

Kean University
Instructional Faculty
Academic Policy Manual and Resource Guide
Fall 2025

TABLE OF CONTENTS

PURPOSES OF THIS MANUAL 4

SECTION 1: ABOUT KEAN UNIVERSITY 4

- **Mission** 4
- **Core Values** 4
- **Our History** 5
- **Staying Connected to Kean** 5
- **Union Campus Information** 6
- **Our Academic Programs** 9

SECTION 2. TEACHING AT KEAN 10

- **Our Students** 10
- **Academic Calendar** 10
- **Syllabi** 11
- **Canvas Learning Management System (LMS)** ..... **Error! Bookmark not defined.**
- **University Relations Resources for Faculty** 11
- **Kean University Bookstore** 11
- **Learning Commons Reading Reserve Materials** 12
- **Open Educational Resources** 12
- **Office Hours** 12
- **Student Evaluations of Teaching** 13
- **Grading Policies** 13
- **Audio Visual Technology** 13
- **Procedures for Class Cancellation** 14
- **Summary of Platforms for Teaching and Advising used by Kean Faculty** 14

SECTION 3. ENROLLMENT AND ADVISEMENT AT KEAN 14

- **Registration Procedures** 14
- **Verification of Enrollment** 15
- **Never Attended Students** 16
- **Academic Advising** 16
- **Appointment Scheduling and Notetaking** 16
- **Academic Alert Reporting** 17
- **Annual Assessments of Student Experience** 18

Advisement for Kean University Students 18
SECTION 4: ACADEMIC POLICIES AND PROCEDURES 19
Class Attendance Policy 19
Student Code of Conduct 20
Academic Integrity Policy 20
Expectations of Generative AI 21
Grade Recalculation Policy (Undergraduate Students Only) 24
Academic Amnesty Policy (Undergraduate Students Only) 24
Pass/Fail Option (Undergraduate Students Only) 24
Audit Policy 25
Withdrawal from Courses 25
Incomplete Grade Policy 26
Semester Grade Reporting 27
Change of Grades 27
Grade Grievances 28
Title IX Statement 28
FERPA 29
Americans with Disabilities Act Statement 29
SECTION 5: STUDENT SUPPORT SERVICES 29
Accessibility Services 29
Kean Wellness Center 30
Financial Aid 32
Scholarship Services 32
Student Accounting 32
Cougar Help Center 32
Office for Student Retention & Educational Innovation 33
Student Athletes 33
Kean University Behavioral Intervention Team (KUBIT) 35
Cougar Connections Center of Social Work 35
Career Services 36
Center for International Studies 36
The Office of Research and Sponsored Programs 37
Office of Diversity, Equity and Inclusion ..... **Error! Bookmark not defined.**
Nancy Thompson Learning Commons (NTLC) 37

Library Services 37
Learning Support Services 37
The Writing Center 38
Math Support Services 38
CONCLUSION 38

PURPOSES OF THIS MANUAL

The primary focus of this manual is on the academic policies and procedures that will affect your course(s) and the students who are enrolled. There are also sections containing general information about Kean University and resources that are available to you and your students.

As a course instructor, you are an essential medium for communication of information about academic policies, procedures and deadlines to your students. Your attention to this information will help ensure the uniform and equitable administration of academic policies and procedures. You also play a vital role in connecting students to available supports outside of the class that can help them succeed at Kean.

We hope that the contents of this manual help you—whether full-time tenure line faculty, full-time lecturer or adjunct professor—feel a greater sense of connection and belonging in our Kean community. As you have questions beyond this scope, consult your department chairperson or director.

SECTION 1: ABOUT KEAN UNIVERSITY

Mission

Kean University, New Jersey's first Urban Research University, creates a world-class, innovative and inclusive society through equity and excellence in teaching, learning, global research, and impactful public engagement.

Core Values

1. **Academic Excellence:** Kean University strives for excellence in all aspects of academia. Committed to upholding rigorous standards, intellectual curiosity, and the active pursuit of knowledge, we hope to ignite a passion for life-long learning in our students, faculty and staff.
2. **Equity**: Kean University intentionally deconstructs barriers that hinder access to opportunities. As champions of diversity, we foster an environment where all individuals, regardless of their background, circumstances, or perspective, can thrive in teaching and learning.
3. **Inclusivity:** Kean University deliberately embraces the transformative power of inclusion. We recognize our strength lies in the varied perspectives and experiences within our learning community. By celebrating and valuing varied perspectives, we prepare our students, staff, and faculty to intentionally build relationships that assist them in navigating our complex, global society.
4. **Wellness:** Kean University aspires to collaboratively create a vibrant, equitable, supportive, and inclusive culture of care in which all members of the Kean community feel energized, safe and empowered to thrive and engage in the campus community.
5. **Social Mobility:** Kean University serves as a catalyst for social mobility, enabling students to transcend socioeconomic barriers and realize their full potential. Through personalized support, mentorship programs, and hands-on learning experiences, we equip our students with the tools to seize new opportunities, break the cycle of inequality, and create positive change in their lives and communities.
6. **Public Impact:** We embrace the core value of fostering public engagement and promoting meaningful public impact. We strive to cultivate a collaborative environment that empowers students, faculty, and staff to actively contribute their knowledge and expertise to address societal challenges and create positive change in our communities.

Our History

Kean University, established in 1855 as the Newark Normal School in Newark, New Jersey, was initially focused on training teachers for the state's public school system and was the first public post-secondary institution in New Jersey. Over the years, the institution expanded its academic offerings and underwent several name changes, becoming the New Jersey State Normal School at Newark in 1917 and Newark State Teachers College in 1937. In 1958, land from the Liberty Hall estate, site of the Kean family's ancestral home at Liberty Hall, was donated to facilitate the relocation of Newark State College from Newark to Union Township. The college continued to grow, and in 1973, it was renamed Kean College of New Jersey. The establishment of Kean University on the Liberty Hall property underscores the deep historical connections between the Kean family, the preservation of American history, and the advancement of education.

Achieving university status in 1997, Kean University further expanded its programs and facilities, including the establishment of Wenzhou-Kean University in China in 2014. Kean Ocean in Toms River, a partnership with Ocean County College, offers a Kean University degree on a community college campus, and Kean Skylands, a campus in Morris County, is designed to serve as an outdoor living laboratory for field-based scientific study and other classroom and field instruction. Kean Online provides students worldwide with access to a Kean degree. Today, Kean is the fourth largest public university in New Jersey.

Kean's designation as New Jersey's first Urban Research University in 2021 reaffirmed the University's commitment to research and its urban mission, emphasizing the role of Kean University in addressing the needs of urban communities through education, research, and service. Kean is also on a path toward achieving Carnegie R2 status, leading to new research opportunities for students.

> "The story of Kean…is the story of students preparing to become educators to serve a growing America. It is the story of its students becoming engaged global citizens and of a student body changing with America. For the history of Kean University is in many ways the history of public and higher education in the United States—the expansion of educational opportunities to broader segments of the population and the evolution of educational offerings to meet changing pedagogical, technological and professional needs."
>
> Excerpted from Alghandoor, E., Esposito, F., Hyde, E., & Mercantini, J. (2017), *Kean University*, Arcadia Publishing.

Read more about Kean's history and see over 200 archival photos in this Kean-authored volume, available as an e-book through our Nancy Thompson Library.

Staying Connected to Kean

There are several avenues of communication to be aware of to keep you up to date on events, activities, professional learning opportunities and critical information throughout the year:

- The HUB for Faculty Development communicates with faculty via weekly "Monday Memos" sent via email. You can also stay up-to-date with all upcoming deadlines and events relevant to teaching at Kean by subscribing to the Faculty Development Calendar in Outlook.
- The Kean News Newsletter, emailed each week, shares top stories and videos, Kean in the News, announcements, featured events, and social media.

- Email notifications are sent from KeanConnect/Workvivo and other channels with important campus updates.
- Rave Alerts will automatically be sent to the cell phone and email you have listed in Workday for any emergency notifications.

Union Campus Information

Campus Map and Shuttle
This map of the Kean campus also includes the trolley routes. Note the abbreviated building names will appear for student schedules. There is daily trolley service between the Main Campus and East Campus. For a list of the departure times and locations, please visit the Kean University Shuttle Service website.

Parking
Parking is free for faculty, but you will need to register your license plate for a Parking ePermit. All vehicles must register for an ePermit. Kean University uses license plate recognition, so you will not receive a hang tag or sticker.

Faculty ID Cards
Faculty ID cards are required to utilize University services, including checking in/out books at the library. Photos are taken in the Administration Building, 3rd floor. For more information, please see the Kean ID webpage.

Eating on Campus
Dining facilities are open to all students, faculty and staff. For information on where to dine on or off campus, or to download the eat app to pre-order food for pick-up, please visit Gourmet Dining. You can also sign up for Kean meal plan flex points.

Telephone System
The Kean University main number is (908) 737-KEAN (5326.) On-campus calls may be placed by dialing seven (7) before a four-digit extension (e.g., 7-5326.) To make an outgoing call to an off-campus location, you must type nine-one (91) before entering the entire phone number.

University Police
The Kean University Department of Public Safety/Police (KUPD) is located in Downs Hall. KUPD is open 24 hours per day, 7 days a week.

Emergency Telephone Numbers:
- Police/Fire/Medical Emergency: 911
- KUPD Administration: (908) 737-4840
- KUPD Non-mergency: (908) 767-4800

Members of the University community are encouraged to report all crimes — actual, attempted or suspected — as well as any other emergency situations to Campus Police. 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 keypad to dial five-digit on-campus telephone numbers. For emergencies, push the red button. The number for the 24-hour Communications Center is

x74800, or (908) 737-4800 from a cellular or off-campus phone. Free on-campus telephones are located in the lobbies and corridors of most campus buildings.

All members of the Kean University community are urged to save the Campus Police phone number as a cell phone contact for reporting emergencies or other incidents on campus property, as cellular 911 calls may not route directly to the KUPD Communications Center depending upon the location of the call is placed.

Procedures for Emergencies
For Fire and Environmental Health & Safety, instructors must review protocol with their students on the first day of class. Please review the General Safety Emergency Action Plan and the Emergency Management Quick Reference Guide at this link on the University Police website.

Rave Mobile Safety
Kean University utilizes Rave Mobile Safety, a leader in mass notification and incident management, to communicate emergencies and share critical information and alerts to the campus community. This includes alerts for potential security-related incidents, power outages, IT service disruptions, weather-related closures, shifts to remote operations and other critical advisories. Faculty are automatically registered through the contact information in Workday.

NOTE: We encourage all members of the Kean community to enter a mobile phone number in their personal records. Faculty and staff should review their Workday profile and Home Contact section. Ensure that a mobile device (personal or work cellphone) is entered as the primary phone number in the Home Contact Information. A landline can be added as a secondary phone.

Alerts and advisories are sent as text messages and emailed to your @kean.edu account. Depending on the nature of the alert, you may also receive a voicemail and/or see posts on Kean University's social media channels.

Kean Email and Okta Verify
As part of your new hire process, the Office of Human Resources will provide you with your Kean University email address along with a temporary password. All Kean University related business must be conducted by your Kean University email account and all email notifications from the University will be sent to your Kean University email account. In order to log in to other Kean platforms, you will need to verify your Kean email through two-step verification processes via Okta. Make sure you have set up your Okta verification as soon as you are assigned a Kean email.

Software
As of the Fall 2025 semester, faculty and students will be using Microsoft 365. Be mindful of your sharing settings to ensure viewers can access documents you share through Microsoft365. There are resources to support your learning about Microsoft at Kean ongoing throughout the semester. For questions about hardware, classroom technology, software or applications, and for all technology support requests, please create a ticket using your Kean email account.

Fitness Centers
The Harwood Arena is home of the D'Angola Gymnasium, pool and basketball court with an elevated track for walking or running. The East Campus Gym has dedicated hours for Kean's faculty and staff.

Performing Arts

- Kean Theatre Conservatory showcases Kean students in faculty-led productions.
- Kean Music Conservatory is the center of the musical arts at Kean University, with student and faculty performances throughout the year.
- Kean Stage is the professional presenting series at Kean University, featuring diverse performers and artists from around the world. Experience music, dance, and theater in Enlow Recital Hall, Wilkins Theatre, and Bauer Boucher Theatre Center. Faculty receive discounts on ticket prices.
- Premier Stages is the professional Equity theatre company in residence at Kean, stages diverse and culturally significant productions throughout the year, with a focus on cultivating emerging playwrights and theatre artists.

Kean Galleries

Six galleries on campus conduct an eclectic exhibition program that provides the opportunity to integrate the visual arts with academic programs. Learn about upcoming exhibits and schedule a class visit.

Liberty Hall Museum

Liberty Hall Museum was originally inhabited by William Livingston, New Jersey's first elected governor and a signer of the United States Constitution, the 14-room Georgian style home evolved over time into a 50-room Victorian mansion open to tours and educational programs. Kean Faculty can schedule special visits with students to support academic programs.

Special Collections Research Library and Archive

The mission of the Kean University Special Collections Research Library and Archive is to preserve and provide public access to historical correspondence, Congressional papers, institutional records and rare books. Located in the Liberty Hall Academic Center, the research experience offers one-on-one research support by our Research Library Associates, state of the art technology and tools, and access to primary source documents. Contact Erin Alghandoor at ealghand@kean.edu to set up a class experience.

Athletics

The University has 20 Division III men's and women's athletic teams and has eight sports facilities, including Harwood Arena and Kean Alumni Stadium. Students also participate in a full schedule of intramural and recreational athletic activities. Faculty are welcome to attend any sporting event.

Our Colleges

Kean's six colleges offer more than 50 undergraduate degrees over a full range of academic subjects. Kean offers six doctoral degree programs and more than 70 options for graduate study leading to master's degrees, professional diplomas or certifications.

Adjunct contracts are issued by each Dean's office. If you have an issue regarding your contract, please contact your respective college:

- College of Business and Public Management
  cbpm@kean.edu (908) 737-4100
- College of Education
  coe@kean.edu (908) 737-3750
- College of Liberal Arts
  cla@kean.edu (908) 737-0430
- The Division of General Education and Interdisciplinary Studies

ge@kean.edu (908) 737-0330

- The Dorothy and George Hennings College of Science, Mathematics and Technology
  csmt@kean.edu (908) 737-3600
- Michael Graves College
  design@kean.edu (908) 737-0560 architecture@kean.edu
- The College of Health Professions and Human Services
  hphsdean@kean.edu (908) 737-5900

Kean Ocean faculty may find additional assistance available onsite in the Gateway Building Room 103 or at (732) 255-0356.

Our Academic Programs
For more information about the academic program in which your courses are situated, please consult with your Department Chair/Director.

Baccalaureate Degree Programs
Kean University offers programs 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. The minimum number of credits required for the baccalaureate degree is 120, however, some select programs may require more credits due to accreditation, certification or other requirements. The University catalogs and official major curriculum sheets display the degree requirements for each major. Students may review the listed requirements for a variety of fields.

Transition to Kean
All freshmen 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. All transfer students take GE 3000 to assist them with academic success at Kean.

General Education
Through the General Education (GE) Program, housed in the Division of General Education and Interdisciplinary Studies (DGEIS), students learn to investigate historical and contemporary questions from multiple perspectives while developing skills and habits of mind to support learning, lead them to success in their careers of choice, and prepare them to be lifelong learners. The GE Program emphasizes skills development and academic rigor to build a diverse community of learners consistent with the University's mission. The GE Program's Student Learning Outcomes (SLOs) are assessed in GE Foundation and Distribution courses. In addition to overseeing the GE Program, the Division of General Education and Interdisciplinary Studies also supports the University's Common Read Program, manages the Office of Course Placements and Testing, and offers a number of Interdisciplinary Minors.

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. Programs in fields such as accounting, computer science, interior design, and health care require between 50 and 75 credits in the major field.

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 or a minor 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.

Teacher Certification Programs
Teacher education 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.

Graduate Degree Programs
Kean offers six doctoral degree programs and more than 70 options leading to master's degrees, professional diplomas or certifications, across a full range of academic subjects. View this list for more information about these academic programs.

SECTION 2. TEACHING AT KEAN

Our Students
Kean University serves approximately 13,000 full-time and part-time students on our Union Campus and Ocean County College locations and through Kean Online. The University's student body is diverse; for example, among the 9,000 undergraduates at the Union campus, about 40% identify as Hispanic/Latino, 20% White, 20% Black/African American, 6% International and 5% Asian. About 20% are over-25 year old adults returning to school, and a large proportion of students are among the first generation of their families to attend college. A large majority of students work while attending school, and many are attending college for reasons related to career advancement or career change. Up-to-date profiles on the student body can be found at the Institutional Research dashboards and at SADI's Data Hub. Much of the strength and uniqueness of Kean University derives from the heterogeneity of the student body.

In designing your courses, the opportunities of student diversity should be considered and students' assets highlighted. 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.

Academic Calendar
For your reference and for important deadlines from the Office of the Registrar, access the Kean University Academic Calendar. Note that if you are teaching a Kean Online course, because of the 8 week accelerated schedule and not always adhering to holiday schedules, Kean Online classes sometimes support a different Academic Calendar. This information is sent out at the start of the semester in a welcome email as well as

posted in all online classes.

Syllabi
All course syllabi are required to be submitted through Kean Simple Syllabus. Visit our Simple Syllabus webpage for instructions on how to access the portal and the user support site, receive additional support, and create and submit your syllabi. Please consult with your Department Chair/Director/Course Coordinator for more information on the syllabus for your course. If you are unsure of which template to use or if you have questions about the syllabus templates, contact your department chairperson. Submit course syllabi via Simple Syllabus no later than the first day of classes, unless you are teaching a Kean Online course, which will be uploaded to Simple Syllabus on your behalf.

Canvas Learning Management System (LMS)
All instructors at Kean, within their Canvas course sites, are required to:

1. Post class communications using the **announcements** feature;
2. Post all **assignments** with points and due dates;
3. Show students the **calendar** area where assignments and deadlines will display;
4. Maintain all grades using the **gradebook** feature;
5. Keep attendance records using the class **attendance** feature; and
6. Grade any signature/key assessments within the **rubric** feature in the Canvas course (check with your Department Chair to see if your course has a signature assessment and associated rubric).

University Relations Resources for Faculty
As you build materials for your Kean course or departments, you can access and download approved logos, brandmarks, designs, photos, fonts, stationery or templates at: kean.edu/university-relations and scroll to the bottom of the page for faculty resources.

Kean University Bookstore
Green Lane Academic Building, 1st Floor (908) 737-4940
The Bookstore carries both new and used textbooks and study aids. In addition, it sells general supplies, campus wear, and much more.

All Kean Union textbook orders or notations of "textbook not required" are placed through the Barnes and Noble Adoption and Insights Portal (AIP). Adoptions for Summer semesters are due April 15 for Fall semesters, April 30; and for Spring semesters, October 31. Once the deadline has passed, AIP will not allow submissions. You can email your adoption decisions to the Bookstore Manager, Tina Hart at thart@bncollege.com. Several of our students must purchase their course materials from the campus bookstore due to federal, state or University vouchers, so it is vital to provide the adoption to the bookstore to ensure your student is prepared for their first day of class. If you need assistance, contact the bookstore at (908) 737-4940.

The campus bookstore offers a Price Match guarantee. If students find their class texts cheaper at Barnes & Noble.com or Amazon.com, the campus bookstore will match the price at the time of purchase or up to 7 days after purchase. The book has to be sold and shipped from Barnes & Noble.com or Amazon.com and not a 3rd party seller or marketplace. It also has to be in stock at the bookstore and on either platform. Students can search for course materials by the ISBN provided in the syllabus to ensure that the price match is acceptable. The bookstore also offers rentals on New & Used textbooks, which

can save up to 80%. At the end of the semester, during finals week until the last day of finals, there is a Buyback where students can sell textbooks back for up to 50% of what the bookstore sold it for, provided it will be used for the following semester.

All Kean Ocean textbook orders must be emailed to both Michael George, store manager of the Ocean County College bookstore, at mgeorge@bncollege.com and Tricia Greger, at tgreger@bncollege.com, as well as Tina Hart, general manager of the Kean University bookstore, at thart@bncollege.com. If you need assistance, contact the Ocean County College Bookstore at (732) 255-0333.

Learning Commons Reading Reserve Materials

To reserve library materials, please complete and submit the online NTLC Reserve Request Form. If you have any questions, please email LearningCommons@kean.edu. Click here for more information about library reserves.

Reserve materials will be processed on a first-come, first-served basis. Requests submitted after August 12, 2024, will be processed as received and made available as quickly as possible. However, late submissions may not be available for the first day of classes. During the semester, all Course Reserve materials circulate for a two-hour period per student.

In accordance with the Copyright Act Title 17, Section 107 of the United States Code, articles from periodicals shall not be repeated with respect to the same item by the same instructor from term to term. If materials are needed term to term, you must request permission in advance from the owner of the copyright.

Open Educational Resources

Faculty can select quality Open Educational Resources (OER) and DRM-free eBooks from top academic publishers through Faculty Select. Contact Muhammad Hassan at hassanmu@kean.edu or learningcommons@kean.edu to learn how to incorporate OER into your courses.

Office Hours

Full-time Faculty Office Hours

Full-time faculty office hours are five hours per week. The five office hours are to be scheduled in one-hour minimum time blocks over a minimum of three days, outside of regular class time each of the 15 weeks plus the final exam period (Kean Online, for the 8 weeks) during the semester. Faculty teaching Kean Online courses may offer only virtual hours, and faculty teaching face-to-face courses may be a combination of virtual and face-to-face sessions. All office hours must be listed in the Navigate 360 system, on each course syllabus, and posted in your Canvas course announcements.

Adjunct Faculty Office Hours

Adjunct faculty office hours are now a requirement. These office hours are scheduled with students either in person or virtually, outside of regular class time each of the 15 weeks plus the final exam period (Kean Online, for the 8 weeks) during the semester.

Please note these office hours guidelines are as follows:

- Adjuncts teaching fewer than 3 credits must offer a minimum of 30 minutes weekly
- Adjuncts teaching one (3 or 4 credit) class must offer a minimum of 1 hour weekly
- Adjuncts teaching more than one class must offer an additional 30 minutes weekly

All office hours must be listed in the Navigate 360 system, on each course syllabus, and posted in your Canvas course announcements. Please consult your Department Chair if you would like to identify a location to hold office hours on campus; if there is no space available, you may sign up for a space at the Nancy Thompson Learning Commons (Library).

For course instructor office hours specifically, please set up using the following configuration:

Care Unit = Advising & Support
Location = Faculty Office
Service = Meet with Instructor for Course Support
Courses = Include a list of all courses you are teaching in this term

Assessment of Student Learning
The Office of Accreditation and Assessment (OAA) serves a crucial role in facilitating the Academic Assessment process, an essential component within the broader framework of institutional effectiveness and accountability in higher education. As a component of the assessment process 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.

Each academic program performs assessments of student progress in achieving Student Learning Outcomes (SLOs) each semester. These SLOs are evaluated using a standardized rubric. The assessment process identifies changes or actions that programs take for continuous improvement. This information will not be used to restrict students' access to, or completion of, any program. Please use this link to access the OAA-Procedures-Manual. Additional support and resources can be found on the OAA webpage.

Student Evaluations of Teaching
Student course evaluations are a systematic process designed to gather feedback from students about their learning experiences in a particular course and the effectiveness of the instructor. This process involves the distribution of surveys using the Campus Labs-Anthology Platform. The Office of Accreditation and Assessment (OAA) is responsible for administering the Faculty Course Evaluations at the end of each academic term (Fall, Spring, Summer I, and Summer II). There are two instruments that are utilized for course evaluations: online/hybrid and face-to-face. Additional support and resources can be found on the OAA's webpage: Faculty Course Evaluations – Support and Resources. Please contact the OAA for any additional support at assessment@kean.edu.

Grading Policies
Please see the Undergraduate and Graduate University Catalogs for the current grading policies and consult with your Chairperson, Director, Coordinator or Dean's office with any questions.

Audio Visual Technology
Technology Building, Room 132
Email: avt@kean.edu Phone: (908) 787-6120
Audio Visual Technology provides A/V planning and support for diverse programs including, conferences, seminars, distance learning, interactive television and lectures.

Procedures for Class Cancellation
Your Chairperson/Director/ Coordinator/or the program office must be informed if you cannot meet a class. Chairpersons/Directors must then notify their Dean. It is recommended that you establish a text chain or email chain within your class to notify your students in advance if a class is to be canceled. This chain should be established at the first session of class and should include students' telephone numbers and email addresses. Students should be made aware to check all announcements you post in your Canvas course.

Summary of Platforms for Teaching and Advising used by Kean Faculty
There are a variety of online platforms you will be accessing and utilizing related to your teaching and advising, some at certain times of the semester and others, throughout. Please reach out to your Chair/Director for any concerns or questions.

Simple Syllabus- centralized, searchable syllabus management system. It enables instructors to quickly personalize digital syllabi.
Canvas- a web-based LMS (Learning Management System), used for online learning, in-person learning, and hybrid learning modes.
Navigate360- Student Success Management System that supports students on their pathway towards graduation. Students can schedule appointments, submit alerts and access resources while faculty and staff can message students, submit alerts and access need-to-know student information.
KeanWISE - faculty and students use KeanWISE for registration, grading and "never attended" reporting.
Anthology/Campus Labs: Used to access your student evaluation of teaching reports.

SECTION 3. ENROLLMENT AND ADVISEMENT AT KEAN

Registration Procedures
Please see the Academic Calendar as published by the Office of the Registrar via the following link for a complete list of withdrawal and refund deadlines. *Please note that the University is currently in the process of working to upgrade KeanWISE. After the upgrade, the process for completing some essential tasks may change. Further information will be provided before the update release by the Office of Computer and Information Services (OCIS) and the Office of the Registrar.

Initial Registration
All students should have registered for their courses prior to the start of the semester. Initial registration officially closes one week after the first day of classes. Students who wish to register for the first time after this date should be referred to the Dean of the college of their major.

Add/Drop
Change of registration (adding and/or dropping courses) can be processed through the Add/Drop period. Add/Drop is available on the KeanWISE system during the first week of classes.

- Students may officially change classes until the end of the Add/Drop period.
- After this point, changes can only be made with the 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 ensure 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.

Overload Authorization

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), a Chair/Director 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. 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.

Waitlists

A waitlist provides a systematic way for a student to be considered to enroll in a course section that is currently filled to its capacity.

- If a seat becomes available, the first student on the waitlist will receive an email invitation to their Kean email account informing them that a space is available and instructions on how to register for the course.
- Upon receipt of this email, only the student that received it can claim the open seat by logging into their KeanWISE account to register before the expiration time (by 11:59 p.m. on the following day).
- If the student neglects to register by the deadline, the invitation to register will expire and an invitation will be sent to the next student on the waitlist.
- The process will continue until all open course section seats are filled or the waitlist is depleted. A student who no longer wishes to be considered part of the waitlist can login to their KeanWISE account and drop themselves from the waitlist.

Verification of Enrollment

It is important that you verify that each student attending your class has registered officially and has met prerequisites. This may be done by checking that the student's name appears on your first day class roster. The 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 Chairperson/Director.

A general explanation of the column headings will accompany your 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. Only students currently registered will appear on the course roster available to faculty in KeanWISE Self Service.
- 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 by the student, who must present you with official evidence of registration before re-entering your class.

Never Attended Students
Federal regulations now require that all institutions 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 Registrar via your Kean email account approximately two weeks after the start of the semester, and approximately one week after the start of any 8 week Kean Online semester. These and other distinctions are outlined in the Kean Online Faculty Handbook.

Reporting this data is through the use of the "Never Attended Report" option found on KeanWISE Self-Service Faculty. 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 regme@kean.edu. Verification of Official Student Enrollment must be submitted. Please follow the detailed "Never Attended" Reporting Instructions and Video Tutorial on the Office of the Registrar Faculty Resources Page.

Academic Advising
Academic advisement of students at Kean University is comprised of a shared split model of advising, where students are divided between a centralized advising unit (i.e. the Center for Advising, Persistence and Success) and respective academic departments. Once students have completed 60 credits or more with a professional advisor, they are transitioned to be advised by a faculty advisor within their discipline of study.

The responsibility for academic advisement of juniors and seniors rests with the full-time faculty in academic programs. 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. All academic advisement appointments should be scheduled and reported on in Navigate360.

Appointment Scheduling and Notetaking
All Faculty use Navigate 360 as a centralized scheduling location to schedule appointments with students.

- Complete your Fall 2025 Checklist by September 5th
- Learn how to report on an appointment you held with a student
- Learn how to submit Academic Alerts for students enrolled in your classes

To access Navigate360, click on "Navigate360" from the MyApps page at Kean. Additional information related to the use of Navigate360 can be found via the Navigate360 Support Site. For additional questions, please email NavigateSupport@kean.edu.

Within Navigate, Faculty are required to:

- Add their Availability so that students can see appointment options and book
- Sync their Calendar so that appointment windows are always updated

With calendar integrations available, this system streamlines the process of appointment scheduling and allows faculty to access data and information regarding appointments quickly and efficiently. Scheduling and appointment notetaking completed in Navigate360 allows faculty and staff across campus to be collaborative in assisting students by viewing others' notes and interactions.

- This video tutorial goes through the process of scheduling an appointment as a student via the Navigate360 app.
- This video tutorial provides a step-by-step overview of reporting on appointments in Navigate360.

It is important to highlight that Navigate360 contains much of the information in KeanWISE but in a more easily accessible format. Advisors will still access KeanWISE complimentary to Navigate360 to review course evaluations and lift holds.

To access Navigate360, click on "Navigate360" from the Quick Links on the Kean Homepage. Additional information related to the use of Navigate360 can be found via the Navigate360 Canvas Course. For additional questions, please email NavigateSupport@kean.edu.

Academic Alert Reporting
All instructors must submit Academic Alerts for students enrolled in their classes. During the reporting period, faculty will receive an email including an individualized link to submit feedback for students in their courses.

Faculty are also able to submit feedback for students throughout the semester via their Professor Home Screen. For detailed instructions, click HERE. Instructors enter Academic Alerts via Navigate360 and, when applicable, students receive tailored outreach and intervention. Please note that if a student is not at-risk, they will not receive a notification at all. If they are at-risk, they will receive tailored email communication including the class, instructor and submitted alerts. They will not be able to review the comments submitted. Students will also be able to preview information regarding resources and next steps within the intervention email.

Purpose of Academic Alert Reports
Reports serve to give students and faculty advisors early feedback on how students are performing in their classes. Students whose Academic Alerts indicate they are at risk for earning poor final grades will be connected with the appropriate services (e.g., tutoring, workshops, advisement, and/or counseling) to help them improve their academic performance throughout the semester and in time to impact their final grades. Academic alert reports only indicate the student's performance in the class at that time. (Please note that alerts may be raised at any time through Navigate360.)

Students are encouraged to consult with their instructors throughout the remainder of the class to ensure they are on track for the particular letter grade they are expecting. Academic Alert reports are not meant to be an absolute predictor of final grades, since efforts throughout the entire semester will determine the final grade. The Academic Alert report will NOT be a part of student permanent records and will be available to students by email through Navigate360. Within the guidelines of FERPA, faculty and staff are able to access a student's Academic Alerts via the Student Profile or view the Reporting function of Navigate360. Students whose Academic Alerts indicate they are at risk for earning poor final grades.
Reporting dates and detailed instructions are sent to Faculty via Kean University email in advance of reporting. Students are also notified about the purpose and timing of Academic Alerts. Students will receive notification and referrals related to their Academic Alerts via their Kean email as soon as they are entered. Academic Alerts are for immediate, short term informational/advisement/intervention purposes only. Academic Alerts will be replaced by the final grade.

Annual Assessments of Student Experience
Kean University gathers data pertinent to student support initiatives through the College Student Inventory (CSI) and Mid-Year Student Assessment (MYSA). These two assessments provide us with comprehensive data for advising purposes.

Advisement for Kean University Students
Center for Advising, Persistence and Success (CAPS)
The Center for Advising, Persistence and Success serves and supports incoming and currently enrolled matriculated and undeclared freshmen, sophomores and transfer students, between 0-59 credits. Juniors and seniors receive advising primarily from their faculty advisor. All undergraduate students are strongly encouraged to meet with their advisor at least once per semester prior to registering for the next semester. Students who have yet to declare an academic major are considered undecided and will continue to receive their primary advisement through CAPS, until they select an appropriate major of study.
The services CAPS offers are the following:

- Academic Advising
- Co-curricular Programming
- 4-year Academic Planning
- Academic Checklist Review
- Referrals to Other Departments (i.e. Financial Aid, One Stop)

Location: CAS, Suite 111
Contact: Dr. Mensah Peterson, Associate Vice President for Student Success and Retention at **mepeters@kean.edu** or (908) 737-0522
Students can schedule an appointment with their advisor on their Navigate360 Student Success app.

Bridge to Success
The Bridge to Success Program is a support service program that provides academic access to freshman applicants who do not fully meet University admission requirements but show a potential to succeed. The Bridge to Success Program also provides student-centered academic advisement, personal, social and career counseling throughout the duration of their time at Kean University.
Location: Hutchinson Hall, Suite 305
Contact: Dr. Billie Bailey, Director, Bridge to Success, at baileyb@kean.edu or (908) 737-4072.

Educational Opportunity Fund (EOF) Program
The EOF Program provides access to higher education for educationally and financially disadvantaged students, as defined by the State of New Jersey, Office of the Secretary of Higher Education, Educational Opportunity Fund. Students are admitted into the University via an alternate admission category and are eligible to receive a state-funded EOF Grant. The EOF Program provides student-centered advising, counseling and academic support services to assist students in developing their educational, interpersonal and professional goals throughout the duration of their time at Kean University.
Location: CAS Room 210
Contact: Ruben Melendez, Director, EOF Program, at rmelende@kean.edu or (908) 737-0556.

SUPERA Spanish Speaking Program
SUPERA Spanish Speaking Program is a support service program that looks to increase the number of Hispanic students attaining a bachelor's degree by providing access to higher education to students who

are English Language Learners (ELL). SUPERA Spanish Speaking Program smooths the transition of students with limited English skills into mainstream education and campus community life through the many services offered, such as academic advisement, acclimation into the English language, cultural enrichment activities and more. The SUPERA Spanish Speaking Program seeks to contribute to Kean University's student outcomes and commitment to opportunity.
Location: Hutchinson Hall, Suite 301
Contact: Daniel Torres-Reyes, Director, SUPERA: Spanish Speaking Program, todaniel@kean.edu or (908) 737-3946.

Center for Veteran Student Success
The Center for Veteran Student Success, (CVSS) supports veterans by offering unique transition services. These student success services ease the transition from military to civilian life. Our services also extend to all current service members and dependents. The CVSS utilizes a single-service model supporting recruiting to graduation. Some of the services provided include fast-track admissions to Kean, academic advising, registration, financial aid, tutoring, and the following on-campus VA services: VA VITAL and VETS Center. In addition, the Center also supports mental health initiatives, VA Educational Benefits, VA Claims and the Veterans Resource Lounge.
Location: The Center is located on the main campus in CAS 208 and at Kean Ocean in Gate 212.
Contact: Vito E. Zajda,Director, at vzajda@gmail.com or (908)737- 0483.

SECTION 4: ACADEMIC POLICIES AND PROCEDURES
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 the syllabus distributed at the beginning of the semester will help avoid misunderstandings. Please read these policies and procedures carefully and discuss their enforcement with your Chairperson/Director or Coordinator prior to the start of classes.

Comprehensive statements of the regulations at Kean University and of academic policies and procedures may be found in the University Catalogs (Undergraduate and Graduate) and on the Kean University website under Academic Affairs.

Class Attendance Policy
Attendance is expected in all courses and will be a component of the grade of any course, as stated in the syllabus. Students are responsible for informing the instructor of the reasons for their absence in advance or in a timely manner. Instructors, in consultation with their Department Chair/Director, 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 in the syllabus. When, in the opinion of the instructor, a student's excessive absences are jeopardizing their academic standing in the course, the instructor will notify the student and submit an Academic Alert via Navigate360.

Student Code of Conduct
The Office of Student Accountability, Standards and Education (SASE) provides the structure and educational tools to facilitate a safe and inclusive learning environment where academic inquiry can thrive and students can accomplish their academic and personal goals. SASE prioritizes the concept that students learn how their behavior impacts personal and community well-being through integrating evidence-based learning practices to reach creative solutions to complex dilemmas.

At Kean, student members of the community are expected to abide by certain standards of conduct that form the basis of the Student Code of Conduct (Code) and ensure that their guests and visitors do likewise. These standards are embodied within a set of core values that include integrity, fairness, respect, community and responsibility. When students fail to adhere to the community standards, appropriate proceedings may be initiated under the Code to address the failure and its consequences.

The Office of Student Accountability, Standards and Education 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 Student Accountability Standards and Education is located in the Miron Student Center, Room 317. Call (908) 737-5240 or visit the website at kean.edu/SASE/student-code-conduct for more information and to view the Student Code of Conduct.

Academic Integrity Policy
(Updates approved by Kean University Board of Trustees September 2024)
Kean University 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 the policy prominently on the University website; requiring its inclusion in all course syllabi; and providing training to the Kean community to raise awareness and understanding of Academic Integrity issues.

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 proactively 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

As per Kean's Academic Integrity policy: Students have a right to withdraw from a course in accordance with University policy; however, academic integrity violations will be pursued and resolved regardless of

the student's continued enrollment. If the resolution of the violation results in a failing grade for the course, the student will be re-enrolled in the course, and the failing grade will be assigned.

All members of the Kean community shall actively engage in the academic process. Questions about the Academic Integrity Policy should be directed to your Chairperson/Director or Coordinator.

To ensure compliance with the Academic Integrity Policy, students, administrators, faculty, staff, and librarians and 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 is available on the Academic Affairs website.

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

Expectations of Generative AI

This text comes from the Academic Integrity Policy, Fall 2024 revision:

> Artificial Intelligence (AI) is the technology that enables computers to perform tasks that typically require human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages. Generative AI is software that generates content, including text, images, simulations or other media. Generative AI (GenAI) includes programs such as ChatGPT, GPT 4, DALL-E, Quillbot, Vertex, and many others to come.
>
> At Kean University, faculty members specify in their course syllabi how AI and GenAI may be used in their classes. These guidelines may vary from course to course. Students are required to adhere to the specific requirements outlined in each syllabus.
>
> The overarching guidelines for AI use, applicable to all courses, are as follows:
>
> - **Originality:** Content created by Generative AI cannot be presented as original student work.
> - **Citation and Attribution:** In courses where AI use is permitted, any content generated by AI must be cited and attributed just like ideas, text, speech, or imagery from human authors. This includes the use of quotation marks, citations, and other forms of

attribution to clearly distinguish between the student's original work and material generated by external sources.

- **Integrity:** Students are accountable for any content they create or publish. AI-generated content can be inaccurate, misleading, fabricated (referred to as "hallucinations"), or include copyrighted material. Therefore, if faculty policy permits the use of AI, students must meticulously review all AI-generated content, acknowledging their responsibility for the accuracy of any work they submit.
- **Consequences:** Faculty may use various tools and methods to ensure appropriate use of AI, including: comparisons with in-class or other written work, AI detection tools integrated into Canvas, demonstrated mastery of learning via the ability to orally present/discuss content, and other relevant forms of evidence. Use contrary to the course policy and/or without proper acknowledgement is subject to the same rules and consequences outlined for integrity violations. Consequences of inappropriate use may include failing the assignment, failing the course, and/or further disciplinary actions as per the University's academic integrity policy.

Kean is committed to student success and to supporting students as they learn to appropriately navigate key life tools, such as Artificial Intelligence. Students are encouraged to use student academic support services available at Kean to develop their skills and avoid reliance on Generative AI tools. More information is available at NTLC (https://libguides.kean.edu/AI). Students uncertain about AI use expectations in a course should seek clarification from their instructors. Failure to seek clarification is not an acceptable excuse to challenge an academic integrity violation.

In addition to this universal statement, faculty are encouraged to clearly define their course-specific expectations for AI use in their syllabi and on individual assignments, specifying how students should or should not utilize AI.

Deciding how much generative AI use to permit

Faculty should familiarize themselves with how artificial intelligence (AI) is used in their respective fields. This understanding should inform your course expectations. Furthermore, the amount of generative AI use you allow in your class depends on your course objectives, the skills you want students to develop, and the role AI can play in enhancing or undermining those goals.

Consider these guiding principles as you decide on the approach to Generative AI use most appropriate for each of your classes:

1. **Align with Learning Goals and Differentiate Between Tasks**: Consider how generative AI use aligns with your course outcomes. Some tasks, such as drafting or generating ideas, might benefit from AI tools, while others, like final analyses or personal reflections, should rely solely on the student's work. Establish boundaries for when and how AI can be used in your class.
2. **Promote Ethical Use and Encourage Transparency:** Help students understand the ethical implications of using AI, including issues of originality, plagiarism, and intellectual honesty. Require students to disclose when and how they use AI in their work. This promotes accountability and ensures that the use of these tools remains a learning aid rather than a shortcut.

3. **Experiment and Reflect**: Since AI tools are still relatively new in education, it's reasonable to start with a moderate approach, allowing limited use in low-stakes assignments to observe its impact. Use this experience to refine your policy as you learn what works best for your course.

Importance of Discussion and Data
When addressing potential academic misuse of AI technology, faculty are encouraged to rely on multiple sources of information. Faculty can use various tools to check for AI, including: comparisons with other work, AI detection tools, verbal demonstration of mastery of content, and other relevant forms of evidence.

Equally important to this data is engaging students in open discussions about their work and the role AI played or did not play. Conversations can help clarify expectations, uncover misunderstandings, and turn the process into an educational opportunity that guides students toward ethical and effective use of AI, while reinforcing the values of academic integrity and accountability.

Academic Integrity and Other University Supports
Faculty can decide to permit students to access support (such as Kean University Learning Support Services—including the Tutoring and/or Writing Center—AI, etc.) when working on take-home assignments/exams. Remember to indicate your expectations on the syllabus and/or individual assignment.

Video Recording of Class Sessions
The universal Kean Simple Syllabus language outlines expectations regarding video recording. Faculty can record class sessions to support compliance with Americans with Disabilities Act (ADA) and to support general learning. Faculty should remind students that if they require course recording as an accommodation, contact Kean's Office of Accessibility Services. Recording may be used solely for internal class purposes and may not be posted or shared outside of the class.

The universal Kean Simple Syllabus language informs students that (1) their participation in your class sessions may be recorded, (2) that recordings will be accessible only to students enrolled in the class and will be deleted or made unavailable when the course concludes, and (3) that students are not permitted to create video or audio recordings of the course—including AI-generated transcripts—without permission from the instructor and other students.

Student Code of Conduct
Students should review the Student Code of Conduct, as it discusses expectations of appropriate conduct in the classroom. Contact the Office of Accountability, Standards and Education by phone at (908) 737-5240 or by email at conduct@kean.edu.

Emergency Notifications
Students are automatically registered for the University's emergency notification system, Rave Mobile Safety, (kean.edu/campusalert) through the contact information included in KeanWISE. This system enables University community members to be informed of campus emergencies, weather notices and other announcements. Kean Ocean students would sign up via the following link: ocean.sendwordnow.com/LicensePage.aspx.

Grade Recalculation Policy (Undergraduate Students Only)

Effective Fall 2024, the Course Repeat and Grade Recalculation Policy aims to provide undergraduate students with opportunities to enhance their academic performance by retaking courses wherein grades of F, D, C, C+, AF, or WD were received.

1. Course Repeat Guidelines: Undergraduate students may repeat each course once (for a total of two enrollments) where a grade of F, D, C, C+, AF, or WD was applied to improve their grade point average and/or to meet prerequisite requirements. There are no limitations as to the number of courses that may be repeated, but students are encouraged to speak with their academic advisor prior to re-registering for a course. Students should also be aware of Kean University's Satisfactory Academic Progress Policy to understand how repeated course attempts may impact their funding and how repeated attempts may impact their academic standing.
2. Eligible Courses: Courses with grades of B- or higher may not be repeated unless specified in official curriculum requirements or needed for graduate school admissions purposes. Graduate-level coursework cannot be repeated or recalculated even if it is completed by an undergraduate student.
3. Dean's Discretion: The Dean of the college where the student's major is housed has the authority to approve additional course repeats only under limited, well-documented extenuating circumstances. The Dean will confer with other interested parties (e.g.,the Dean of the college in which the course is housed, Department Chairs or Program Directors, etc.) when necessary to ensure the exception is in the student's best interest and feasible from an enrollment standpoint.
4. Recording Grades: When a course is repeated, both the original and subsequent grades are recorded on the permanent record. However, credit for the course is only counted once. The highest grade earned will be the official final grade and will impact the student's cumulative grade point average.
5. Grade Recalculations: Upon the issuance of a final grade, an automatic process will be initiated that will recalculate the student's cumulative grade point average based on the highest grade achieved for the course. If the most recent attempt does not result in the highest grade earned, the original grade will remain as the one calculated into the cumulative grade point average. All course attempts will remain on the student's transcript and cannot be removed (a designation of "R" will precede any repeated course). However, the highest course grade is the only one that will be included in the cumulative grade point average.
6. Inactive Courses: If a course is no longer offered, an equivalent course may exist that could be utilized for repeat and recalculation purposes. If a course is no longer offered and an equivalency has not already been established and recorded via the Office of the Registrar, the course is ineligible for repeating or recalculating.

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 are met.

Pass/Fail Option (Undergraduate Students Only)

An undergraduate, matriculated student in good academic standing who has earned at least 30 semester hours of credit may select a maximum of six courses from free electives to be taken on the Pass/Fail option. The Pass/Fail option is available only for free elective coursework. Courses needed to satisfy General Education requirements, cognate requirements, additional requirements, major or minor program requirements, or collateral coursework must be completed according to the regular grading system.

Coursework taken on the Pass/Fail option is graded as either "P," which represents achievement at the level of "C" or better, or "U," which indicates failure. The cumulative grade point average is not affected by work completed on a Pass/Fail basis, nor are these credits considered when calculating academic honors. Note: due to the COVID-19 pandemic courses receiving grades of P during the Spring 2020, Fall 2020, Spring 2021, Fall 2021, and Spring 2022 taken either at Kean or at a previous transfer institution will be allowed to count toward program requirements as appropriate.

The Pass/Fail option must be declared at the One Stop Service Center and must be done by the end of the third week of classes during the fall and spring semesters and by the end of the first week of classes during the respective summer session. The form can be obtained through the Office of the Registrar website. For Kean Ocean students, this option is to be declared through the Kean Ocean Administrative Office, Gateway 103, according to the same deadlines above. For Wenzhou-Kean University, this option is to be declared through the Office of the Registrar GEH D202, according to the same deadlines above. During this period, students may change into the Pass/Fail option from a course initially enrolled in for a regular letter grade or out of the Pass/Fail option and re-register for a regular letter grade.

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 audited courses are not counted in enrollment status when determining financial aid awards. The transcript shows the course with the 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.

Withdrawal from Courses

The results of the midterm examination and/or other grades that would serve as a mid-semester evaluation should be communicated to your students PRIOR to the withdrawal date so that each student is able to make an informed decision about whether 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 through the Office of the Registrar 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).

Incomplete Grade Policy
Grades of Incomplete ("IN," "IC" or "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 Dean to withdraw them 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.

Granting of an Incomplete Grade
As explained above, Incomplete grades should be given only for students who have completed course requirements throughout the semester, who 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 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" or "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 Chairperson/Director 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 Grade
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 Chairperson/Director 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 them 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 the 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 would 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 timeline 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 Chairperson/Director shall check them to ensure 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 Grade

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 Chairperson/Director or Coordinator. The Chairperson/Director or Coordinator will forward the change of grade form to the 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 Chairperson/Director or Coordinator for transmission to the Dean's Office and the Registrar.

3. By the end of the 13th 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 Chairperson/Director 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.

Semester Grade Reporting

Grades for all students must be submitted within 72 hours of your last class meeting. All teaching faculty members are required to submit grades following the University Registrar's instructions. More information regarding grading policies and procedures can be found here. Deadlines for the submission of the grades will be announced via Kean University email.

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.

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 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 Chairperson/Director or Coordinator for approval. After the form has been approved by your Chairperson/Director or Coordinator and the Dean, it will be forwarded to the Registrar's Office for processing.

Grade Grievances

The Grade Grievance Policy is published in the Undergraduate and Graduate College Catalogs. Please refer to the catalogs for the specific policy. The current catalogs are found on the Academic Affairs website under the link "University Catalog".

If a student believes that they have 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 Department Chairperson/Director for consideration.
2. If there is no resolution at the departmental/program level, the Chairperson/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 on 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.

Please see the Undergraduate or Graduate Catalogs for more information about the Grade Grievance policy.

Title IX Statement

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in education programs or activities. Sex discrimination, which includes discrimination based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity and sex-based harassment, will not be tolerated at Kean University. Incidents of sexual discrimination should be reported to the Title IX Coordinator immediately.

Kean University is committed to providing a fair and impartial process for all parties involved. This includes supportive measures, a thorough investigation, and equitable resolutions. For more information about the University's Title IX Policy and the rights and resources available to you, please visit the Title IX webpage or contact the Title IX Coordinator, East Campus, Room 204, (908) 737-5980, titleix@kean.edu. To report concerns pertaining to potential violations of Kean's Title IX Policy, please use the following forms:

For incidents occurring **prior to** August 1, 2024 Title IX Violation Reporting Form (2020).

For incidents occurring **after** August 1, 2024 Title IX Report Form (2024).For more information about the University's Title IX Policy and the rights and resources available to you, please visit the University's Title IX page.

In the event that a student chooses to write or speak about having experienced sexual misconduct, including sexual assault, dating violence, domestic violence, stalking, sexual exploitation or any other form of sexual and/or gender-based harassment, as a mandated reporter, you must notify the Title IX Office. They will contact the student to let them know about support services at Kean and reporting options both on and off campus.

FERPA
Students' right to privacy concerning their academic records is protected by the Family Educational Rights and Privacy Act (FERPA). Information about FERPA can be found at this link.

Americans with Disabilities Act Statement
Students with documented disabilities who are in need of academic accommodation should contact the Office of Accessibility Services. Once students are registered with the Office of Accessibility Services and approved for accommodations, they must present their Letter of Accommodation to their instructors via email or in person at the beginning of each semester or as soon as possible after the beginning of the semester. Students are encouraged to contact their instructors to schedule a confidential meeting to discuss how accommodations can support them in understanding the course learning objectives and fulfilling the course requirements.

SECTION 5: STUDENT SUPPORT SERVICES
Kean University is dedicated to supporting students to succeed in their courses. Note that your syllabus will provide an extensive list of support services available to students. Some of these support areas are described below. Please visit Kean University Student Support Services for more information in any of the areas listed below. Students can also *Submit a Hand Raise* via Navigate360, connecting them with support services and campus resources.

Accessibility Services
Location: Downs Hall 122
Phone: (908) 737-4910
Email: accessibilityservices@kean.edu. Please visit the Office of Accessibility Services website for additional information.

The Office of Accessibility Services (OAS) provides assistance and accommodations for students with documented disabilities. The University adheres to the requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Every effort is made to provide students with an equal opportunity to participate in all aspects of college life. Services provided through the Office of Accessibility Services can include training in the use of assistive technology. Classroom, campus and housing accommodations will be approved for students on a case-by-case basis. Students will need to demonstrate a need for these accommodations through required medical documentation from their healthcare providers. The Office of Accessibility Services strives to support students in developing the necessary skills for becoming independent, responsible and successful learners. The Office of Accessibility Services is located in Downs Hall. For more information call (908) 737-4910 or view the website Office of Accessibility Services.

Reminders to Instructors:

1. Provide only those accommodations listed on the Letter of Accommodation that students will provide you in person or via email. This official letter lists the approved reasonable accommodations you are required to provide.
2. Refer any student who requests accommodations, but doesn't have a Letter of Accommodation, to the Office of Accessibility Services.
3. Discuss the student's accommodations in private away from other students and staff. Please do not ask what the student's disability is or how they are being treated for the disability.
4. Students with disabilities must meet all academic and behavioral standards of the University.
5. When planning your course(s), please ensure that all materials are accessible to all students.
6. OAS can assist professors with providing testing accommodations through our Accommodated Testing Services.
7. Call the Office of Accessibility Services if you have any questions or concerns.

Letters of Accommodation Delivery and Potential Delays

On occasion, students registered with our office may experience delays in providing professors with their Letters of Accommodation. These delays may be due to technical issues within our Accommodate Student Portal where Letters of Accommodation are processed, an increased number of new students our office actively onboards at the beginning of each semester, students registering with our office later in the semester, or other unforeseen factors.

We kindly ask for your understanding and flexibility as these students work to obtain and share their letters with you. Supporting students in this way ensures equitable access to your courses and fosters an inclusive learning environment.

If you have any questions or concerns, or if you need guidance on implementing accommodations, please do not hesitate to contact our office via accessibilityservices@kean.edu or 908-737-4910.

We appreciate your continued support and commitment to students with disabilities and accessibility.

Kean Wellness Center

The Wellness Center is committed to complement the educational mission of the University by removing barriers to learning and promoting optimal health and wellness. The Wellness Center offers high quality, accessible, cost-effective resources to all matriculated students. The Kean Wellness Center provides holistic, integrated health and wellness services for the entire campus community. The Center's interdisciplinary, student-centered and culturally inclusive approach is designed to educate and empower students, faculty and staff to make informed lifestyle choices. 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 office is located in Downs Hall.

Eligibility for Services: The services are available to students free of charge. Students can be seen for short-term consultation and referral. Please visit the website for more information and office hours.

The Kean Wellness Center includes:

Student Health Services
Location: Downs Hall 126
Phone: (908) 737-4880

Email: studenthealthservices@kean.edu

This office is dedicated to enabling students to make informed decisions about health care, empowering students to be self-directed and well-informed consumers of health care by fostering partnerships with our campus community and continuing affiliations with local, state and federal health agencies to enhance the well-being of the campus community.

From illnesses to injuries to immunizations, the office is available for all matriculated students of Kean University. Student Health Services offers both in person and telemedicine appointments. Services that the department covers are primary care, gynecology, STI testing, LGBTQ+ services, physicals, and health absences due to medical reasons. Students can utilize their student health portal to submit secure messages to a healthcare provider. To schedule an appointment, they must first REGISTER for an account on the Student Health Portal.

Pregnant and Parenting Students are encouraged to review important information via this webpage – kean.edu/titleix/pregnant-parenting-students.

For wellness support information, please visit kean.edu/wellness-center.

Please view the University's current health and safety protocols on Health Advisories . The University will follow appropriate state and federal guidelines on contact tracing.

Counseling Center
Location: Downs Hall 127
Phone: (908) 737-4850
Email: counseling@kean.edu

This office 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.

Kean Counseling Center provides a range of mental health services to all registered Kean University students. Our goal is to help students address any personal, social or emotional concerns that may be affecting their functioning and success. We offer individual and group counseling, consultations, referrals, wellness absences and psychiatric assessments and medication management. All information is confidential, and we are available for remote and in-person services. To schedule an appointment, students must first register for an account on the Student Health Portal.

Alcohol and Other Drug Services
Location: Downs Hall 127
Phone: (908) 737-4850
Email: aod@kean.edu

The Office of Alcohol and Other Drug Services is part of the Kean Wellness Center and is available to help students with substance use concerns for themselves and that of family or friends. The Alcohol and Other Drug Services website contains information to help navigate on-campus services and off-campus resources. All services are available to students free of charge either in person or remote. To schedule an appointment, students must first register for an account on the Student Health Portal.

Cougar Pantry
Location: Downs Hall
Email: cougarpantry@kean.edu

Kean University established Cougar Pantry in March 2019 as part of an ongoing effort to address hunger and food insecurity among undergraduate and graduate students within the Kean University campus community. Basic need assistance is the first step in ensuring student success in the classroom and in life. The hope is that food and housing insecurity, technology inequity, lack of basic care goods and clothing insecurity are concerns that students won't have to deal with alone. Overseen by the Kean Community Care Coordinator, Cougar Pantry is available to all matriculated students, and the services of the pantry at no charge. To utilize Cougar Pantry, students can self-schedule appointments on the Student Health Portal or email cougarpantry@kean.edu for more information.

Kean Ocean students may access the OCC Helping Hands Food Pantry – ocean.edu/student-services/helping-hands/.

Financial Aid
Location: Administration Building, 1st Floor
Phone: (908) 737-0400
Email: **finaid@kean.edu**

The Office of Financial Aid administers federal, state, institutional and private programs to assist students in funding their education. Eligible students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) annually, for maximum consideration. Information is available on our website, and students are welcome to speak with a counselor during business hours.

Scholarship Services
Location: Administration Building1st floor
Phone: (908) 737-0400
Email: scholarships@kean.edu
Kean University offers a number of scholarships to help qualified undergraduate and graduate students meet the financial requirements of attending college. All students are also strongly encouraged to complete a Free Application for Federal Student Aid (FAFSA), which will improve their ability to receive needed funding through grants and other types of financial aid. The FAFSA application can be completed electronically by visiting studentaid.gov/h/apply-for-aid/fafsa. Links to Merit, Kean University Foundation, and External scholarships are available on the Office of Scholarship Services website.

Student Accounting
Location: Administration 3rd Floor
Phone: (908) 737-3240
Students who have specific billing questions can email billing@kean.edu. Students who have general student accounting questions such as flex plan, Student ID, refunds, hours of operation should email stuactg@gmail.com. Student Accounting services are available to students at Kean Ocean in OGAT 103.

Cougar Help Center
This is a dedicated phone service that will address student registration, financial aid, scholarship and billing inquiries. For prompt assistance, students can call the Center's dedicated number at (908) 737-

0400. The Cougar Help Center operates six days a week: Monday to Thursday: 9 a.m. - 7 p.m., and Friday and Saturday: 9 a.m. - 5 p.m.

Office for Student Retention & Educational Innovation
Location: Center for Academic Success 123
Phone: (908) 737-0515
Email: retain@kean.edu
We aim to ensure every student has a fulfilling and positive collegiate experience, preparing them for future education or careers. We offer academic support, address obstacles to focus, and provide programs for persistence, retention and timely graduation. Our goal is to enrich student experiences, build community cohesion and foster relationships with peers, faculty and staff. We celebrate student successes and collaborate with campus and external partners to highlight achievements and growth. Our office also provides support resources and programming for First-Gen Kean students. Please see our resource site.

Student Athletes
Kean University's Department of Athletics and Recreation aims to pursue athletic and academic excellence. There are approximately 550 student-athletes on 21 teams. Student-athletes are a unique subpopulation of college students with specific requirements:
Eligibility: As an NCAA Division III Institution, undergraduate student-athletes must complete 12 credits per semester to maintain eligibility to play their sport. Returning student-athletes (those who have been here for more than one semester) need to have a 2.0 GPA or higher. Graduate student-athletes must be enrolled in 9 credits per semester.
Academic Support: GAMER (Graduation, Athletic Matriculation, Enrollment and Retention) seeks to increase retention and graduation rates in the department. A group of Athletics Academic Liaisons are assigned to each team to provide academic support. Athletics Academic Liaisons primarily meet with student-athletes who have a 2.5 GPA or lower throughout the semester to check on their academic performance and refer out to campus resources as needed. You can locate a student-athlete's Athletics Academic Liaison in Navigate360 under their Student Success Team.
Study Hall/Tutoring: The Starting Line is designed to help student-athletes transition into college and maintain academic success with a weekly study hall and/or tutoring requirement. First-year student-athletes must complete 3 hours of study hall or tutoring per week. Student-athletes with a 2.9 GPA or lower must complete 1 hour of study hall or tutoring per week.
Excused Absences for Competitions: Missed class due to competitions should be counted as an excused absence. Student-athletes are required to share a copy of their Missed Class Memo with their professors in advance. A Missed Class Memo includes a full or updated schedule of competitions and reiterates that student-athletes are responsible for any missed coursework. Competitions are also listed on keanathletics.com.

For any questions regarding student-athletes in your class or advising caseload, contact:
Lorin Tredinnick, managing assistant director of student-athlete development
Phone: 908) 737-0638
Email: ltredinn@kean.edu
Office: Harwood Arena, Room 209

Kean University: Advancing Access, Belonging, and Student Success

Office of Belonging and Community Engagement
Location: Center for Academic Success 124A | Email: belonging@kean.edu

Kean University is committed to fostering a campus culture where every member of our community feels valued, respected, and connected. Our efforts prioritize access and a sense of belonging to promote student success and well-being in a safe and supportive environment.

Through collaboration with the Division of Integrated Health and Safety Response Services, Division of Student Success and Retention, and the University Planning Committee (UPC), we coordinate support services that enable students to thrive academically and personally. These initiatives are informed by ongoing feedback and data, such as the Student and Employee Wellbeing Pulse Check, course evaluations and retention trekking to ensure that resources meet the needs of our community.

Commitment to Non-Discrimination

Kean University complies fully with all applicable federal and state laws regarding non-discrimination and equal opportunity. We provide support to students, faculty, and staff from all backgrounds and identities and remain dedicated to fostering an environment free from discrimination or harassment. For information on policies, please visit Human Resources and Affirmative Action webpages.

Faith and Spirituality Accommodations

Kean supports students' rights to reasonable accommodations for religious observances and spiritual practices. Students are encouraged to communicate with instructors in advance to arrange alternative assignments or activities as needed. The university also provides a Religious Plural Prayer and Meditation Room in Townsend 116E, open during business hours for quiet reflection and prayer.

Wellbeing and Basic Needs Support

Kean offers comprehensive services, including mental health counseling, physical health resources, and support programs through:

- Wellness Center – Counseling, Health Services, Accessibility Services
- Cougar Connection Center for Social Work – Textbook Support, Mental Health Services, Cougar Pantry, Housing Assistance, and Financial Support
- Psychological First Aid Responder Program – Trauma support network across campus to support students in crisis
- Kean University Behavior Intervention Team (KUBIT) – A cross-functional team of professionals dedicated to identifying and addressing student behaviors that may pose risks to individual well-being or the campus community, offering timely support and coordinating a measured university response.

Academic Success and Leadership Development

Programs designed to promote academic achievement and leadership include:

- Bridge to Success, EOF, McNair Scholars, Supera, and First-Generation Services
- Center for Academic Persistence and Success (CAPS) and Career Services
- Center for Leadership and Service – Student engagement opportunities

- Common Read Program – Campus-wide dialogues through shared reading experiences

Cultural Awareness and Human Rights

Kean supports intercultural learning and advocacy through:

- Center for Africana Studies
- Holocaust Education and Resource Center
- Human Rights Institute

Accessibility and Specialized Services

- Office of Accessibility Services – Support for students with disabilities
- Center for Veteran Student Services – Assistance for veterans and dependents

Kean University Behavioral Intervention Team (KUBIT)

Kean University's Behavioral Intervention Team's mission is to maintain a safe, supportive and healthy community for all Kean University students, faculty and staff. Caring about others across the spectrum of risk related to academics, safety, basic needs, life stressors and mental health helps everyone climb higher to achieve their educational and career goals at Kean.

KUBIT is a multidisciplinary team that provides caring support and collaboration through evidence-based risk assessment and interventions for any member of the Kean University community who may be exhibiting disruptive, distressed, changed, at-risk and/or concerning behaviors.

KUBIT serves six major functions for the University:
1. Provides consultation, education and support to faculty, staff and administration in assisting students who display concerning, at-risk, disruptive, distressed or changed behaviors
2. Gathers information to assess situations and behaviors involving referred students
3. Recommends appropriate intervention strategies
4. Connects students with needed campus and community resources
5. Monitors the ongoing behavior of students who have concerning, at-risk, disruptive, distressed or changed behaviors
6. Identifies emerging behavioral and wellness trends within the student population

KUBIT is not responsible for emergencies. In case of an emergency or if the concerned behavior poses an immediate threat to the student, community or others, please contact University Police at (908) 737-4800 (Union) and (732) 255-0451 (Ocean) or Dial 911.

For more information about KUBIT Cares, please visit the website or email KUBIT@kean.edu.

Cougar Connections Center of Social Work

Cougar Connections Center of Social Work (CCCSW) offers supportive services designed to enhance and improve student well-being, daily life and overall collegiate experience by providing campus and community services that assist and support students on their path to graduation.

Our goal is to provide a holistic multifaceted approach to social work support services including but not limited to the following basic needs: Food, Shelter, and Clothing Resources; Emergency Financial Services; Case Management Support; Advocacy; Life Skills Development; Safe Space Support; Family Resources; and Career Enhancement. The Cougar Connections website includes links to both on and off campus resources as well as helplines. Referrals may be made directly through the website. Make a referral here: keanu.formstack.com/forms/cougarconnections.
Location: CAS 225-228
Phone: (908) 737-0530
Email: cougarconnections@kean.edu

Career Services
The Office of Career Services is committed to empowering, preparing and positioning Kean University students and alumni to identify and achieve their career goals by being career ready. We offer a variety of services to students of all majors from freshman year through graduation and beyond. We provide high-quality internships for academic credit or co-curricular credit so students can learn in the field and gain valuable hands-on experience. Career Advisers offer classroom presentations, provide resume critiques and mock interviews, help students expand networks on LinkedIn, and bring employers to recruit on campus.

At Career Services, students are immediately assigned to one of our Career Advisors, with whom they can discuss internship opportunities, receive resume or interview assistance, and obtain general employment advice. Additionally, students can use the Focus2Career tool to navigate the workforce and identify suitable career paths. They also have access to both Handshake and the College Central Network, platforms that provide direct access to available jobs and internships tailored to their needs and interests. Students can learn more about beginning their Cougar Career Journey here: kean.edu/career-services.

Experiential Learning: Through internships, depending on their degree program, Kean students can earn either academic credit or non-credit co-curricular transcription recognition. Students need to register internships through the Office of Career Services jobs portal.

All of our services and presentations are offered virtually and in person. Career Services offers Kean's Online Employment & Internship Portal (collegecentral.com/kean/) that can be accessed by Kean students, alumni and employers. Career Services is Located in CAS 201 and can be reached at career@kean.edu or (908) 737-0320.

Center for International Studies
At Kean University, we provide a world-class education that prepares students to engage and compete in an interconnected world. The Center for International Studies (CIS) supports the journey of students seeking to study abroad, welcomes and provides services to international students and scholars studying on F-1 and J-1 Visas, and manages a vibrant exchange with our campus in China, Wenzhou-Kean University. We offer semester-long study abroad experiences as well as short-term, faculty-led trips abroad (Travelearns) for academic credit. International students on F and J Visas at Kean are supported by staff that are trained on visa regulations, student employment authorization, and course registration requirements. CIS staff offer a Study Abroad Fair to promote education abroad programs as well as student-focused workshops in the fall and spring semesters.

The Center for International Studies is located in CAS 201 and can be reached at cis@kean.edu or (908) 737-0350.

Kean University students interested in studying abroad have a variety of options. Students can participate in a Travelearn, which is a short-term, faculty-led study abroad program that typically takes place during Spring Break or in the Summer. Additionally, students can study in China for a full semester at Wenzhou-Kean University for the same price as studying at Kean USA. Lastly, there are opportunities to participate in a semester-long or summer program with one of our pre-approved third party study abroad providers. All interested students are encouraged to visit th Center for International Studies in CAS201 or contact us via email at keanabroad@kean.edu to learn more and get a study abroad journey started.

The Office of Research and Sponsored Programs
ORSP aspires to be the catalyst and central resource to increase, strengthen and maintain the research enterprise at Kean University. Our staff (pre-award, post-award, research compliance, and student research) support the research and related activities of the Kean University community through professional expertise, excellence in service and comprehensive guidance. We provide support with an emphasis on fostering an environment of innovation and discovery. In addition, we strive to maintain an investigator-focused infrastructure; facilitate and diversify investigators' avenues for funding; and streamline research processes. The Institutional Review Board (IRB), internal research funding opportunities, human subjects and biosafety training, are also managed by ORSP. For more information and resources, please visit the ORSP website.

Nancy Thompson Learning Commons (NTLC)
The Nancy Thompson Learning Commons serves as the gateway to Kean University's library resources and services and is your one-stop shop for success in research, scholarship and creative endeavors. The Learning Commons supports students, faculty and staff with a wealth of resources and expert guidance.

Library Services
Email: library@kean.edu
Location: L109 - Nancy Thompson Learning Commons

- **Extensive Collections:** Explore our vast collection of digital and print library materials, including Open Educational Resources (OERs), carefully curated to meet your academic needs at all levels.
- **Expert Research Assistance:** The librarians can support you in locating journal articles, books, or other resources you need for your research.
- Please encourage students to schedule research appointments with a librarian through links provided on the Research Support and Ask Us pages.

Learning Support Services
Email: learningcommons@kean.edu
Location: L108- Nancy Thompson Learning Commons

LSS offers a comprehensive suite of academic support services designed to empower students throughout their academic journey. Our team is here to help students excel in their courses, develop essential skills, and build confidence as a learner.

- Subject Tutoring
- Academic Coaching
- Public Speaking Skills
- Supplemental Instruction (SI Sessions)
- Embedded Tutoring
- Writing Support
- Asynchronous Graduate Writing Support

To book an appointment for any of our services, let students know to go to tutoring.kean.edu.

The Writing Center
Email: learningcommons@kean.edu
Location: L-107, Nancy Thompson Learning Commons
Located on the first floor of the Nancy Thompson Learning Commons, the Writing Center offers expert peer writing tutors to guide students at every stage of the writing process for both graduate and undergraduate students. Additionally, TWC offers ongoing series of academic and creative writing workshops on the basics of the writing process, citations, writing for publication. Registration for all workshops a on the Nancy Thompson Learning Commons website.

The Writing Center is home to *The Kean Review* interdisciplinary student research journal. The Call for Papers goes out in July and in January and all manuscripts are submitted to the submission portal on the Nancy Thompson Learning Commons website.

Math Support Services
Email: math@kean.edu
The Green Lane Math Center, located in GLAB 308, offers tutoring services to all students in math courses at the 1000-4000 level. In addition, math faculty offer retention and student success services to math majors, such as Praxis High School Mathematics review sessions, actuarial science exam preparation, graduate school application guidance, mentoring and career advisement.

CONCLUSION
We welcome your comments regarding this document and encourage you to suggest topics that may be improved and/or added. Please contact fachub@kean.edu with feedback. This document will be revised before the start of the fall and spring semesters each year.

Updated 08-18-25 for Fall 2025