

Kean University
Nathan Weiss Graduate College
Graduate Student Handbook

Academic Year 2014 - 2015

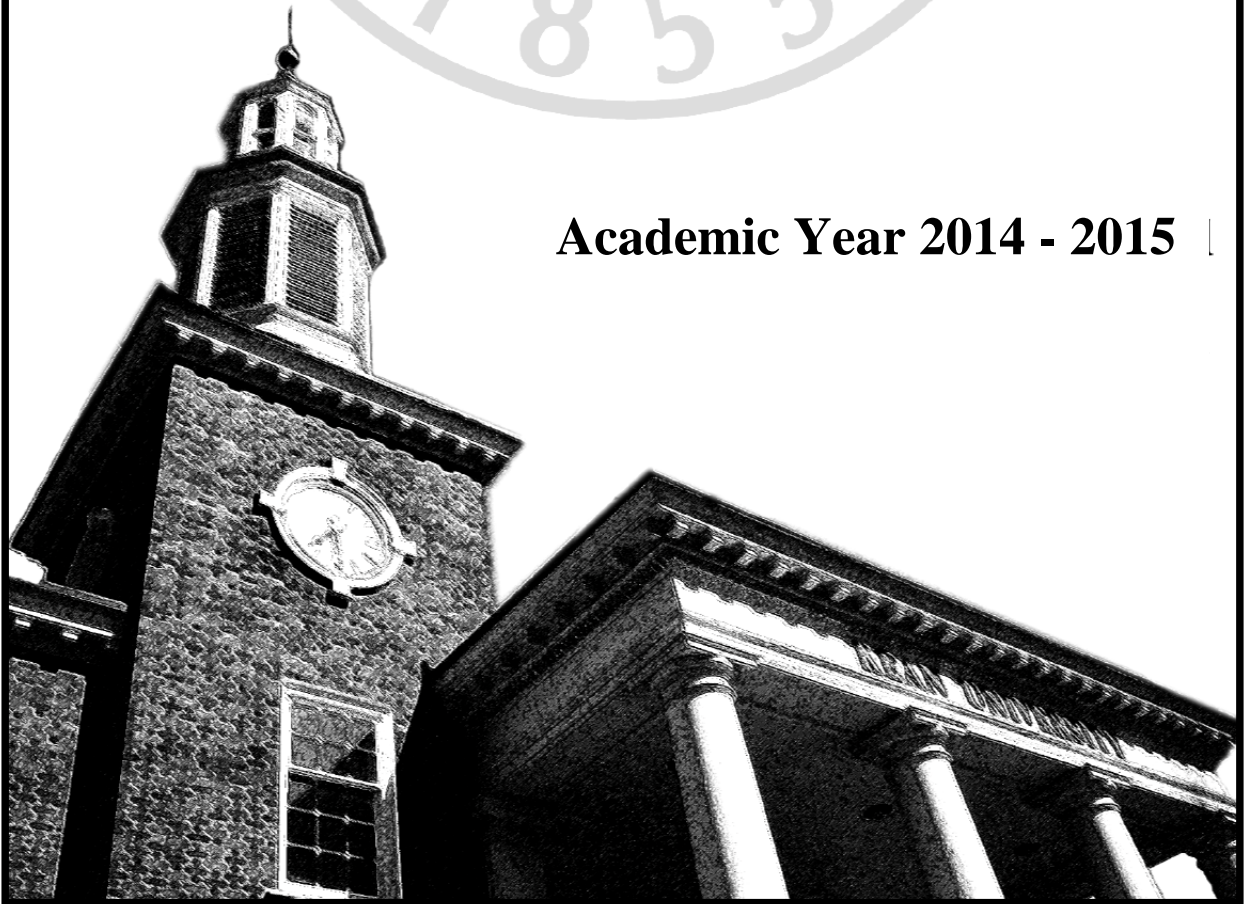


Table of Contents

Kean University Mission Statement	3
Nathan Weiss Graduate College Mission Statement	3
Academic Calendar	4-5
Graduate College Directory	6
Graduate Coordinators Directories	
Nathan Weiss Graduate College	7-8
College of Business and Public Management	8
College of Education	9
College of Humanities and Social Sciences	9-10
College of Natural, Applied and Health Sciences	10
New Jersey Center for Science, Technology and Mathematics (STEM)	10
School of Visual and Performing Arts	10
Officers of the University	11
University Website	12
Kean University Email	12
University Closings	12
University Building Locations	13
Admissions Conditions	13
Advisement	13
KeanWISE	13
Office of Graduate Student Services	14
Office of Graduate Admissions	14
Bookstore	14
Campus Police	15
Career Development and Advancement	15
Center for Academic Success	15
Child Care Center	16
Computer and Information Services	16
Counseling Center	16
Dining Services	16
Graduate Assistantships	16
Health Services	17
Library	17
Parking	18
Office of the Registrar	18
Office of Research and Sponsored Programs	18
Office of Residence Life	18
Financial Services	18
Student ID Cards	19
Tuition and Fees	19
Academic Policies and Procedures	20

Kean University **Mission Statement**

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

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

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

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

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

Nathan Weiss Graduate College **Mission Statement**

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

Academic Calendar

Fall 2014 Semester

(September 2, 2014 – December 22, 2014)

September 2	Classes begin
September 8	Last day to withdraw with 100% refund
September 15	Last day to withdraw with 75% refund
September 22	Last day to withdraw with 50% refund
October 3	Last day to file application for the November 2014 Comprehensive Examinations
September 30	Deadline to submit required immunization records or waive health insurance
October 1	Last day to file application for spring 2015 Field Study in Educational Administration
October 3	Last day to file for January 2015 graduation and/or certification
October 13	Columbus Day - State Holiday, University Closed
October 23	Last day for students to file a change of grade petition for courses taken in the preceding spring and/or summer terms
October 29	Last day to withdraw from a course with a "W" grade (0% refund)
November 7	Speech Language Pathology Comprehensive Examination
November 1	Graduate Comprehensive Examinations
November 4	Election Day – State Holiday, Classes Held
November 13	Last day to make up "Incomplete" grades from preceding spring and/or summer semesters
November 27- November 30	Thanksgiving Recess
December 22	Term Ends

January 20	Dr. Martin Luther King, Jr. Day – University Closed
January 21	Classes begin
January 20	Mid-year graduation date (Commencement in May)
January 24	Last day to withdraw with 100% refund
January 31	Last day to withdraw with 75% refund
February 6	Last day to file for May 2015 graduation and/or certification
February 6	Last day to file for March Comprehensive Examinations
February 1	Last day to file application for summer 2015 Field Study in Education Administration
February 7	Last day to withdraw with 50% refund
February 16	Presidents Day - State Holiday, University closed
March 7	Graduate Comprehensive Examinations
March 6	Last day to file for August 2015 graduation and/or certification
March 6	Speech Language Pathology Comprehensive Examination
March 18	Last day to file a petition for a change of grade for course taken in the preceding fall semester.
March 25	Last day to withdraw with a “W” grade
March 16-22	Spring Recess
March 23	Classes Resume
April 3	Good Friday – State Holiday, University Closed
April 15	Last day to file application for fall 2015 Field Study in Education Administration
May 18	Classes End
May 19	Graduate Commencement

Nathan Weiss Graduate College Directory

The Nathan Weiss Graduate College currently consists of the following departments:

Office of the Dean

East Campus, Room 211

Dean	Dr. Jeffrey Beck	(908) 737-5900	jbeck@kean.edu
Director of Graduate Admissions and Student Services	Chad K. Austein	(908) 737-5904	caustein@kean.edu
Administrative Assistant	Angela Ortiz	(908) 737-5900	aortiz@kean.edu
Graduate Assistantship Coordinator	Dallas Everett	(908) 737-5906	deverett@kean.edu

Office of Graduate Admissions

East Campus, Room 213
grad-adm@kean.edu
grad.kean.edu

Assistant Director	Ann-Marie Kay	(908) 737-5922	akay@kean.edu
Admissions Counselor	Reenat Hasan	(908) 737-5923	hasanr@kean.edu
Admissions Counselor	Steven Koch	(908) 737-5924	skoch@kean.edu
Administrative Assistant	Sharon Tisdale	(908) 737-4723	stisdale@kean.edu
Administrative Assistant	Brenda Petrane	(908) 737-4723	bpetrane@kean.edu

Office of Graduate Student Services

East Campus, Room 218A
gradstu@kean.edu
grad.kean.edu

Assistant Director	Robyn Roebuck	(908) 737-5912	rroebuck@kean.edu
Coordinator	Tammi Pitt	(908) 737-5913	tapitt@kean.edu
Administrative Assistant	Genevieve Joshua	(908) 737-5910	joshuag@kean.edu

Graduate Coordinator Directory

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

Nathan Weiss Graduate College

Certification in Substance Awareness Coordinator	Dr. J. Barry Mascari	jmascari@kean.edu	3863	HH 310
Counseling - Alcohol and Drug Abuse Counseling (M.A.)	Dr. J. Barry Mascari	jmascari@kean.edu	3863	HH 310
Counseling – Clinical Mental Health Counseling (M.A.)	Dr. J. Barry Mascari	jmascari@kean.edu	3863	HH 310
Counseling – School Counseling (M.A.)	Dr. J. Barry Mascari	jmascari@kean.edu	3863	HH 310
Counseling – School Counseling and LPC Qualification (M.A.)	Dr. J. Barry Mascari	jmascari@kean.edu	3863	HH 310
Doctor of Education (Ed.D.) in Urban Leadership	Dr. Kathleen Callahan	kcallaha@kean.edu	5978	EC 205F
Doctor of Psychology (Psy.D.) Combined Program in School and Clinical Psychology	Dr. Jennifer Block-Lerner	jlerner@kean.edu	5864	EC 125
Doctor of Philosophy (Ph.D.) in Nursing Educational Leadership	Dr. Virginia Fitzsimons	vfitzsim@kean.edu	(609) 361-8852	OCC-LIB-10
Educational Administration – School Business Administrator (M.A.)	Dr. Leila Sadeghi	lsadeghi@kean.edu	5977	EC 205I
Educational Administration – Supervisor and Principal (M.A.)	Dr. Leila Sadeghi	lsadeghi@kean.edu	5977	EC 205I
Educational Administration – Supervisor, Principal, and School Business Administrator (M.A.)	Dr. Leila Sadeghi	lsadeghi@kean.edu	5977	EC 205I
Occupational Therapy (M.S.)	Dr. Laurie Knis	lknis@kean.edu	3380	EC 226B
Post-Master’s Certification – Director of School Counseling	Dr. J. Barry Mascari	jmascari@kean.edu	3863	HH 310
Post-Master’s Certification - Principal	Dr. Leila Sadeghi	lsadeghi@kean.edu	5977	EC 205I
Post-Master’s Certification – School Business Administrator	Dr. Leila Sadeghi	lsadeghi@kean.edu	5977	EC 205I
Post-Master’s Certification - Supervisor	Dr. Leila Sadeghi	lsadeghi@kean.edu	5977	EC 205I
Post-Master’s Certification – Supervisor, Principal & School	Dr. Leila Sadeghi	lsadeghi@kean.edu	5977	EC 205I

Business Administrator				
Post-Master's Non-Degree – Licensed Professional Counselor	Dr. J. Barry Mascari	jmascari@kean.edu	3863	HH 310
School Psychology (Professional Diploma)	Dr. Adrienne Garro	agarro@kean.edu	5876	EC 125
Social Work (M.S.W.)	Dr. Josephine Norward	jnorward@kean.edu	4033	J 304D
Social Work – Extended (M.S.W.)	Dr. Josephine Norward	jnorward@kean.edu	4033	J 304D

College of Business and Public Management

Accounting (M.S.)	Dr. Veysel Yucetepe	vyucetep@kean.edu	4762	GL 226
Business Administration – Executive Management (M.B.A.)	Dr. Veysel Yucetepe	vyucetep@kean.edu	4762	GL 226
Business Administration – Global Management (M.B.A.)	Dr. Veysel Yucetepe	vyucetep@kean.edu	5986	EC 306
Criminal Justice (M.A.)	Dr. Pat McManimon	pmcmanim@kean.edu	4309	W 305E
Public Administration (M.P.A.)	Dr. Patricia Moore	pmoore@kean.edu	4314	W 311
Public Administration – Health Services Administration (M.P.A.)	Dr. Patricia Moore	pmoore@kean.edu	4314	W 311
Public Administration – Nonprofit Management (M.P.A.)	Dr. Patricia Moore	pmoore@kean.edu	4314	W 311

College of Education

Certification in Bilingual Education	Dr. Gail Verdi	gverdi@kean.edu	3908	J330G
Certification in Early Childhood Education – P-3	Dr. Polly Ashelman	pashelma@kean.edu	3785	HH 414
Certification in Teacher of Reading	Dr. Diane Tracey	dtracey@kean.edu	3944	J 205
Certification in Teacher of Students with Disabilities	Dr. Beverly Kling	bkling@kean.edu	3845	HH 312
Certification in Teaching English as a Second Language	Dr. Michael Searson	msearson@kean.edu	7147	J 305D
Early Childhood Education – Administration in Early Childhood and Family Studies (M.A.)	Dr. Polly Ashelman	pashelma@kean.edu	3785	HH 414
Early Childhood Education – Advanced Curriculum and Teaching (M.A.)	Dr. Polly Ashelman	pashelma@kean.edu	3785	HH 414

Early Childhood Education – Classroom Instruction P-3 (M.A.)	Dr. Polly Ashelman	pashelma@kean.edu	3785	HH 414
Early Childhood Education – Education for Family Living (M.A.)	Dr. Polly Ashelman	pashelma@kean.edu	3785	HH 414
Exercise Science (M.A.)	Dr. Walter Andzel	wandzel@kean.edu	0662	D 216
Instruction and Curriculum – Bilingual/Bicultural Education (M.A.)	Dr. Gail Verdi	gverdi@kean.edu	3908	J 330G
Instruction and Curriculum – Teaching English as a Second Language (M.A.)	Dr. Michael Searson	msearson@kean.edu	7147	J 305D
Non- Degree Alternate Route ESL	Dr. Michael Searson	msearson@kean.edu	7147	J 305D
Non- Degree Alternate Route P-3	Prof. Melissa Tomich	tomichm@kean.edu	3757	HH 447
Non- Degree Alternate Route EMSE	Prof. Melissa Tomich	tomichm@kean.edu	3757	HH 447
Post-Master’s Certification-Learning Disabilities Teacher Consultant	Dr. Marie Segal	msegal@kean.edu	3849	HH 316
Post-Master’s Certification-Reading Specialization	Dr. Diane Tracey	dtracey@kean.edu	3944	J 205
Reading Specialization – Reading Specialist (M.A.)	Dr. Diane Tracey	dtracey@kean.edu	3944	J 205
Special Education – Autism and Developmental Disabilities (M.A.)	Dr. Beverly Kling	bkling@kean.edu	3845	HH 312
Special Education – High Incidence Disabilities (M.A.)	Dr. Beverly Kling	bkling@kean.edu	3845	HH 312
Speech Language Pathology (M.A.)	Dr. Barbara Glazewski	bglazews@kean.edu	5807	EC 106C
Speech-Language Pathology Pre-Professional Program (Non-degree)	Dr. Christina Luna	cluna@kean.edu	5820	EC 104L

College of Humanities and Social Sciences

Communication Studies (M.A.)	Dr. Wenli Yuan	w yuan@kean.edu	0471	CAS 426
English and Writing Studies (M.A.)	Dr. Sally Chandler	schandle@kean.edu	0380	CAS 324
Holocaust and Genocide Studies (M.A.)	Dr. Catherine Nicholson	cnicholas@kean.edu	0259	T 117H
Marriage and Family Therapy (Professional Diploma)	Dr. Muriel Singer	msinger@kean.edu	5886	EC 232B
Post Bac Certificate in Conflict	Dr. Wenli Yuan	w yuan@kean.edu	0471	CAS 426

Resolution and Communications				
Post Bac Certificate in Leadership and Communications	Dr. Wenli Yuan	wuyan@kean.edu	0471	CAS 426
Post Bac Certificate in Public Relations and Journalism	Dr. Wenli Yuan	wuyan@kean.edu	0471	CAS 426
Post Bac Certificate in Public Speaking and Presentation Training	Dr. Wenli Yuan	wuyan@kean.edu	0471	CAS 426
Post Bac Certificate in Teaching Holocaust and Prejudice Reduction	Ms. Stacy Schiller	schilles@kean.edu	4633	L 206B
Psychology – Human Behavior and Organizational Psychology (M.A.)	Professor Linda Symanski	lsymansk@kean.edu	5870	EC 232B
Psychology – Psychological Services (M.A.)	Dr. Muriel Singer	msinger@kean.edu	5886	EC 232B
Sociology and Social Justice (M.A.)	Dr. Julia Nevarez	jnevarez@kean.edu	4058	J103K

College of Natural, Applied, and Health Sciences

Certification in School Nursing	Dr. Virginia Fitzsimons	vfitzsim@kean.edu	(609) 361-8852	OCC-LIB 10
Computer Information Systems (M.S.)	Dr. Jing-Chiou Liou	jliou@kean.edu	3803	HH 202
Nursing – Clinical Management (M.S.N.)	Dr. Virginia Fitzsimons	vfitzsim@kean.edu	(609) 361-8852	OCC-LIB 10
Nursing – Community Health Nursing (M.S.N.)	Dr. Virginia Fitzsimons	vfitzsim@kean.edu	(609) 361-8852	OCC-LIB 10
Nursing – School Nurse (M.S.N.)	Dr. Virginia Fitzsimons	vfitzsim@kean.edu	(609) 361-8852	OCC-LIB 10

New Jersey Center for Science, Technology and Mathematics

Biotechnology (M.S.)	Dr. Dilrukshi Ramanathan	ramanatd@kean.edu	3426	STEM 518D
-----------------------------	--------------------------	----------------------------------------------------------	------	-----------

College of Visual and Performing Arts

Fine Arts Education – Initial Certification (M.A.)	Dr. Joseph Amorino	jamorino@kean.edu	4403	VE 430
Fine Arts Education – Studio (M.A.)	Dr. Joseph Amorino	jamorino@kean.edu	4403	VE 430
Fine Arts Education – Supervision (M.A.)	Dr. Joseph Amorino	jamorino@kean.edu	4403	VE 430

Officers of the University

President	Dr. Dawood Farahi
Executive Vice President of Operations	Mr. Philip Connelly
Provost and Vice President of Academic Affairs	Dr. Jeffrey Toney
Associate Vice President of Institutional Advancement	Ms. Carla Willis
Vice President of Student Affairs	Ms. Janice Murray-Laury
Associate Vice President of Academic Affairs	Dr. Sophie Howlett
Dean, Nathan Weiss Graduate College	Dr. Jeffrey Beck
Dean, College of Business and Public Management	Dr. Michael Cooper
Dean, College of Education	Dr. Susan Polirstok
Acting Dean, College of Humanities and Social Sciences	Dr. Suzanne Bousquet
Dean, College of Natural, Applied and Health Sciences	Dr. George Chang
Dean, School of Visual and Performing Arts	Dr. George Arasimowicz
Assistant Vice President of Operations	Ms. Phyllis Duke
Associate Vice President/ Chief University Counsel	Ms. Geri Benedetto
Acting Associate Vice President, Kean Ocean	Dr. Stephen Kubow
Assistant Vice President of Academic Affairs	Ms. Joy Moskovitz
Executive Assistant to the Board of Trustees	Ms. Audrey Kelly

University Website

www.kean.edu

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

Nathan Weiss Graduate College Website

grad.kean.edu

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

Kean University Email

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

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

- Go to the Kean homepage – www.kean.edu
- Click on email and enter your User Name and Password
- Click on *options*, go to *settings*, click on *mail forwarding*
- Put your personal email address in the box and save

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

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

University Closings

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

Closings will also be broadcasted on the following stations:

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

In addition, notice of closing will also be posted on the Kean Website, www.kean.edu, time permitting.

University Building Locations

The University uses the following abbreviations to identify the building locations around the campus:

A	Administration Building	CSW	Campus School West	L	Nancy Thompson Library
AE	Burch Hall	D	D'Angola Gymnasium	M	Maintenance
AN	Bartlett Hall	DN	Downs Hall	PA	Wilkins Theater
AS	Rogers Hall	DO	Dougall Hall	STEM	NJ Center for Science, Technology and Mathematics
AW	Sozio Hall	EC	East Campus	T	Townsend Hall
B	Bruce Hall	FRH	Freshman Residence Hall	TEC	Technology Building
C	Science Building	G	Green House	TH	Townley House
CAS	Center for Academic Success	GL	Green Lane Building	UC	University Center
CSE	Campus School East	HH	Hennings Hall	URH	Upperclassmen Residence Hall
CSI	Child Study Institute	HW	Harwood Arena	VE	Vaughn Eames
CSN	Campus School North	J	Hutchinson Hall	W	Willis Hall
CSS	Campus School South	K	Kean Building	WH	Whiteman Hall

Admissions Conditions

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

Advisement

In most cases, your Program Coordinator is your advisor. In some programs, there may be additional graduate faculty advisors to assist the coordinator. The names and telephone numbers of coordinators are listed on pages 7-10 in this handbook.

KeanWISE

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

Office of Graduate Student Services
grad.kean.edu

East Campus, Room 218A
908-737-5910
gradstu@kean.edu

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

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

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

Office of Graduate Admissions
grad.kean.edu

East Campus, Room 213
908-737-4723
grad-adm@kean.edu

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

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

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

Kean University Bookstore
<http://www.kean.edu/KU/Bookstore>

Green Lane Building
908-737-5230

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

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

Campus Police

<http://www.kean.edu/KU/Campus-Police>

**Downs Hall
908-737-4800**

The University maintains its own police department, providing patrol and response 24 hours a day, seven days a week. Members of the University community are encouraged to report all crimes - actual, attempted or suspected - as well as any other emergency situations. Blue Light telephones have been strategically placed at 13 outdoor locations throughout the campus for use them in non-emergency and emergency situations. For non-emergencies, use the key pad to dial five-digit on-campus telephone numbers. For emergencies, push the red button. The police non-emergency number is 74800. Free on-campus telephones are located in the lobbies and corridors of most campus buildings.

Career Development and Advancement

<http://www.kean.edu/KU/Career-Development-Advancement>

**CAS Building, Room 123
908-737-0320
career@kean.edu**

Career Development and Advancement at the Center for Academic Success assists students in preparing to compete in today's challenging and exciting job market. The Center maintains information on the latest career resources, techniques and strategies designed to match the needs of our diverse student population with the demand for personnel in both the public and private sector. Their services are personalized and empower students at each stage of their career development.

Services available include: how to choose a major, resume writing, interview preparation and job search skills.

Center for Academic Success

<http://www.kean.edu/~cas/>

**CAS Building
908-737-0300
cas@kean.edu**

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

CAS and its programmatic offerings are designed to help Kean University realize its mission of educational access and excellence for its students. The primary goal of the center is to address the academic and informational needs of Kean University's students, regardless of their level of academic preparation.

The Center also has the goal of improving the quality, consistency and availability of academic support services to students. Through these efforts, CAS will seek to improve the retention and persistence to graduation rates for the University.

Child Care Center

<http://www.kean.edu/KU/Child-Care-Center>

Campus School North

908-737-5300

kuccc@kean.edu

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

Along with certified teachers, the center is staffed by a number of graduate assistants and student workers. Most are education majors who are studying to be early childhood and elementary teachers.

Computer and Information Services

<http://www.kean.edu/KU/Computer-and-Information-Services>

Technology Building, Room 122

908-737-6000

support@kean.edu

Computers and information technology are a vital part of Kean University. The Office of Computer & Information Systems (OCIS) maintains and administers university computer systems. Kean is committed to offering students, faculty and staff access to the software and services they need to facilitate academic achievement and professional growth.

Counseling Center

<http://www.kean.edu/KU/Counseling-Center-Home>

Downs Hall, Room 127

908-737-4850

counseling@kean.edu

The Kean Counseling Center is designed to assist students in all areas of psychological counseling. The center provides in-depth, individually tailored psychotherapy services and programs to address mental health issues which can impinge on academic performance.

Dining Services

<http://www.gourmetdiningllc.com/campus/kean/index.php>

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

Graduate Assistantships

<http://grad.kean.edu/graduate-assistantship>

East Campus, Room 211C

908-737-5906

Looking for assistance to help defray your tuition and fees? Consider applying for our Graduate Assistantship program, which provides the full waiver of tuition and fees and a stipend. To be eligible,

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

Health Services

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

**Downs Hall, Room 126
908-737-4880**

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

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

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

In addition, NJ State Law requires all university students born after December 31, 1956 to provide proof of immunization against measles, mumps and rubella. For questions regarding this and other health related issues, contact the office at 908-737-4880. Students who do not provide this information to Health Services will have a restriction put on their record and will be unable to enroll for courses until the information is provided.

Nancy Thompson Library

<http://www.kean.edu/KU/Library>

908-737-4618

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

Parking

<http://www.kean.edu/KU/Parking>

**Administration Building, 3rd Floor
908-737-3240
parking@kean.edu**

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

Office of the Registrar

<http://www.kean.edu/KU/Office-of-the-Registrar>

Administration Building, 1st Floor
908-737-3290
regme@kean.edu

The Office of the Registrar provides many services to students, faculty, staff, and visitors, some of which include: academic record maintenance, registration, course scheduling, transcript processing, grade collection and recalculation, undergraduate graduation evaluation, name, address, and residency status changes, and enrollment verification.

Office of Research and Sponsored Programs

<http://orsp.kean.edu>

Townsend, Room 130
908-737-3461

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

Office of Residence Student Services

Whiteman Hall

<http://www.kean.edu/~reslife>

908-737-6800
reslife@kean.edu

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

Student Financial Services

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

Student Accounting

<http://www.kean.edu/KU/Student-Accounting>

Administration Building, 3rd Floor
908-737-3240
stuactg@kean.edu

Financial Aid

<http://www.kean.edu/KU/Financial-Aid>

Administration Building, 1st Floor
908-737-3190
finaid@kean.edu

Office of Scholarship Services

<http://www.kean.edu/KU/Scholarships>

Townsend Hall, Room 122
908-737-3480
kuscholar@kean.edu

Student ID Cards

<http://www.kean.edu/KU/Kean-ID-Cards>

Administration Building, 3rd Floor
908-737-3258

Student identification cards are issued to all active Kean students. The ID card is used for the following; Official University ID, Library card, access into computer labs, gym and dorms, University events and theater as well as meal and flex plans if applicable. There is no charge for the first ID card, however, there is a \$15 charge to replace a lost or damaged card.

Tuition and Fees

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

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

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

Academic Policies and Procedures

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

The Graduate Catalog, available on the Kean website, contains all the essential University policies. Many individual programs provide a Student Handbook which covers not only general academic policy but also policy specific to the department housing your program.

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

- Academic Integrity Policy
- Advanced Seminar
- Change of name or address
- Change of program
- Comprehensive Examinations
- Course Load
- Course Substitutions
- Dismissal and Probation
- Field Studies
- Grading system
- Grade Grievance
- Graduation and/or Certification procedures
- Graduation With Distinction
- Independent Study (ID 5700/01)
- Leave of Absence
- Thesis Option (ID 5800)
- Time limit for completion of programs
- Transfer of credit
- Tuition and fees
- Withdrawal from courses
- Withdrawal from a program