 or CPS 1231). Another one of these three courses must be a laboratory-based science course. A selection of courses from three different areas is required unless otherwise specified by the major program on the major guide sheet.

- To fulfill their Health/Physical Education requirements, students will complete 2 credits of approved Physical Education courses or the three-credit approved Health course, ID 1225 (Critical Issues & Values of Contemporary Health) or the three-credit approved Recreation course, ID 1010 (Leisure & Recreation in a Multicultural Society).

**For B.S., B.M., B.F.A., and B.I.D. Degrees**

- To fulfill their Humanities requirements, students will complete 6 credits, taking 2 approved courses from 2 of the following 6 areas: Literature, Visual Arts/Fine Arts/Art History, Philosophy/Religion, Foreign Languages, Performing Arts/Music/Theatre, or
Interdisciplinary. One of these courses must be the literature course that is required of all students, ENG 2403 (World Literature).

- To fulfill their Social Sciences requirements, students will complete 6 credits, taking 2 approved courses from 2 of the following 6 areas: History, Psychology, Economics/Geography, Political Science, Sociology/Anthropology, or Interdisciplinary. One of these courses must be the history course that is required of all students, HIST 1000 (History of Civil Society in America) or HIST 1062 (Worlds of History: Traditions and Encounters).

- To fulfill their Science & Mathematics requirements, students will complete 7 credits, taking 2 approved courses from 2 of the following areas: Math/Computer Science, Biology, Chemistry/Physics, or Astronomy/Earth Science/Geology/Meteorology. One of these courses must be an approved math/computer science course (i.e., MATH 1010, MATH 1016, MATH 1030, MATH 1054, CPS 1031, CPS 1032 or CPS 1231). The other course must be a laboratory-based science course.

Only selected, pre-approved courses can be used to fulfill Disciplinary/Interdisciplinary distribution requirements. The list of approved GE distribution courses is posted on the GE website (www.kean.edu/~gened) and is printed in various campus publications. Many majors will indicate (on the major guide sheet) specific Disciplinary/Interdisciplinary distribution courses their students must take.

GE CAPSTONE REQUIREMENT
A three-credit GE Capstone experience (as determined by each major program) is required of all students. In the Capstone, students will complete projects using the skills developed through the GE Program to demonstrate mastery of their major content. The Capstone will:

- require and facilitate a student project, either research or service-learning oriented, that demonstrates attainment of the cognitive goals of the GE Program, the mastery of the skills developed throughout the GE Program, and the knowledge and skills acquired through the study of a major;
- offer opportunities for students to integrate GE experience with the major; and
- offer opportunities for students to work with students from disciplinary and cultural perspectives other than their own and to investigate areas of knowledge that may be unfamiliar to them.

Successful completion of the project in the Capstone course will demonstrate that students are active learners who have accumulated knowledge of the liberal arts and sciences, have reached an advanced level of skill proficiencies, can collaborate effectively, and can apply knowledge to the achievement of tasks and the solution of problems.

MINIMUM GRADE REQUIREMENTS IN GE COURSES
Students must earn acceptable grades in courses taken to fulfill GE requirements. Students must earn at least the University-wide standard minimum grade in each GE course or, if applicable, the higher grade in the course that may be required by their particular majors.

- The standard minimum required grade in College Composition is “C”; however, some majors require a grade higher than “C”.
- The standard minimum required grade in Transition to Kean is “D”.

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• The standard minimum required grade in *Speech Communication as Critical Citizenship, Research and Technology*, and GE Academic Foundations Math courses is “D”; however, some majors require grades higher than “D”.

• The standard minimum required grade in *Disciplinary/Interdisciplinary Distribution* courses is “D”; however, some majors that require completion of specific *Disciplinary/Interdisciplinary Distribution* courses may require grades higher than “D” in these courses.

• The standard minimum required grade in *Capstone* courses is “C”.

*Note: No course taken to fulfill a GE requirement may be taken on a pass/fail basis.*

### GENERAL EDUCATION ADVISEMENT AND OTHER SERVICES

Students seeking general program information should contact the General Education Office, CAS 201, ge@kean.edu, 908-737-0330. Students who require registration advisement should contact their major advisor, special program advisor, or T2K instructor (as applicable).

**Other General Education Services include:**

• *Administration of the Transition to Kean course:* GE houses our nationally recognized first year experience course, GE 1000, Transition to Kean. This course is a continuation of the initial Orientation Program, helping students adjust to academic and student life at Kean, along with introducing them to the General Education Program, and emphasizing student success skills. GEP staff schedule and arrange instructors for all sections of the course. This course also provides the Early Warning Intervention and Referral Program for new freshmen, which monitors their performance during their first semester at Kean University.

• *Administration of the Research & Technology Course:* This course is an introduction to the research process; preparation of a formal research paper and an oral presentation with an emphasis on use of the library and of computer technology to design, investigate, and report research activities. GEP staff schedule and arrange instructors for the college-based Research & Technology course (GE 2021-2026) and also staff, schedule, and maintain the GEP computer classrooms.

• *GEP Assessment:* GEP assessment informs the University about student learning and success. Through appropriate course embedded assessments, student development in GEP is monitored and evaluated. GEP assessment is instrumental in communicating and examining the central GEP goals of knowledge, and skill development. Assessment information is used in curriculum development and improvement. Participation in General Education assessment activities directly benefits students, facilitating their personal growth by providing opportunities to explore their own interests and insights to learning. All General Education assessment data is confidential and reported in aggregate form to the appropriate university constituents.

• *Adjuncts Teaching English And Mathematics (ATEAM):* ATEAM Mission Statement: The ATEAM program will increase student passing rates in essential General Education courses by providing supplemental instruction from adjunct professors, and by providing academic interventions for students who are academically at-risk. Our unwavering focus is to improve student outcomes and foster learning.
• **General Education Mentors (GEM's):** Upper class students that mentor first year students as they transition into Kean University. With appropriate training, GEMs assist with peer advisement and registration, welcome students during New Student Orientation, and Co-facilitate Transition to Kean. GEM’s continue to assist and support students throughout the first year and assist the efforts of the General Education Program in the School of General Studies.

For General Education course offerings go to Undergraduate Catalog under the Section for General Education [http://www.kean.edu/KU/Academic-Affairs](http://www.kean.edu/KU/Academic-Affairs)

C. **ACADEMIC ADVISEMENT**

Academic advisement of students at Kean University is a responsibility shared by many individuals on the faculty and staff, within an overall framework that may be described as follows:

**Faculty in Academic Programs** - The responsibility for academic advisement of students rests with the full-time faculty in academic programs. Students in their first semester at Kean are advised through their Transition to Kean class. After their first semester students who have been accepted into a major program or who have recorded themselves upon entry to the University as "intended" majors (i.e., are working on prerequisites for the major) are advised by faculty in the academic program concerned. Undecided/Undeclared majors are advised through the Center for Academic Success (see below). Each academic program at the University has a system for advisement through which students may seek academic counseling during registration and other periods throughout the academic year.

**Center for Academic Success** - The Center for Academic Success provides the initial advisement for all incoming freshmen except those in the EOC Program, (see below) and coordinate the initial faculty advisement for entering transfer students. The Center for Academic Success also houses transfer admission and credit evaluation specialists, who perform evaluation of transfer credit, so that faculty are able to advise transfer students. There is one evaluator for each of the five academic colleges, along with the Kean - Ocean program. Each evaluator assists both students and faculty in finding answers to questions concerning transfer credits. Appointments with the evaluation specialists can be made by calling the Center for Academic Success main number at 908-737-0300. Additionally, the Center for Academic Success has a full time retention specialist, Ms. Jean Brown, who also serves as the Undecided/Undeclared student advisor, assisting them with academic advising as well as counseling in choosing a major. She may be reached at 908-737-0311.

**Educational Opportunities Center**- Kean University has an EOC program that accepts approximately 150 students each year. These students do not meet regular admissions standards and may require financial support in order to attend college. Academic advisement of EOC students during their initial year is done by advisors on the EOC staff. The EOC professional staff also provides non-academic counseling and support services for students in the program.
D. STUDENT SUPPORT SERVICES

1. Center for Academic Success (CAS):
As conceived by President Farahi in 2003, the purpose of the CAS, located in the Maxine and Jack Lane Center for Academic Success, is to ensure excellence and accessibility for all of Kean University’s undergraduate student population. This is to be accomplished by improving, expanding and making more accessible new student academic support services, through the combination of several older units (First Year Center, Learning Assistance Program, Career Services, Transfer Admission and Learning Assistance Program) into one central location, the Center for Academic Success. This state of the art facility allows for the consolidation of all CAS service divisions into one centralized location in a prime spot on campus. The location has been a tremendous boon to the realization of the mission of the CAS, and has dramatically increased the student utilization of all of the offered services. The CAS serves as an academic support service one-stop center, with its functions driven by the services it provides. The CAS is the student’s home for many academic services from entrance to the university through graduation. An additional purpose of the CAS involves providing students, especially under-prepared and at-risk students, with the resources, assistance, support and services that will help retain them to graduation. The basic services of the CAS are organized into the following divisions: Career Development and Advancement; Transfer and Readmission Student Services; New Student Orientation Services; PASSPORT Program; Tutoring and Learning Support and Student Retention Services (including Undecided/Undeclared Student Services).

The CAS is the one place where all of the above services and programs will be delivered and administered. Each area of service will be briefly outlined below.

Division of Career Development and Advancement:
The Career Development Division of the CAS provides a comprehensive career center that assists students in the exploration, definition and implementation of career goals. This includes a centralized coordination of internship opportunities (including those through the Washington Center), as well as an increase in the number of specialized job and internship fairs. These efforts have dramatically increased the student access to these services.

The Division of Career Development and Advancement assists students by helping them in preparing to compete in today’s changing job market. The comprehensive array of services is designed to serve students whether they are trying to decide on a major, looking for their first professional position, or seriously considering a career change. The CAS maintains information on the latest career resources, techniques and strategies designed to meet the needs of our diverse student population. The Career Development and Advancement Services are personalized and serve to empower students at each stage of their career development, from new students to graduating students. The services available include:

Workshops: Students have the opportunity to attend workshops in the following areas:
Resume Writing; Interview Preparation; Job Search Skills; How to Choose a Major. Additionally, alumni networking workshops have been offered with great success.

Individualized Career Counseling: Students have the opportunity to meet with a Career Counselor one-on-one, to discuss their own situations and career questions. These services are available with by dropping in or by appointment.

Resume/Cover Letter Critiquing: Students have the opportunity to drop in or make an appointment to discuss their resume/cover letter with a Career Counselor.

Mock Interviews: After attending the Interview Preparation Workshop, students can make an appointment for a practice interview with a Career Counselor. At the student’s request, this session may also be video taped.

The Career Development and Advancement Computer Laboratory and Resource Library: Students have the resources available to research careers, learn more about the job search process, and obtain information about graduate schools by utilizing: computer software programs and web resources; books; periodicals; career files; audiovisual materials; job listings (including the Job Opportunity Database consisting of daily job opening from employers, the New Jersey Business Directory, the Career Services website link to MonsterTRAK.com and the NJ Employment One Stop Career ).

Organize and Schedule on Campus Recruitment Opportunities: The CAS staff organize a variety of opportunities for student and alumni to speak with recruiters from potential employers throughout the tri-state area. These events include: Career Days; Teacher Job Fairs; Summer Job Fairs; Business Careers Job Fair; Science Careers Job Fair and frequent, periodic single employer Table Recruitment Opportunities.

Interest/Personality Tests: Tests are available for students and alumni looking to increase their awareness of their own interests, values and personality traits. Career Services offers both written and computer tests.

Additional Career Development and Advancement Services: In addition to one-on-one work with our students, the CAS also provide employers with responsive services to meet their recruiting needs and to make the task of identifying and interviewing qualified candidates simple and effortless. This atmosphere of excellence gives employers the opportunity to interview and hire qualified, experienced and well prepared candidates for challenging careers.

Division of New Student Orientation Services:

The majority of New Student Orientation Services are geared towards entering freshmen, beginning with the point of admission, where students are then invited for placement testing, then advisement, registration and a comprehensive new student orientation. Each function is briefly described below.
Testing and Course Placement: The CAS conducts the placement testing of incoming freshmen and freshman-level transfer students. The purpose of placement testing is to determine incoming students’ levels of proficiency in reading, writing, and mathematics and the results are used to place students in appropriate-level courses/course formats. Because students enter Kean with differing levels of preparedness for college-level writing and math courses, the General Education Curriculum offers its foundational composition and algebra courses in different formats of instruction and places each student in the course format appropriate for his/her skills level. Placement test results may also be used to place incoming students in reading courses, English-as-a-Second-Language courses, and/or advanced mathematics courses, if applicable. The initial course placements of incoming freshmen are individualized in order to maximize each student’s potential for academic success.

Initial Advisement and Registration of First Year Freshmen: Prior to enrolling at Kean, each new freshmen is invited to attend an initial registration and advisement session. Faculty, evaluators and our student staff utilize the students’ major curriculum and placement test results to advise them and prepare a schedule for their first semester. As a supplement to the overall advisement services, staff members from the General Education program are available to advise students on such matters as: test results and individual course placements, General Education Program requirements, policies, and procedures; proper General Education course sequencing and appropriate concurrent course scheduling; the development of individualized completion plans as needed by part-time students, evening students, and students with special needs.

New Student Orientation: The CAS hosts both fall and spring semester orientations for all new students (Freshmen and Transfers) entering Kean University. The day-long program is mandatory for freshmen and optional for transfer students. The program includes welcomes from the President, officers of the university and student leaders. Students also experience a multi-media program highlighting Kean’s campus and services. A nationally known educational motivator conducts an interactive workshop introducing the new students to time management, study skills and adjusting their habits to fit their new life as a college student. Freshmen and transfer students alike enjoy lunch, are given a tour of the campus and attend both a diversity sensitivity presentation and a series of workshops on information they need to know before starting at Kean. These workshops include presentations from; Campus Police, Health Services, the Counseling Center, the Bookstore, Student Accounting, Center for Leadership and Service and the Office of Community Standards and Student Conduct, among other presenters. Additionally, freshmen spend the day with their Transition to Kean (T2K) class along with their instructor and A.I.M (see A.I.M. section below). Transfer students have the opportunity to attend a Question and Answer session with the transfer coordinator.

CAS One Stop: This one-stop center is a single point of contact for students to conduct business related to transfer and readmission services, registration issues and assistance, student hold information, and student accounting information.
Family Orientation: The CAS provides one and a half hour presentations for the families of new freshmen at Kean. These presentations are held concurrently with the initial advisement and registration periods for the freshmen. Family members are given a general orientation to the university, provided with informational packets, along with discussions on transitioning to college life at Kean, and informational presentations on services available to the students and their families. Ample time is given to answer any questions the family members may have and any necessary referrals to offices on campus are made.

Staffed Information Desk: The CAS maintains an information/problem solving front desk staff that is manned during the hours the CAS is open. Our student and professional staff provide drop in services to the students, where the students can ask information and directions, get questions answered and problems solved. This service is available to all students at the university.

Evaluation of Non-traditional Learning Credits and College Credits taken in High School: The CAS staff evaluates exam results for degree applicability of non-traditional learning completed prior to their admission to Kean from the College Level Examination Program (CLEP), the New York University Foreign Language Program, military service and college credits taken in high school. After the credits are assessed, they are updated on the student’s record by the Office of the Registrar.

Maintains A Curriculum Guide Sheet Library for all Undergraduate Major Programs at Kean University: This service is currently being assumed by the CAS. Once constructed, the CAS will be responsible for maintaining an up-to-date library of all guide sheets, as well as an archive of old guide sheets, that list the curriculum requirements for each undergraduate program.

General Education Course Student Monitoring and Intervention: For the purpose of identifying students needing assistance, CAS staff monitor various indicators of student performance in General Education courses, including attendance, diagnostic assessments, feedback from instructors, midterm grades, and final grades. General Education Program staff members, in collaboration with other CAS staff, intervene with students identified as having difficulties in General Education courses and connect them with the appropriate student support services (e.g., tutoring, workshops, advisement, counseling) to help them achieve academic success.

Administration of the “Transition to Kean” Course (GE 1000): GEP houses our nationally recognized first year experience course, Transition to Kean (T2K). This course is a continuation of the orientation program, helping students transition to Kean, along with introducing them to the General Education Program, and emphasizing student success skills. General Education Program staff schedule and arrange instructors for all sections of the course. This course also provides the Early Warning Intervention and Referral Program for new freshmen, which monitors their performance during their first semester at Kean University.
Administration of the Research & Technology Course: GEP staff schedule and arrange instructors for the college-based Research & Technology course (GE 2021–2026) and also staff, schedule, and maintain the two GELAP computer classrooms. This course introduces the students to software and web-based applications needed to be successful in their majors.

GEP Assessment: GEP assessment informs the University about student learning and success. Through appropriate course embedded assessments, student development in GEP is monitored and evaluated. GEP assessment is instrumental in communicating and examining the central GEP goals of diversity, values, and skill development. Assessment information is used in curriculum development and improvement. Participation in General Education assessment activities directly benefits students, facilitating their personal growth by providing opportunities to explore their own interests and insights to learning. All General Education assessment data is confidential and reported in aggregate form to the appropriate university constituents.

Division of Tutoring and Learning Support Services:
These services include tutorial support across the curriculum, focusing on those courses for which help is most often requested. An additional area of emphasis is in support of the foundation courses in the General Education Program that are mandatory for all Kean students. A staff of peer and professional tutors provide assistance in a variety of disciplines at all academic levels, and Supplemental Instruction is employed in selected high-risk courses. Additionally, students with special needs are assisted in collaboration with other programs on campus. The tutorial services will also assist in monitoring the academic student progress in first and second year general education courses, with intervention and outreach to support students in difficulty. The objective of tutoring and learning support is to enable Kean students to gain competence and achieve excellence despite the time limitations imposed by everyday obligations, as well as the varying level of background experiences and academic preparation faced by many of our undergraduates. Among the services offered are:

Tutoring: Tutoring is available by appointment and on a drop-in basis. Tutoring sessions are one to one or in groups. The CAS selects and trains both student tutors and professional tutors. Tutoring is offered in a wide range of undergraduate courses; the main subject areas being: English, Mathematics, the Sciences, and Business. The focus is on those areas in which students most often experience difficulty, from introductory-level courses through senior-level courses. The CAS attempts to make it possible for students to succeed in their selected majors and enter the careers or graduate programs of their choice. The tutorial activity is adapted to course content and objectives, so that it is an extension and elaboration of classroom instruction. The goal is to provide all students the opportunity to achieve the highest grade possible and also to master the academic content needed to progress in their academic careers.

Speech Communication Center: In cooperation with the Department of Communication, the CAS administers and supports a Speech skills lab where student can work on
improving their speech and presentation skills.

Other Learning Support
CAS also works closely with departments such as the Spanish Speaking Program and the English as a Second Language Program to assist these student populations in addressing their specialized needs. The Tutoring and Learning Support Services also assists the General Education Program through an electronic referral and feedback process between the General Education Foundation Course instructors and the tutors. Additionally, the CAS provides space resources for the writing portfolio professors in the English Composition General Education Course. The CAS has also purchased 6 licenses for PLATO online learning support and supplemental activities for student use. Additionally, currently under development are a Writing Center (in cooperation with the English Department) and a Math Center (in cooperation with the Mathematics Department). Reservations or the latest information on the availability of these services can be obtained at the CAS reception desk.

Division of Student Retention Services (includes Undecided/Undeclared Student Services):

For most students, college is an exploratory time in their lives as they prepare for their future careers. However, many students are unsure of which major to pursue. These students are referred to as Undecided Students. Another population of students commonly classified as Undecided Students are the Undeclared students. These are students who have a desired major but are unable to declare a major for the following reasons: 1) native students whose grade point average (GPA) is too low to declare their desired major; 2) transfer and readmitted students, who upon admission lacked the GPA to declare a specific major; 3) students who are on academic probation, which prevents them from declaring a major; 4) students who are reluctant to declare a major, or are considering changing a major, because the job market is uncertain or limited; 5) students who have not taken the time to filing a declaration of major form (or do not know how to). The goal of the CAS is to help the Undecided/Undeclared Student find a “major home”. This helps the student save money and time, while also better preparing them for the workforce. While the entry or re-entry to college may be difficult process, with an unclear major path, the CAS is always available to help. Additionally, the CAS is developing mechanisms to identify, outreach to and support students on or at risk of probation and or academic dismissal for poor performance. To help this special population of students, the CAS provides the following services:

Career Exploration and Major Exploration: Through Career Services, tests are available for students and alumni looking to increase their awareness of their own interests, values and personality traits. Additionally, databases and a career library are available for students to research prospective majors and careers. Through a research paper assignment in the Transition to Kean course, students explore the link between major and career (How does your major help you realize your career goals?).
Academic Monitoring and Counseling: The CAS monitors the academic progress and the numbers of Undecided/Undeclared students three times per semester. Students who have not declared a major by their junior year have academic holds placed on them by the CAS. These students are sent a letter, inviting them to an individualized, in-depth one-on-one academic review, counseling and advisement session with members of our professional staff. Students are helped to design a plan to declare a major within a two-semester (maximum) period.

Convenes and Administers the University Academic Dismissal Appeals Committee: This committee, which has faculty representation from each college, along with student representation, evaluates student appeals and makes recommendations to the appropriate dean regarding students’ dismissal. The centralization of this function and the coordination of the reinstated students meeting with the Retention Specialist will enhance their chance for success.

FourCAS: Four Year Graduation Plans for all undergraduate major programs at Kean University: Currently under development, these documents will revolutionize advising at Kean. These plans will serve as semester by semester guides for students, showing them the courses they need to take, and in what sequence, in order to graduate in four years. Once completed, these plans will be provided along with the curriculum guide sheet (or credit evaluation), to each new student, to help guide them through to graduation. Developed by the academic programs, it will provide all sequencing of courses, including pre-requisite requirements. These plans will also serve as an advisement resource for the faculty advisors, also assisting them with the major and General Education requirements.

A.I.M.’s (Academic and Instructional Mentors): A key component of the CAS and the services it provides is the professional and competent student staff known as A.I.M.’s. They are carefully selected, upper class students who reflect and are representative of the student population they serve. They receive extensive training to meet the needs of both new and established students. They serve as co-instructors for the Transition to Kean course, and work closely with the instructors to plan and deliver lessons. Additionally, they help mentor new students and introduce them to the University’s academic and student support services, and refer students to the appropriate office on campus where they can receive help. A.I.M.’s also provide tutoring and learning support, helping students learn study skills and strategies. These para-professional positions also provide students with the opportunity to work in each of the various areas of the CAS and its staff, as well as with the opportunity to represent the University and its student body at many of the events and activities held on campus. Without the A.I.M.’s the CAS would be unable to deliver the high quality services it does over the six day per week hours the CAS maintains during the academic year.

2. Project Excel Project Excel, a program of support for the highly motivated, college-able student with learning disabilities, is available to Kean University students. The goals of this program
are to help students develop skills they need to be successful as independent and responsible learners and to use their own assets to become successful learners. Services provided include diagnostic assessments, mentoring, academic, career and personal advisement, referral to other university services, and tutoring in basic skills and course work. Project Excel students at Kean attend the same classes and meet the same academic requirements as their peers. They also participate fully in the University’s social, athletic, and extracurricular activities. To be eligible, the student must be matriculated at Kean University, have at least average intelligence, have a documented learning disability of the above mentioned categories, reveal areas of academic strength, make a commitment to work responsibly, and attend regularly scheduled classes as well as mentoring/tutoring sessions as needed. For further information regarding Project Excel, please contact the Kean University Counseling Center at 908-737-4850.

3. Counseling Center
The Counseling Center (CC) is designed to assist students in the areas of: psychological counseling; conflict mediation; gender support; alcohol and drug education; special student services, including students with physical disabilities; and human relations training and interpersonal skills development.

The Center provides numerous services and programs to assist students with issues of personal development, self-awareness, racial and cultural relations, and special student needs. Assistance is provided to students whose concerns are of a personal, cultural or emotional nature. The Center is staffed by a diverse group of individuals with expertise in areas of psychological counseling, gender support, alcohol and drug education, conflict mediation and special student services. The Counseling Center is located in Downs Hall Rm. 127.

Eligibility for Services: The services of the CC are available for all members of the University Community and are free of charge. Staff and faculty can be seen for short-term consultation and referral.

Making an Appointment: The CC is open from 9 a.m. to 5 p.m., Monday through Friday. An appointment can be made by stopping in at Downs Hall Rm. 127 or by calling (908) 737-4850. Visit the website at: http://www.kean.edu/KU/Counseling-Center

4. Disability Services
Kean University has a strong commitment to full inclusion and equal opportunity for all persons with disabilities. The University adheres to the requirements of the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act. Every effort is made by our friendly professional staff to provide students with the opportunity to participate in all areas of college life.

The Office of Disability Services provides assistance and accommodations for all students with physical, medical and psychological disabilities. Learning Disabled Students are evaluated by Project Excel. Services and accommodations may be provided by Project
Excel and/or Disability Services. Disability Services is located in Downs Hall room 122. Call 908-737-4910 or visit the website at: [http://www.kean.edu/KU/Disability-Services](http://www.kean.edu/KU/Disability-Services) for more information and a list of services provided.

5. **Community Standards and Student Conduct**

The Office of Community Standards and Student Conduct is a part of the Office of Student Affairs. Kean University is committed to providing a campus environment where students can grow intellectually and develop as a people. The Kean community depends on shared values and principles. The Student Code of Conduct is a guide to our community values. These core values include integrity, community, fairness, respect, and responsibility. Students and visitors are expected to uphold and abide by the standards of conduct that form the basis of the student code. Violations of the code may be received from individuals, police reports or incidents referred through another department within the University. Determination of a violation is made only after a complete investigation of the complaint. A Student Conduct Conference or a Student Conduct Hearing may be held to determine if a violation of community standards occurred. The Office of Student Conduct works closely with the Residence Life Judicial System, Greek Life Judicial Board, Office of the Vice President for Academic Affairs, the Affirmative Action Office, Athletics, and Campus Police.

The Office of Community Standards and Student Conduct is responsible for the following:

- Educating students regarding core values of the University community as outlined in the Student Code of Conduct
- Investigating complaints of violations of the Student Code of Conduct following the guidelines of the student conduct process
- Resolving, dismissing or referring cases to a Student Conduct Conference, a Student Conduct Hearing or an appropriate student conduct process
- Guaranteeing procedures are fair to all as outlined in the Student Code of Conduct

The Office of Community Standards and Student Conduct is located in the University Center, Room 315. Call 908-737-5340 or visit the website at: [http://www.kean.edu/KU/Community-Standards-and-Student-Conduct](http://www.kean.edu/KU/Community-Standards-and-Student-Conduct) for more information and to view the Student Code of Conduct.

6. **Kean University Department of Public Safety and Police**

Serving the Kean University Community
24 Hours a Day, 7 Days a Week, 365 Days a Year
Non-Emergency: 908-737-4800
Emergency: 9-1-1

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. Use them for non-emergency and emergency situations. For non-emergencies, use the key pad to dial five-digit on-campus telephone numbers. For emergencies push the red button. The police non-emergency number is 7-4800. Free on-campus telephones are located in the lobbies and corridors of most campus buildings.

7. Library
Library hours change between sessions. The Library is closed when the University is closed. The Library has several resources available including Atomic Learning. Atomic Learning is an electronic resource provided by the Library that provides online tutorials that can be used to learn applications and technologies such as BlackBoard (for students and for faculty), SPSS, MS Office Applications, Photoshop, AutoCAD, Final Cut Pro, Skype, Prezi, and WordPress. It can be used on and off-campus. There is a link to Atomic Learning on the “Articles and More” section of the Library website. For any questions or for further information about the Library, please go to http://library.kean.edu.

8. Bookstore
University Center, 1st Floor (908) 737-5230; FAX (908) 737-5235
The Bookstore carries both new and used textbooks and study aids. In addition, it sells general supplies, campus wear, discounted best sellers, children’s books, dorm sundries, gifts, greeting cards and much more. Book buy back is available throughout the year.

9. Cougar Card Office
Administration Building, Third Floor (908) 737-3258
The Kean University ID card is called the “Cougar Card”. All employees of Kean University are required to obtain a card as a means of identification of the Kean Community.

10. East Campus Shuttle
There is daily shuttle service between the Main campus and East Campus. For a list of the departure times and locations, please visit the Kean University Web site at: http://www.kean.edu/KU/Shuttle-Bus-Schedule

E. GRADUATE PROGRAM INFORMATION

ADMISSION
Applicants may apply for admission to a degree or non-degree program. All applicants must hold a baccalaureate degree from an accredited college or university.
A degree program leads to a Master of Arts, Master of Science, Master of Science in Nursing, Master of Public Administration, Joint Master of Science in Nursing and Master of Public Administration, Master of Social Work, Master of Business Administration, Doctor of Education, Doctor of Psychology, or a Professional Diploma. A non-degree program may lead to a post-master’s certification and is also appropriate for those who already hold a Master’s degree and seek only additional coursework. Admission is based on the following criteria: evaluation of prior undergraduate and graduate work; results of a standardized test (Graduate Record Examination, Miller Analogies Test, Graduate Management Admission Test, or the Praxis Examination as required by individual programs); personal interview if required; portfolio review, if required; recommendations; and a determination of the relationship of all factors relevant to the specific program. Applicants are advised to refer to the Graduate College Application for the most recent program requirements.

Students who hold a previous Master’s degree and apply for matriculation in a post-master’s or second Master’s program, will not be required to submit standardized test scores unless specifically required by the program to which admission is sought.

ADVICEMENT

Graduate students who have not yet applied for admission may receive personal advisement by the professional staff in the Office of Graduate Admissions. Prospective graduate students are encouraged to visit the Office Monday through Friday between the hours of 9:00 am and 5:00 pm. During the Fall and Spring semesters when classes are in session, the Office will be open from 8am to 6 pm, Monday through Thursday and 9:00am to 5:00 pm on Friday. The Office of Graduate Admissions is located in East Campus, second floor. Prospective graduate students are encouraged to schedule an appointment by calling (908) 737-GRAD.

Admitted graduate students are advised by their program coordinator.

DEADLINES

For most programs, applications and all accompanying documents must be received by November 1st for spring semester matriculation and by May 1 for fall semester matriculation. See individual program descriptions on the Nathan Weiss Graduate College website for exceptions.

INTERNATIONAL STUDENT APPLICANTS

Students who are not citizens or permanent residents of the United States, and who do not reside in this country, may apply for full-time admission to Kean University. All international students applying are requested to submit the University’s International Student Supplement, which contains a statement of complete financial support, and certified translated copies of all academic credentials. All foreign credentials must be evaluated by a member of NACES (third Party agencies) for U.S. equivalency on a course
by course basis.

INTERVIEWS

All applications are reviewed and students are notified by the Office of Graduate Admissions whether they are required to request an interview with the appropriate Program Coordinator.

MATRICULATION

Students who are accepted for admission are expected to register for classes in the major semester immediately following their acceptance. In most programs a deferral can be granted for one semester without a fee and for two semesters with a fee. Beyond one year deferral, re-application will be necessary.

NOTIFICATION

Candidates for admission are informed of decisions by mail by the Office of Graduate Admissions. Under certain circumstances admission may be granted with conditions which must be met. These conditions are so stated at the time of notification.

For a complete list of Graduate Programs of Study, see the current Graduate Catalog or consult the Graduate College website.

The Graduate Grading Policy is the following:

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A maximum of two “Cs” may be accepted toward program requirements unless otherwise specified at the time of admission.
SECTION V
CONCLUSION

Whether you are a new resident or adjunct faculty member, this compilation of University policy and procedures has been prepared to assist you in navigating your first semester. It does not replace the close and collegial relationship between new faculty members and their Executive Directors/Chairpersons/and/or Coordinators which will provide an opportunity to keep you apprised of procedural changes as they develop. In addition, the University catalogs and other on-line publications provide a more complete list of policies and procedures which impact your teaching and general employment experience at Kean. We urge you to review those documents in detail.

Finally, we welcome your comments regarding this document and encourage you to suggest topics which may be improved and/or added. Please feel free to contact the Office of the Vice President for Academic Affairs at 908-737-7030 or at VPAA@kean.edu.

Revised June 2014 for Fall 2014