CHSS Faculty Orientation Resource Guide

2017-2018
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The Button Controlled Instructor Station

University Information Technology Services

Training, Outreach, Learning Technologies, & Video Production
Preferred Student Name Available in D2L:

Beginning Spring semester 2017, the existing Preferred Name field in Banner will populate in D2L BrightSpace. With the growing diversity of our campus, many students use names other than their given name for a variety of personal or cultural reasons. To better serve our students, we have extended the use of preferred first name to D2L.

Important Considerations:

- The Preferred Name field only applies to First Name
- The Preferred First Name is already added to the Class Roster and Student Advising Guide.
- The Preferred First Name will REPLACE the Legal First Name in the D2L learning management system.
- Student’s legal name will remain unchanged in all other university related systems.
- All Preferred First name requests will be reviewed by the Registrar’s Office prior to processing.
- Preferred names will not be used in cases where legal name is required, including but not limited to, financial aid documents, official transcripts, diplomas, payroll records, and federal immigration documents.

Students may update their preferred first name at any time by completing the Preferred Name Change Form on the Registrar’s Website - http://registrar.kennesaw.edu/preferred_name.php

Timeline and Relevant Dates:

To be eligible for use in Spring 2017, students must submit the form by Thursday, January 12th at 5:00pm.

Forms will be processed by the Registrar’s office. First name updates will continue in D2L through late registration and drop/add. Once the drop/add period ends, no additional updates to the preferred name field will be processed.

Faculty may rely on a stable class roster as of January 19th, 2017.

Students are welcome to complete the change form after January 12th, however updates will be suspended until the start of the next semester.

We recognize that as the use of a preferred first name becomes part of our standard practice, there may be some concern about name alignment when entering final grades. To ensure the commonality between D2L and the faculty grades portal, student’s NetID has been added as a field on the grade entry form. The last name remains unchanged.
Best Practices for Faculty/Student Communication

As faculty members in the 21st century, we are faced with a multitude of options for communicating with our students. To assist you with navigating these various media, please find below some best practices to guide you.

1) Never assume that any written or recorded form of communication may be considered private and confidential. Georgia is an open records state. (This includes e-mails, letters, texts, social media posts, interviews, recorded conversations, etc.).

2) Assume a very public audience for any written documents or recorded interviews. If you have an opinion or idea that you would not want to share in public, do not offer it in writing or in a recorded interview.

3) Use official KSU e-mail addresses to communicate with students. If a student sends an e-mail from another address, please respond, indicating that the student should use his/her official KSU e-mail address to communicate with you. Remember, this is the only way you can ensure that you are communicating directly with the student, following FERPA regulations.

4) Remember that any e-mail you send to a student or colleague may be forwarded on to someone else. In all your written communication with students and colleagues, please maintain professionalism and courtesy.

5) Faculty should not provide personal cell phone numbers to students. (See items #1 and #3 above.) Only KSU office phone numbers should be listed on course syllabi. KSU office phone messages are delivered directly to the associated faculty e-mail accounts, allowing receipt of messages even after regular office hours.
Student Help Tools: http://studentaffairs.kennesaw.edu/departments/

Departments

Adult and Commuter Student Affairs
CARE Services
Multicultural Student Affairs
Office of the Dean of Students
Career Planning and Development
Center for Student Leadership
Parent and Family Programs
Sports and Recreation
Center for Young Adult Addiction & Recovery
Counseling & Psychological Services
Student Activities
Student Advocacy
Frataternity & Sorority Life
Health Promotion & Wellness
Student Athlete Success Services
Student Conduct and Academic Integrity
Women's Resource Center
Student Disability Services
Volunteerism and Service Learning Support
Kennesaw State University

For more than 50 years, Kennesaw State University has been known for its entrepreneurial spirit and sense of community. Offering campuses in Marietta and Kennesaw, the university is located just north of Atlanta and combines a suburban setting with access to one of the country's most dynamic cities. As Georgia's third-largest university, Kennesaw State offers more than 150 undergraduate and graduate degrees, including a growing doctoral program. Designated by the Board of Regents of the University System of Georgia as a comprehensive university, Kennesaw State is committed to becoming a world-class academic institution positioned to broaden its academic and research missions and expand its scope on a local, regional and national level.

Two Great Institutions One World-Class University

On January 6, 2015, the Board of Regents of the University System of Georgia approved the consolidation of Kennesaw State and Southern Polytechnic State University. This represents the USG’s fifth and largest consolidation in its continuing commitment to increase efficiencies and effectiveness to better serve students and the state.

The new Kennesaw State University combines the best from two of Georgia’s most respected institutions in higher education. A comprehensive university, Kennesaw State is a destination campus offering students a broad spectrum of quality academics, a growing and vibrant campus life, award-winning dining facilities, and a wide array of athletic offerings. With nationally ranked degrees in business, engineering and first-year programs, as well as premier teaching, nursing, architecture, science and math programs, the new Kennesaw State University is poised to become Georgia’s next world-class institution.
CAMPUS CHARACTERISTICS

Kennesaw Campus
Acres: 384
Student Housing Beds: 3,494
Classrooms, Offices, Support (sq. ft): 2,613,889
Parking Spaces: 6,174

Marietta Campus
Acres: 197
Student Housing Beds: 1,708
Classrooms, Offices, Support (sq. ft): 915,539
Parking Spaces: 853

LIBRARIES
Libraries on Campus: 2
Total Volumes: 416,838
Microform Items: Approx. 500,000
Audio/video Media: 5,862
Periodical Subscriptions: 103,549
Total eBooks: 540,369

INTERCOLLEGiate SPORTS
Men's: 7
Women's: 9
Conference: Atlantic Sun Conference
Nickname: Owls
Colors: Black and Gold
Mascot: Scrappy the Owl

STUDENT LIFE - Fall 2015
(Fall 2016 will be available after December 1)

Percent out of state (exclude international students): 12% 7%
Percent of men who join fraternities: 2% 2%
Percent of women who join sororities: 6% 4%
Percent who live in college owned, operated or affiliated housing: 57% 18%
Percent who live off campus or commute: 43% 82%
Percent of students age 25 and older: 1% 22%
Average age of full-time students: 18 21
Average age of all students (full and part-time): 18 23

Undergraduate Class Size
Fall 2016

<table>
<thead>
<tr>
<th>Class Sections</th>
<th>Class Subsections</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-9</td>
<td>441</td>
</tr>
<tr>
<td>10-19</td>
<td>796</td>
</tr>
<tr>
<td>20-29</td>
<td>1,094</td>
</tr>
<tr>
<td>30-39</td>
<td>676</td>
</tr>
<tr>
<td>40-49</td>
<td>302</td>
</tr>
<tr>
<td>50-59</td>
<td>387</td>
</tr>
<tr>
<td>60-69</td>
<td>80</td>
</tr>
<tr>
<td>Total</td>
<td>3,776</td>
</tr>
</tbody>
</table>

KSU GIFTS AND GIVING
Charitable gifts made to KSU - FY 2016

<table>
<thead>
<tr>
<th>Source</th>
<th>Dollars</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporations</td>
<td>1,512,464</td>
<td>16.1%</td>
</tr>
<tr>
<td>Foundations</td>
<td>4,411,885</td>
<td>47.0%</td>
</tr>
<tr>
<td>Other Organizations</td>
<td>645,836</td>
<td>6.9%</td>
</tr>
<tr>
<td>Alumni</td>
<td>922,685</td>
<td>9.8%</td>
</tr>
<tr>
<td>Parents</td>
<td>52,071</td>
<td>0.6%</td>
</tr>
<tr>
<td>KSU Campus</td>
<td>212,496</td>
<td>2.3%</td>
</tr>
<tr>
<td>KSU Trustees</td>
<td>179,916</td>
<td>1.9%</td>
</tr>
<tr>
<td>Current Students</td>
<td>5,845</td>
<td>0.1%</td>
</tr>
<tr>
<td>Other Individuals</td>
<td>1,448,741</td>
<td>15.4%</td>
</tr>
</tbody>
</table>

Alumni Giving
(As of Summer 2016)

<table>
<thead>
<tr>
<th>Source</th>
<th>Dollars</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Alumni</td>
<td>97,954</td>
<td>7.6%</td>
</tr>
<tr>
<td>Number of Undergrad Donors</td>
<td>3,889</td>
<td>3.1%</td>
</tr>
</tbody>
</table>

FACULTY/STAFF (IPEDS) - November 2015

<table>
<thead>
<tr>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Staff</td>
<td>997</td>
</tr>
<tr>
<td>Non-Instructional Staff</td>
<td>71</td>
</tr>
<tr>
<td>Total Employees</td>
<td>2,904</td>
</tr>
<tr>
<td>Total Men-Instructional</td>
<td>497</td>
</tr>
<tr>
<td>Total Women-Instructional</td>
<td>400</td>
</tr>
<tr>
<td>Total Instructional</td>
<td>997</td>
</tr>
</tbody>
</table>

% Courses Taught by FT Faculty | 64%
% Courses Taught by PT Faculty | 36%

CONTINUING EDUCATION - FY 2016

<table>
<thead>
<tr>
<th>Program/Course</th>
<th>1,966</th>
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</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>1,966</td>
</tr>
<tr>
<td>Participant-Hours</td>
<td>180,099</td>
</tr>
<tr>
<td>Participants</td>
<td>6,026</td>
</tr>
<tr>
<td>Continuing Education Units</td>
<td>18,009</td>
</tr>
<tr>
<td>Economic Impact</td>
<td>$60,405,212</td>
</tr>
</tbody>
</table>

TUITION AND FEES - FY 2017

<table>
<thead>
<tr>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-state</td>
</tr>
<tr>
<td>Out-of-state</td>
</tr>
<tr>
<td>In-state per credit hour</td>
</tr>
<tr>
<td>Out-of-state per credit hour</td>
</tr>
<tr>
<td>Room and Board</td>
</tr>
</tbody>
</table>

Graduate

| In-state per credit hour | $283 |
| Out-of-state per credit hour | $1,020 |

Undergraduate Financial Aid - Fall 2015

<table>
<thead>
<tr>
<th>Source</th>
<th>Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td># of students awarded any financial aid</td>
<td>16,013</td>
</tr>
<tr>
<td># of students awarded any need-based scholarship or grant aid</td>
<td>9,369</td>
</tr>
<tr>
<td>Average financial aid package</td>
<td>$5,940</td>
</tr>
<tr>
<td>Average need-based scholarship or grant award</td>
<td>$4,439</td>
</tr>
<tr>
<td>Average need-based loan</td>
<td>$4,024</td>
</tr>
</tbody>
</table>

OPERATING BUDGET

| Fiscal Year 2017 | $511,554,976 |
Fall 2015 Student Body Demographics

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Headcount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing or Returning student</td>
<td>24,357</td>
</tr>
<tr>
<td>New Freshman</td>
<td>5,224</td>
</tr>
<tr>
<td>New Undergraduate Transfer</td>
<td>2,289</td>
</tr>
<tr>
<td>New Graduate Student</td>
<td>661</td>
</tr>
<tr>
<td>Dual enrollment</td>
<td>439</td>
</tr>
<tr>
<td>Transient</td>
<td>98</td>
</tr>
<tr>
<td>Post-baccalaureate student</td>
<td>74</td>
</tr>
<tr>
<td>Non-degree undergraduate</td>
<td>61</td>
</tr>
<tr>
<td>Auditor</td>
<td>49</td>
</tr>
</tbody>
</table>
Interested in getting registered for services? Please review the Getting Started tab for more information!

Student Disability Services (SDS) is the first contact for students with disabilities to arrange accommodations and locate campus and community resources. To access accommodations, students must first connect with SDS and provide the appropriate documentation as outlined by the Board of Regents of the University System of Georgia. Documentation submitted to SDS remains confidential within SDS and is not shared with third parties without written permission from the student. SDS assists in identifying appropriate accommodations and it is the student’s responsibility to submit notice of accommodations to instructors and campus departments as needed.

As outlined in the KSU Catalog, any member of the public (non-student) with a disability who wishes to participate in an activity or program offered by the institution and needs accommodations should contact the office sponsoring the program at least five days prior to the date of the program to arrange accommodations.

Students are encouraged to join ABLE, the student organization for students with disabilities. ABLE plans and presents programming and activities designed to highlight the abilities and contributions of individuals with disabilities on campus and in the community.
Student Disability Services: Updates to the Faculty Notification Letter

Logged in via CAS as cskggs4.
Submitted by Margie Nastassia ... on Thu, 05/11/2017 - 11:07am

Message:

Dear Faculty:

Student Disability Services (SDS) is transitioning to a paperless Faculty Notification Letter (FNL) process. The student and faculty member will receive an email from SDS directly when a student requests academic accommodations for the semester. The Faculty Notification Letter (FNL) will reflect the student’s approved academic accommodation plan.

Should you have questions or concerns about how to establish the appropriate accommodations for your course, contact SDS at 470-578-2666, or email sds@kennesaw.edu.

What is changing:

- Effective Summer 2017, FNLs are sent to student and faculty’s Kennesaw email address
- No more paper-based Faculty Notification Letter Packets, (Packets included FNL Cover Sheet, Course FNL, Faculty Accommodation Guide)
- Faculty will not need to sign and return a Faculty Notification Cover Sheet
- You can now review your student’s accommodation plan and prepare for the FNL discussion with the student before he/she reports to your office.

Faculty and Student Responsibilities:

- It is the responsibility of the student to initiate a meeting to discuss the accommodation plan as it pertains to your course.
- Faculty must not assume that receipt of the FNL confirms agreement of the plan (i.e., testing accommodations or modifications to the attendance policies).
Faculty FAQs-Test** Accommodations

➤ I received a Faculty Notification Letter (FNL). What does this mean?

The Faculty Notification Letter verifies that the student is registered with Student Disability Services (SDS) and lists their specific test accommodations. The FNL serves to notify that if a student decides to use their accommodations for a specific test, they are approved to do so. If you have any questions or need clarification of approved accommodations, please contact the SDS Office.

➤ When is the student required to notify me if they plan to use their test accommodations?

Students must provide the FNL to instructors and discuss a plan to access accommodations. Students may provide the FNL later in the semester, however, SDS notifies students that accommodations are not retroactive.

➤ Can Faculty provide the student’s test accommodations?

Yes. Professors should attempt to fully accommodate the student. If it is not feasible to provide the accommodations in the classroom or department, you can refer the student to SDS. Please be aware that if you accommodate the student in the classroom, the accommodations must be provided as described in the FNL. For example, if a student’s accommodation includes a “low-distraction room” in which to take the test, the student must be provided with a quiet room free of both visual and auditory distractions as much as possible.

➤ Will the student take the test at the same time as the class?

It is the student’s responsibility to make a testing appointment with SDS at least 5 Business Days before the test date. The student is expected to take the test on the same day and time as the class. However, there are three exceptions to this policy:

1. If the test is outside of the SDS testing hours
2. If the time accommodation will interfere with another class or test.
3. If the student schedules with 5 business days advance notice, but space is unavailable, an alternative test time may be considered.

The student is responsible for obtaining approval from the instructor for an alternate date and/or time. If they do not, the testing appointment will be cancelled and the student will be referred to their instructors for further instructions.

➤ My class is held after SDS Testing Hours. What are my options to ensure the student receives test accommodations?

Make arrangements within your department to provide testing accommodations or approve an alternate date and/or time which falls within SDS Testing hours.

** Test refers to any timed assessment, including quizzes, exams, midterms and finals.
➢ What are the steps for making a testing appointment with SDS?

Owl Accommodate is the online management system students use to access their SDS-approved accommodations, such as requesting testing appointments.

➢ Where are the SDS Testing locations?

SDS has testing locations on both campuses. Students who are registered for traditional or hybrid classes are required to take their test on the campus where the class is held. Students registered for Online or GA eCore classes can take their test on either campus.

**SDS Office-Kennesaw**
Student Center, Room 267
470.578.2666

**SDS Annex Office-Kennesaw**
Kennesaw Hall, Room 1209
470.578.3197

**Marietta Campus:**
Student Center, Suite 160
470.578.7361

➢ What are the SDS Office Hours?

SDS is open Monday through Friday, from 8:00 am to 5:00 pm.

➢ When are test materials due to SDS?

SDS requires receipt of the fully completed Test Cover Sheet along with the test/quiz by **4:00pm** one (1) business day prior to the date of the appointment to ensure proper preparations are made for your student’s appointment. **If SDS does not receive the exam and test cover sheet by 4:00pm 1 business day before the scheduled appointment, you will need to contact the student directly to make alternate arrangements for his/her exam or quiz.**

➢ Professor’s options for test delivery:

- Instructor hand delivers the **Test and Test Cover Sheet** to the designated SDS Office
- Email to SDS Testing: sdstesting@kennesaw.edu

➢ When will I receive the test back?

- **Instructor pick-up required if immediate return is necessary** (must pick-up at student’s appointment location during office hours—see Testing locations listed above)
- Email as an attachment (within 1 business day)
- Campus mail—placed in campus mail within 1 business day (timely delivery through campus mail cannot be guaranteed)

➢ Does SDS provide Scantron answer sheets and Blue Books?

No. Instructor will need to provide these items with test submission or inform the student that they will need to bring these items to their appointment.

➢ What happens if a student is caught or suspected of cheating?

SDS adheres to KSU’s Student Codes of Conduct as stated in the University Catalog. Consistent proctoring and monitoring of tests are enforced. If a student is caught cheating or is suspected of cheating, an Incident Report will be submitted to the instructor.
# Course Syllabus Checklist

**College of Humanities and Social Sciences**

<table>
<thead>
<tr>
<th>Course Syllabus Checklist</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Instructor</strong></td>
<td></td>
</tr>
</tbody>
</table>

### BASIC INFORMATION:

#### Required:

1. □ Present  □ Not Present  
   Course Prefix, Number, and Title

2. □ Present  □ Not Present  
   Class Meeting Time and Location

3. □ Present  □ Not Present  
   Instructor Name(s)

3. □ Present  □ Not Present  
   Contact Information (Office location, office telephone number, email address), preferred method of contact and office hours

### Optional:

1. □ Present  □ Not Present  
   Faculty Rank/Title of Professor

2. □ Present  □ Not Present  
   Semester and Year Offered
COURSE DETAILS:

Required:

<table>
<thead>
<tr>
<th></th>
<th>Present</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>List of Required Texts, recommended texts, technology resources, and readings</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Course Description from catalog, include names of any pre-requisite or co-requisite courses, and credit hours</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Course Requirements / Assignments</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Discipline-Specific Measurable Objectives. Suggestion: Course outcomes need to be assessable, so use verifiable verbs relevant to your discipline, as for example ones from Bloom’s Taxonomy.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Evaluation and Grading Policies are provided. Grade distribution must be included. Describe the exams and/or assignments that will be required. Describe how these will be evaluated and weighed to compute a final grade in the course. Suggestion: One major assignment, essay, or exam grade should be reported to students prior to the midterm deadline for withdrawing from the course without penalty.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Course Outline: Weekly schedule of topics covered in the course.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Instructor-established policies for the course regarding late work, missed exams, deadline extensions, accommodation of students participating in official University functions (e.g. travel for athletes, debate</td>
<td></td>
</tr>
</tbody>
</table>
teams, etc.), and instructor turn-around time on student submitted materials/assessments.

<table>
<thead>
<tr>
<th></th>
<th>Present</th>
<th>Course Attendance policy (including new Enrollment Status Statement - Students are solely responsible for managing their enrollment status in a course; nonattendance does not constitute a withdrawal.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Not Present</td>
<td></td>
</tr>
</tbody>
</table>

Optional:

<table>
<thead>
<tr>
<th></th>
<th>Present</th>
<th>Course Communications Indicates how the instructor wants students to communicate with him/her outside of class (course management system, email, discussion board).</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Not Present</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Present</th>
<th>ISBN number for each textbook is provided.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Not Present</td>
<td></td>
</tr>
</tbody>
</table>

STUDENT RESOURCES:

Optional:

<table>
<thead>
<tr>
<th></th>
<th>Present</th>
<th>Description of software and technology skills required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Not Present</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Present</th>
<th>Strategies for success in the course; suggested study strategies, sources for assistance available to all students that may include: The Writing Center: <a href="http://writingcenter.kennesaw.edu/">http://writingcenter.kennesaw.edu/</a>, Academic Support Services: <a href="http://www.kennesaw.edu/stu_dev/msrs/academic.html">http://www.kennesaw.edu/stu_dev/msrs/academic.html</a>, Student Disability Services: <a href="http://www.kennesaw.edu/stu_dev/dsss/welcome.html">http://www.kennesaw.edu/stu_dev/dsss/welcome.html</a>, ESL Study and Tutorial Center: <a href="http://uc.kennesaw.edu/academicinitiatives/docs/Guide_to_the_ESL_Center.pdf">http://uc.kennesaw.edu/academicinitiatives/docs/Guide_to_the_ESL_Center.pdf</a></th>
</tr>
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<tbody>
<tr>
<td>2</td>
<td>Not Present</td>
<td></td>
</tr>
<tr>
<td></td>
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<td>Not Present</td>
</tr>
<tr>
<td>---</td>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Faculty may comply with the university policy on required syllabus components by inserting a web link to the corresponding university-hosted page into the syllabus, but are encouraged to put the full text of the required language into their syllabi in order to promote student awareness of the following campus policies.
<table>
<thead>
<tr>
<th></th>
<th>Present</th>
<th>Confidentiality and Privacy Statement (FERPA)</th>
<th><a href="http://enrollmentservices.kennesaw.edu/training/ferpa.php">http://enrollmentservices.kennesaw.edu/training/ferpa.php</a></th>
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# Schedule

**Digital Measures Course Response Data Collection Period Dates:**
Summer 2017, Fall 2017, and Spring 2018

Click here for an information sheet prepared August 16, 2016 for distribution to KSU's Chairs and Directors Assembl

## Summer 2017

**May Session:**
Students can participate May 19 – May 25, results available to faculty May 31.

**4-Week Session I:**
Students can participate Jun 15 - Jun 21, results available to faculty Jun 30.

**6-Week Session:**
Students can participate Jul 12 - Jul 18, results available to faculty Jul 30.

**8- and 10-Week Sessions:**
Students can participate Jul 8 - Jul 21, results available to faculty Jul 30.

**4-Week Session II:**
Students can participate Jul 18 - Jul 24, results available to faculty Jul 30.

## Fall 2017

**7-Week Session I:**
Students can participate Sep 20 - Oct 2, results available to faculty October 8.

**7-Week Session II and 15-Week Session:**
Students can participate Nov 16 - Dec 4, results available to faculty December 15.

## Spring 2017 (tentative; pending final approval of calendar)

**7-Week Session I:**
Students can participate Feb 13 - Feb 26, results available to faculty March 4.

**7-Week Session II and 15-Week Session:**
Students can participate Apr 17 - Apr 30, results available to faculty May 11.
View Training Manuals

Generating Reports on Student Feedback on Teaching (updated April 7, 2016)

This manual demonstrates how faculty members, chairs, and directors may create various reports of student feedback from courses in Digital Measures. The following reports are covered in this manual:

- Viewing student response rates for a current or previous feedback period
- Suggestions for increasing response rates during a current feedback period
- Viewing student feedback (ratings and comments) for each course section
- Viewing each student’s unique pattern of feedback (ratings and comments)

What Students See in Course Response

This manual shows examples of the initial email notification students receive to submit feedback for their courses, the email reminders sent to all students during the open feedback period, and screen captures from the Digital Measures Web site that students see as they submit their feedback.

Marietta Campus: Gaining access to past CoursEval reports (until June 30, 2016)

Faculty on the Marietta campus whose previous courses were reviewed via CoursEval may view these reports at the link above. You will need to use your former NetID and Password to gain access to the reviews (i.e., the username and password you used during Spring 2015).

These reports will be available until June 30, 2016.

Note: The last administration using CoursEval occurred during Spring 2015. No course reviews occurred on the Marietta campus during Summer 2015.
Student Conduct and Academic Integrity:

Welcome to SCAI

Our Mission

To promote a greater awareness and understanding of the rules of the student code of conduct and address issues of student academic misconduct and disruption of campus life so that an environment conducive to learning and individual growth can be maintained at Kennesaw State University.

SCAI is a Department within the Division of Student Affairs.

Background Information

The predecessor of the Kennesaw State University Department of Student Conduct and Academic Integrity (SCAI), Office of Judiciary (Programs), was developed in 1985 to administer and supervise the procedures surrounding alleged infractions of the KSU Student Code of Conduct and other University policies. The SCAI Department strives to assure fair and impartial considerations of misconduct charges against any KSU student through a system of campus hearing boards and other administrative procedures (hearing officers).

The SCAI structure includes hearing officers and hearing boards (University Hearing Panel and Student Parking Appeals Panel). Each hearing board is composed of faculty, staff, and student members of the SCAI panel. Members of the panel are trained to hear complaints, arrive at fair and impartial conclusions and deliver clear and direct recommendations. In addition, panel members

CHSS Undergraduate Advising Center:

Our Mission

The mission of the CHSS Undergraduate Advising Center is to create a holistic, learning-centered advising experience for each student that visits our center to feel supported through partnering with an advisor to empower a student to take charge of their educational path to meet their educational, career and life goals.

Our Vision

The CHSS undergraduate advising center team strives to be recognized nationally for excellence in academic advising that contributes to a student’s retention, progression and graduation success.
Grade appeals catalog: [http://catalog.kennesaw.edu/content.php?catoid=24&navoid=2170](http://catalog.kennesaw.edu/content.php?catoid=24&navoid=2170)

## Academic Policies Grading Policies

Jump to:

<table>
<thead>
<tr>
<th>Grading System</th>
<th>Other Grades</th>
<th>Directed Study</th>
<th>Grade Point Average (GPA)</th>
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<td>Grade Appeals</td>
<td>Semester Honors</td>
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<td>Readmission after Dismissal</td>
<td>Repeated Course Policy</td>
<td>Re-enrollment Policy</td>
<td>Academic Renewal</td>
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<td>Academic Renewal for Second Degree</td>
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Grade Appeals (Undergraduate Catalog – Academic Policies) (http://kennesaw.catalog.acalog.com/)

Students’ rights to grade appeals are defined in the university catalog. A key element in the grade appeal procedure is the faculty member’s responsibility to publish a specific grading policy for each of his/her classes. Specifically, the grade appeal procedure states: "Each faculty member must specify his/her grading policy, at the first of the semester. He/she may change his/her grading policy for cause after that time, but he/she must do so uniformly, with ample notification to students, if at all possible."

Note that failure to publish the grading policy would mean that a faculty member would have great difficulty in sustaining his/her assigned grade if a student appealed with anything but a frivolous or irresponsible basis for his/her charge. The grading policy should be quite specific and should be distributed to each class in written form. Some departments may also require faculty members to file grading policy statements in the departmental office. Because the student has 60 days to appeal a grade, it is strongly recommended that instructors retain any student papers, tests, projects, or other materials not returned to the student for 70 days after the end of a semester or if an appeal is filed until the appeal is resolved. Refer to the following section for specific grade appeal procedures.

Grade Appeal Procedure

Kennesaw State University is committed to treating students fairly in the grading process. Students may appeal a final grade that they receive in a course, but interim grades or grades on specific assignments are not appealable. Any such appeal must be based on an allegation that the faculty member has violated his/her stated grading policy or that the grade was a result of discrimination or retaliation. The student has the burden of proving these allegations. All formal appeals under these procedures will be based only on the written record.

A. Informal: Students are encouraged to discuss concerns and disputes over final course grades with the faculty member, prior to filing a formal grade appeal, in an effort to understand the basis of his/her grade. Faculty are encouraged to be available to students for such discussion regarding grades so that if possible, grade disputes can be resolved informally. The Office of the University Ombuds can provide assistance to students and faculty with resolving disputes informally in an effort to bring resolution to the matter prior to the initiation of a formal complaint. If the student has evidence of discrimination or retaliation, the student may bring his/her concerns directly to the Ombuds Office without first reviewing the matter with the faculty member.

B. Formal: In situations where such informal resolution does not occur or is not successful, the student may appeal the final course grade to the Department Chair. The appeal must be in writing and describe the precise basis for the appeal. Any pertinent information must be submitted with the appeal in order to be considered in this or subsequent appeals. The appeal must be submitted within 20 business days after the first day of classes of the next academic term (fall, spring, summer or any other term) after the academic term in which the final grade was awarded to the student. The Chair will invite the faculty member whose grade is appealed to provide a written response to the student’s appeal statement. The Department Chair (or the Chair’s designee) will review the allegations and conduct any additional fact finding as needed and will provide a decision in writing to the student, within 20 business days of the receipt of the complaint in the Department. The Chair’s written decision will specifically address the relevant issues raised by the student. In preparing the written decision, the Chair shall consult with the EEO officer or the Chief Diversity Officer if there is an allegation by the student that discrimination or retaliation had an impact on the grade that was awarded.

C. The student may appeal the Department Chair’s decision within 20 business days of being notified of the Chair’s decision. Such appeal will be made, in writing, to the Dean of the College in which the Department is located. At the Dean’s discretion, the Dean can appoint an advisory panel, consisting of two (2) faculty members from outside the department where the grade was awarded and one (1) student to review the written documentation and make a recommendation to the Dean. The advisory panel may invite the student and the faculty member who awarded the grade to meet with the panel to share each party’s position on the grade dispute. The panel will provide a written recommendation to the Dean within ten (10) business days of the receipt of the appeal. The Dean will issue a decision to the student, in writing, within ten (10) business days of the receipt of the report from the advisory panel or within twenty (20) business days of the receipt of the written complaint from the student if no panel was appointed.

D. The student may appeal the Dean’s decision to the Provost, in writing, within twenty (20) business days of being notified of the Dean’s decision. [However, if it is a graduate course, the student will direct this written appeal to the Graduate Dean, and the Graduate Dean will issue a decision to the student, in writing, within twenty (20) business days of receiving the appeal. Within twenty (20) days of that decision, the student may then appeal to the Provost as is described in this section]. The Provost will issue a decision to the student, in writing, within twenty (20) business days of receiving the appeal.

E. The Provost’s decision is final, and decisions regarding grades may not be appealed to the Board of Regents (BOR Policy 407.01).

F. Nothing in this grade appeals process prohibits the parties from settling this matter at any stage with the assistance of mediation through the Ombuds office. However, any attempt to settle the matter through mediation does not affect time deadlines for this grade appeals process.
KSU Policies

Academic Probation
A student will be placed on academic probation at the end of any semester or summer term in which his/her adjusted grade point average (AGPA) falls below 2.0. Students may remove themselves from academic probation by raising their AGPA to at least 2.0.

Students on academic probation are eligible to participate in Registration during the mid point of the previous term.

Academic Dismissal
Students on academic probation will be dismissed for any one of the following reasons:

- They fail to maintain a 2.0 grade point average for courses attempted in any semester or summer term.
- They fail to remove themselves from academic probation after completing three consecutive terms of attendance.

For counting semesters and terms of enrollment, audits, withdrawals and incompletes will be used. Students who are dismissed are not in good academic standing at KSU and are not eligible for immediate readmission.

After the first dismissal, a student may be considered for readmission after an absence of one semester or summer term. Dismissed students must reapply for admission prior to posted deadlines. After the second dismissal, a student may be considered for readmission after an absence of one calendar year from the end of the semester or summer term in which the second dismissal occurred. After the third dismissal, the student will not be eligible for readmission. Any exceptions to this policy must be appealed and approved by the Academic Standing Committee.

Withdrawal Date
New U Policy: Students who officially withdraw from courses before the last day to withdraw without academic penalty will receive a grade of “W” and receive no credit. Students who officially withdraw after the last day to withdraw without academic penalty and before the last week of the semester or who have exceeded the maximum number of withdrawals will receive a grade of “WF,” which will be counted as an “F” in the calculation of their grade point average.

Limits On Withdrawals
New U Policy: Students may withdraw from one or more courses any time before the last week of the semester. Summer withdrawal dates vary according to part of term student is enrolled. However, as of fall 2004, students will be allowed a maximum of eight total withdrawals if they enter KSU as a freshman. Transfer students will be allowed one withdrawal per fifteen credit hours attempted, for a maximum of eight. Students who choose to pursue a second degree at KSU will be allowed two additional withdrawals. Students who entered KSU before fall 2004 will be allowed one withdrawal per fifteen credit hours attempted for a maximum of eight after the institution of this policy. As part of the Kennesaw State University and Southern Polytechnic State University consolidation process, SPSU students will have eight withdrawals available beginning Fall Semester 2015.

Repeated Course Policy
New U Policy: When undergraduate courses taken at Kennesaw State University are repeated at Kennesaw State University with a higher grade, the highest grade received will be counted in the institutional GPA (KSU's adjusted GPA) calculations. The student’s permanent record and cumulative (Regents) grade point average will retain all course attempts and grades.
Re-Admission Policy

New U Policy: Students who must apply for readmission include: academically dismissed students, transients and students who have not been enrolled for 12 consecutive months (3 terms) as well as students changing classification. If the student applies for readmission for a term but does not enroll, the process must be repeated for the term for which the student wishes to re-enroll. The application for readmission is available by going to www.kennesaw.edu and selecting Prospective Students & Parents, Undergraduate, Readmissions. The readmission application must be submitted along with the non-refundable processing fee and any required supporting credentials by the deadline for the term for which the student wishes to re-enroll. If a student is not enrolled for three (3) consecutive terms, student must apply for readmission.

Students eligible to register must enroll during one semester during the year. If a student is not enrolled three (3) terms or more (including summer), he/she must apply for readmission through the Office of Undergraduate Admissions.

Students eligible to register must enroll at least one semester during the year.

Maximum Course Load

New U Policy: During the Fall and Spring semesters, a student may register for up to 18 hours. The Registrar may approve up to 21 hours for students with an institutional GPA of 3.5 or higher. Course loads above 21 hours must also have a recommendation from the student’s department chair.

Students not in good academic standing will be limited to 13 hours during any term. Course loads above 13 hours must have a recommendation from an academic advisor or department chair that is made to the Registrar.

During the Summer term, a student may register for up to 15 hours for students with an institutional GPA of 3.5 or higher.

Grade Point Average (GPA) Distinction

New U Policy: The New University will use a 4.00 grade point average system, calculated to and truncated at two significant digits (BOR Policy Manual 3.5.1) Grade reports contain a semester grade point average, an institutional (KSU’s adjusted) grade point average when required, and a cumulative (Regents) grade point average. The New University will use the institutional GPA as the primary, overall GPA (KSU’s Adjusted GPA). Transfer credit/grades will not be used in calculating the institutional GPA (KSU’s Adjusted GPA). The institutional term GPA (KSU’s Adjusted GPA) will be used to determine semester honors and academic standing at the end of the term.

Institutional Grade Point Average (KSU Adjusted)
Cumulative Grade Point Average
Semester Grade Point Average

New Grades Added to Grading System

New U Policy: NA for Never Attended - this grade will track attendance verification that is required by Federal Financial Aid regulations
New U Policy: WM as new code for military withdrawal (as per BOR policy)
New U Policy: K indicates credit awarded for ALL credit by examinations

Registration

New U Policy: All registration at Kennesaw State University is conducted over the web through Owl Express. There are at least two registration periods – Registration and Final Registration. New undergraduate students may register as a part of an orientation group or during final registration for the term. Currently enrolled students and those students who were enrolled one of the prior two semesters may register during the registration period in the preceding term or during the final registration period.

Final Registration is available to new, re-admitted, and all currently enrolled students that are eligible to register for the term. Any course adjustments (dropping and adding classes) should be completed during this final registration period. Waitlisting functionality will be available to students during registration, but its availability will vary based on the length of registration.
Owl Express (Banner) FAQ until handbook available: http://uits.kennesaw.edu/banner/faqs.php

FAQs

How do I get a Banner User Account?  
How do I change my Banner password?  
How do I access Banner using my web browser?  
How do I access Banner INB or Nolij Web from an off-campus computer?  
How do I print Banner reports in a specific format?  
How do I reset my Banner password if I have forgotten it?  
When I use Banner, I get a pop-up message saying, "The application requires an earlier version of Java." How do I keep from getting this message?
Welcome to the Office of Distance Education in CHSS

Welcome to the Office of Distance Education in the College of Humanities and Social Sciences. We are located on the 5th floor of the Social Sciences building in Room 5007. The Office of Distance Education offers support to CHSS faculty and staff in designing, developing, and delivering online and hybrid courses and programs. Part of that support includes our "Build a Web Course Workshop," which won the 2010 Online Learning Consortium Award for Excellence in Online Teaching and Learning; Excellence in Faculty Development for Online Teaching.

The mission of our office is to create a nurturing environment that fosters and sustains the growth of hybrid and online programs. We also support faculty and staff in implementing and using technology in their courses, and we support the growth of hybrid and online courses.

Our Staff

Director of Distance Education
Dr. Tamara Powell

Associate Director of Distance Education
Dr. Stephen Bartlett

Associate Director of Distance Education
Dr. Jake McNeill

Instructional Designer
Ms. Tiffani Reardon

Administrative Associate
Ms. Donya Callado
Congratulations to Dr. Powell for being named the October 2016 Featured Advocate by Affordable Learning Georgia.

Available Equipment

The Office of Distance Education has equipment available for checkout to CHSS faculty. These items include

- digital recorders
- headphones
- webcams
- iPads
- scanner
- Wacom tablets

Contact Us

Feel free to contact us either in person at CHSS Dean's Suite, via email at tpowel25@kennesaw.edu, or by phone at 470-578-6124. We are available M-F, 9am-5pm. We do observe KSU holidays.

Online Coordinators

School of Communication & Media
Dr. Laura Beth Davis

Dept. of Digital Writing & Media Arts
Dr. Terry Carter

Dept. of English
Ms. Anne Corbitt

Dept. of Foreign Languages
Dr. Noah McLaughlin

Dept. of Geography & Anthropology
Dr. Debarati Sen

Dept. of History & Philosophy
Dr. Stephen Bartlett

Dept. of Interdisciplinary Studies
Dr. Sarasij Majumder

Dept. of Political Science & International Affairs
Dr. Charity Butcher

Dept. of Psychology
Dr. Chris Randall

Dept. of Sociology & Criminal Justice
Dr. Gang Lee

Mobile Learning Coordinator
Dr. Jake McNeill

Online B.A. in Geography Program Coordinator
Dr. Garrett Smith

Online B.S. in Sociology Program Coordinator
Dr. Cristina Gheorghiou-Stephens
University Funding Support for Student Research/Travel:

Undergraduates:

1) (CARET) Creative Activities and Research Experiences for Teams Program:  
[http://cett.kennesaw.edu/faculty-funding/creative-activities-and-research-experiences-teams-caret-program](http://cett.kennesaw.edu/faculty-funding/creative-activities-and-research-experiences-teams-caret-program)

The Creative Activities and Research Experiences for Teams (CARET) program is designed to enhance undergraduate involvement and experiences in research and creative activities. This funding program is designed to encourage and support faculty engagement in research or creative activities with undergraduate student collaborators using a team approach. The research or creative activity can be one project for all team members or multiple projects across students. The CARET Awards are designed to support research teams of a minimum of 4 and a maximum of 8 undergraduate students.

Deadline: (always the third Monday of January; applications accepted only once a year)

- Awards up to $7500 to faculty for the following:
- A course release for the faculty member
- A summer salary for the faculty member
- Travel funding for undergraduate student team members to either collect data or present the work at a conference
- Supplies or other project needs

2) (URCA) Undergraduate Research and Creative Activity:

[http://cett.kennesaw.edu/faculty-funding/undergraduate-research-creative-activities-urca](http://cett.kennesaw.edu/faculty-funding/undergraduate-research-creative-activities-urca)

ETL will sponsor a limited number of Undergraduate Research & Creative Activities (URCA) travel funds during the academic year. The URCA funds are designed to enhance undergraduate involvement and experiences by supporting only travel expenses to present at conferences.

In order to provide as many opportunities for undergraduate researchers as possible, URCA funds will be limited to a maximum of $500.00 each. Individual students may receive only one URCA per academic year, although students could apply again the following round if not funded the first time. Travel must be completed prior to June 10th.

Deadline: There will be five application due dates during the academic year:

- First Friday of July, 7/7/17 at 11:59pm
- First Friday of October, 10/6/17 at 11:59pm
- First Friday of December, 12/1/17 at 11:59pm
- First Friday of February, 2/2/18 at 11:59pm
- First Friday of April, 4/6/18 at 11:59pm
Graduate Students:

1) Graduate Student Association Travel Grants:
https://owllife.kennesaw.edu/organization/GSA/documentlibrary
   - Award up to $750 for domestic travel or $1,000.00 for international
   - APPLICATION DATES AND PRIORITY DEADLINES:

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<tr>
<td>October, November</td>
<td>2 week prior to 2nd General Body Meeting</td>
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<td>December</td>
<td>2 week prior to 3rd General Body Meeting</td>
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<td>February, March</td>
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<tr>
<td>April, May</td>
<td>2 week prior to 6th General Body Meeting</td>
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<tr>
<td>June, July</td>
<td>2 week prior to 7th General Body Meeting</td>
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Which applicants typically receive funding?

1. Students presenting at conferences.
2. Students not eligible/denied for funding from other sources.
3. Students who complete and submit travel documents within guidelines.
4. Students with active attendance at GSA meetings and events.
University Funding Support for Enhancement of Teaching and Learning:

1) Learning Communities Mini-Grant Program: (application located on internal D2L site for faculty teaching in LCs)

The purpose of the Learning Communities Mini-Grant Program is to encourage faculty to develop creative ways to meet one or more student learning outcomes common to all learning communities.

*Student Learning Outcomes*

✓ **Integrative Learning:** Students will identify connections across, between, and among LC courses and will demonstrate connections between experiences and academic knowledge.

✓ **Campus and Community Engagement:** Students will begin to form connections with faculty, staff, fellow students, and student organizations, and will begin to build an identity as an engaged student of Kennesaw State University.

*Application Process*

Using the prompts below, applicants should describe, in detail, their proposed project. The deadline for proposals for fall semester activities is July 1 (applicants will be notified of a decision by July 20). The deadline for proposals for spring semester activities is December 1 (applicants will be notified of a decision by December 18). You are welcome to submit your proposal well before the deadline. Proposals will be reviewed by the Learning Communities Advisory Council, which is comprised of faculty, staff, and administrators from across both campuses.

*Award Amount: up to $500 per learning community*

CHSS Grants & Contracts

Faculty Grants

CHSS Faculty Summer Research Grant 2017
Application: Current deadline passed

Recent Award Winners & Summaries:
- Summer 2017
The University Office of Research: [http://research.kennesaw.edu/](http://research.kennesaw.edu/)

Institutional Review Board (IRB)  
Human Subjects

**Purpose**
The IRB's purpose is to regulate all research activities involving human subjects on the campus of Kennesaw State University, ensuring that people who participate in research are treated ethically and in compliance with all federal and state laws and regulations.

**Scope and Oversight**
KSU requires prior review and approval to be obtained from the IRB for all research involving human participants, including plans to gather data from participants.
- While projects conducted for routine assessment of teaching effectiveness, curriculum, university processes and procedures, and customer satisfaction may be considered exempt, only the IRB can determine if a study is exempt and therefore requires submission for review and either approved/exempted/denied by the IRB.

IRB Review Classifications

- **Exempt Review** - Research involves no more than minimal risk to participants. Exempt review consists of an initial IRB review, and depending on classification as exempt, the study is exempt from continuing annual IRB oversight.
- **Expedited Review** - Conducted when a project involves no more than minimal risk to participants but the project cannot be classified as exempt. Initial review consists of review by the IRB chair and one or more IRB members.
- **Full Board Review** - Conducted when a project involves more than minimal risk to participants, and initial review includes all members of the IRB.

Institutional Animal Care and Use Committee (IACUC)

The Institutional Animal Care and Use Committee (IACUC) is qualified through the experience and expertise of its members to oversee the University's animal care and use program and facilities. The IACUC advises the Vice President for Research about problems or deficiencies and recommends steps for correction.

The IACUC also reviews all animal use protocols for consideration of humane animal care and use and performs semiannual reviews of the animal care and use program and facilities as required by federal regulations and Kennesaw State University policy.

Institutional Animal Care and Use Committee (IACUC)

**Contact:**
Deanna Hendrickson, CRA  
Director of Research Compliance & IACUC Administrator  
(470) 578-2268

Jared Tagliaferre, Ph.D.  
IACUC Chair & Associate Professor of Biology  
(470) 578-5678

**Website:**
[http://research.kennesaw.edu/iacuc](http://research.kennesaw.edu/iacuc)  
[http://research.kennesaw.edu/animalwelfare](http://research.kennesaw.edu/animalwelfare)  
[http://research.kennesaw.edu/animalwelfare/guide](http://research.kennesaw.edu/animalwelfare/guide)
Institutional Biosafety
Committee (IBC)

The charge of the Institutional Biosafety Committee (IBC) is to assure the safe acquisition, use, and disposal of all biological agents at Kennesaw State University.

It is the responsibility of the Committee to establish appropriate health and safety policies in accordance with federal, state, and local regulations and guidelines that cover biological safety, and to evaluate work being conducted at Kennesaw State University for biological safety considerations.

Institutional Biosafety
Committee (IBC)

The IBC is responsible for local oversight and review of activities that use the following potentially bio-hazardous materials or procedures:
- Recombinant or synthetic nucleic acid molecules (DNA/RNA)
- Select agents and toxins, as determined by the Federal Select Agent Program
- Biological agents that require Biosafety Level 2 containment or higher, including:
  - Agents in Risk Group 2, 3, and 4
  - Blood borne pathogens (from human and non-human primates)
  - All other biological agents that can cause disease in humans
- Stem cell research
- Biological Nanotechnology (e.g., drug delivery via nanoparticles, etc.)
- Importing/Exporting of etiologic agents (which require BSL-2 and or BSL-3 containment) into/out of the campus
- Xenotransplantation

Contact:

Deanna Hendrickson, CRA
Director of Research
Compliance & IBC Member
(470) 578-2268

Susan M.E. Smith, Ph.D.
IBC Chair & Associate Professor of Biology
(470) 578-2794

Website: [http://research.kennesaw.edu/ibc](http://research.kennesaw.edu/ibc)
IBC Charter
Overview of the NIH Guidelines
Principal Investigator Responsibilities

ibc@kennesaw.edu
SmartGrant Support

SmartGrant is KSU's electronic grants management system that streamlines the grant submission, award, and management process. On the preaward side, Principal Investigators (PIs) are able to develop budgets, upload documents for review, and initiate electronic routing. Once issued an award, PIs have access to live expenditure data in a user friendly way.

Go to https://smartgrant.kennesaw.edu and log in with your netID and password to get started!

Please contact the Office of Research with any questions concerning the use of SmartGrant or proposal development.
**SMARTGRANT TIPS AND TRICKS**

1. Navigate using the system's menu and back buttons, not your browser buttons.
2. Always back out of your proposal and click “Exit” at the bottom of the screen before closing your browser.
3. The checklist on the main screen of a proposal only summarizes your proposal information; it doesn't matter what is checked.
4. If a sponsor is not coming up in your search, email kmillsa3@kennesaw.edu to have it added to the system.

**THE MINIMUM REQUIRED STEPS TO START ELECTRONIC ROUTING**

1. Go here: [https://smartgrant.kennesaw.edu/Site/Index.htm](https://smartgrant.kennesaw.edu/Site/Index.htm)
2. Login with net ID and password (choose Kennesaw State University Research and Service Foundation if you do not go immediately to main page)
3. Click "Preaward" in left hand menu
4. Click "Proposal Functions"
5. Click "Create or Update Proposal"
6. Click "New Proposal"
7. Fill out only the following fields:
   a. Long Title
   b. Short Title
   c. Proposal Type
   d. Category
   e. Due Date
   f. Sponsor (click blue button and search for sponsor, then select program)
   g. PIs/Depts (click blue button to search and add co-PIs if necessary)
8. Click the “Site Specific Data” tab at the top and fill out/answer all questions
9. Click Update
10. Click "Budget Prelim info"
11. Fill out start and end dates (you do not need to change other fields), then click "Calculate", then "Complete"
12. Click "Budget Detail On Campus"
13. Click “Update”
14. Click “Non-budget Information”
15. Click “Print Forms”
16. It will ask if you want to generate a formset. Click “OK”
17. Click "Back to non-budget info"
18. Click "Back to Create/Update Proposal"
19. Click "Submit/Process"
20. Click "Online Routing"
21. Click “Initiate Routing”
22. Click "Back..." until you exit and save proposal
23. Click "Exit"
2017-2018 USG SoTL Fellows Program

The University System of Georgia (USG) Office of Faculty Development will be accepting applications for the 2017-2018 USG SoTL Fellows Program between September 15 – October 15, 2016. The purpose of this system-wide fellows program is to foster a community of learners around the scholarship of teaching and learning (SoTL), and to provide support while participants design and implement a classroom-based research project.

The focus of the 2017-2018 cohort will be the Association of American Colleges and Universities’ (AAC&U) Liberal Education and America’s Promise (LEAP) initiative. In summer 2016, Georgia became the 13th LEAP state. All projects will involve the incorporation of some aspect of LEAP principles (learn about LEAP at http://www.aacu.org/leap). Fellows will do individual research, or may collaborate with other fellows to implement cross-institutional projects. Examples of projects might include exploring the efficacy of High-Impact Practices, describing how varied disciplines construct Authentic Assessments, or exploring how Students’ Signature Work leads to application and synthesis of learning in meaningful and significant products.

Outcomes
During the length of the program, participants will:
- Identify and develop a topic of interest based on LEAP
- Craft research questions to explore that topic
- Determine type(s) of data needed
- Determine appropriate methods and analysis
- Collect data
- Learn how to analyze data, write up results and conclusions, and prepare manuscripts for publication

Throughout the course of the fellowship, participants will also become familiar with existing scholarly research on teaching and learning, and will be encouraged to develop a long-term SoTL research agenda of their own. Equally important, participants will come away with resources that they can use and share on their own campuses as SoTL mentors and advocates.

Participants who successfully complete the program will receive a $500 stipend.

Meetings
Fellows will attend the USG SoTL Fellows Orientation in Athens, Georgia, which will run concurrently with the USG Teaching & Learning Conference on April 5 - 7, 2017. Conference registration and two nights lodging will be provided for the fellows.

Monthly online meetings will be held on Mondays, from 2 - 3 PM during summer, fall, and spring semesters, and there will be a face-to-face meeting on the afternoon of September
21, 2017 through noon on September 22, 2017 at Augusta University in Augusta, GA. Fellows must have a commitment from their department chairs that they will be able to attend these meetings. Applicants who are not able to meet at these times should not apply.

Applications
Applications will propose a LEAP-based SoTL research project to design and implement over the course of the fellowship. Research projects that are currently in progress are not eligible.

Applicants must have the endorsement of their institution’s representative from the Georgia Consortium on Teaching and Learning; only one faculty member from each institution may apply. This institute is ideally suited for scholars who are familiar with but not extensively experienced in SoTL research.

Applicants should be prepared to answer the following questions on the application:
- Why are you interested in becoming a USG SoTL Fellow?
- Describe your previous SoTL experience (i.e. SoTL training, previous projects, etc.).
- List any SoTL work you have published or presented at conferences.
- Describe your idea for your LEAP-based SoTL project. Include as much information as you can to help us understand your project idea. Include your research question and any ideas you have about data collection.
- Supply the name of your referring Georgia Consortium on Teaching and Learning representative.
- Applicants will also be asked to commit to the dates/meetings detailed in the timeline below.

Up to ten slots will be filled as follows based on the number of colleges and universities per sector and the makeup of the applicants:
- 1 from the Research University Sector
- 1 from the Comprehensive University Sector
- 3-4 from the State University Sector
- 3-4 from the State College Sector
- 1 participant at large

Timeline for 2017-2018 Fellows
- September 15, 2016 - Applications open
- October 15, 2016 - Applications close
- December 1, 2016 - Participants notified
- April 5-7, 2017 - USG SoTL Fellows orientation and USG Teaching & Learning Conference (Athens, GA)
- September 21-22, Face-to-face meeting at Augusta University in Augusta, GA.
- Summer and fall, 2017: Virtual monthly meetings (Mondays from 2-3 PM); participants design SoTL projects
- Spring, 2018: Virtual monthly meetings (Mondays from 2-3 PM); participants collect/analyze data
- April 2018 - Share their perspectives on the process of SoTL and progress of their projects at 2018 USG Teaching & Learning Conference

Apply here for the 2017-2018 USG SoTL Fellows Program.
Center for Excellence in Teaching: http://ctel.kennesaw.edu/new-faculty

Welcome to Kennesaw State University and to an exciting year of challenges and opportunities.

Questions will undoubtedly arise as you jump into a whirlwind of activities surrounding your new position at KSU. To ease your transition, we have developed an online resource center for you to use. The events and resources listed here give you links to information that touches on various policies and procedures, resources, and organizational structures at KSU and in the University System. Please take the time to familiarize yourself with the academic policies and recommendations. Acquainting yourself with this information now can help to reduce problems you might encounter in ensuing semesters.

And please do not hesitate to contact us with any questions or suggestions! We are here to

CETL Contact: Dr. Esther Jordan, Associate Director for Faculty Support & Associate Professor of Political Science (x6227 or ejorda30@kennesaw.edu)
CHSS Travel: http://hss.kennesaw.edu/resources/travel

CHSS Travel

For your convenience, we have listed all relevant travel documents below. Please note, the links below are directly from KSU Finance and Accounting. Contact Ashlee Clark if you have problems accessing the documents below or have any additional questions.

Travel Management System (TMS) - Concur
- Navigating Concur
- Travel Request Checklist
- TMS Homepage
- Job Aids
- Online Training
- Drop-in Sessions
- TMS Direct Link - Concur Solutions
- New Travelers: How to Obtain Access to TMS

Primary Travel Forms
- Travel Request Form (for Non-Employees)
- Travel Expense Form (for Non-Employees)

Supplier (formerly Vendor) Documents
- Employee & Student Supplier Form
- Supplier Authorization/Registration Forms (includes E-Verify & Direct Deposit Setup)

Travel News & Additional Documents
- Travel Decision Matrix
- KSU Ebola Advisory for Travelers
- Hotel/Motel Tax Exemption Certificate
- Tax Exempt Form
- Membership Form
- Missing Receipt Form

Travel Regulations & Policies
- Board of Regents Travel Procedures
- State of Georgia Travel Policy
- KSU Travel Policy
- Travel Policy Exception Process

Per Diem
- International Per Diem Breakdown
- International Per Diem Rates
- Domestic M&IE Breakdown
- Domestic Per Diem Rates
- In-State Per Diem

Car Rental
- Car Rental Cost Comparison Calculator
- Request to Reserve KSU Cars or Vans
- DOAS Memo for 15 Passenger Vans
- Obtaining Car Rental Receipt
Faculty Development: http://fds.hss.kennesaw.edu/

CHSS Faculty Development Series

Established to provide CHSS faculty with opportunities for continued, convenient, and compelling professional development, the CHSS Faculty Development Series offers lectures, workshops, small groups, and other events in support of all areas of faculty work, including teaching, research and creative activity, and service to the university. Ideas or suggestions from faculty for future events are welcome. Please send your comments and suggestions to the Associate Dean for Academic Support.

Upcoming Events

Tuesday, August 30, 2016
Cathy Bradford
Director of Learning Communities
Carmen Skaggs
Associate Dean for Academic Support, CHSS
Hillary Steiner
Associate Director of Learning Communities
"Learning Communities: What’s in it for Me?"
Kennesaw Campus, SO 5074 (History Center) at 12:30pm

CHSS Awards: http://hss.kennesaw.edu/resources/awards-info/

CHSS Awards Information

Faculty Award Guidelines
- CHSS Distinguished Early Career Faculty Award
- CHSS Distinguished Professor Award
- CHSS Diversity Advocate Award
- CHSS Outstanding Engagement Award
- CHSS Outstanding Professional Service Award
- CHSS Outstanding Research and Creativity Award
- CHSS Outstanding Teaching Award
- CHSS Part-time Faculty Distinguished Teaching Award

Staff/Student Award Nomination Forms
- CHSS Staff Member of the Year
- CHSS Above the Call Award (for student assistants)
## CHSS Dean’s Lecture Series

Inaugurated in Fall 2011, the CHSS Dean’s Lecture Series showcases the research and creative activity of full-time tenured and tenure-track professors in the College. The series offers an opportunity for intellectual exchange across a variety of academic disciplines, scholarly subjects, and issues. On occasion, the work of professors emeriti, lecturers, visiting professors, graduate students, part-time faculty, and highly experienced professionals will be featured. The presentations selected for the series are thought-provoking, have broad appeal, and further the KSU commitment to excellence in scholarly and creative work.

## Upcoming Lectures

Spring 2016 lectures will be announced soon.
Manuscript Completion Guidelines:

CHSS Manuscript Completion Program
Spring 2018 Call for Proposals

Purpose
The purpose of the Manuscript Completion Program (MCP) is to facilitate the completion and submission of scholarly manuscripts or other creative works. Specifically, this multi-pronged program provides participants with three mechanisms to increase productivity and completion of works in progress: time, support, and accountability. These three mechanisms will be delivered through:

a. A one-course workload adjustment to the faculty member’s FPA to be used only in the semester of MCP participation;

b. Participation in semester-long, weekly Writing Accountability Groups (described below); and

c. Participation in an information session at the beginning of the semester about how the groups can be facilitated best.

Writing Accountability Groups are typically four-person, peer mentoring groups that provide a support and accountability structure. Group members will be chosen among MCP applicants with an eye toward diversity in disciplines and ranks. The groups are expected to meet for one hour weekly during the program semester (excluding holidays). The schedule and timing of group meetings are developed collaboratively by participants of each group. Most weeks each group member will check in about progress with writing goals for the past week, discuss goals for the coming week, celebrate successes, and work together to face any productivity challenges. At the conclusion of the program semester, members are expected to submit their work to a scholarly outlet, to share their experiences to interested CHSS faculty via a panel discussion; and to serve on the faculty review committee to select the Spring 2019 MCP applications. One group will be funded in Spring 2018.

Eligibility and Proposal
MCP is designed for full-time CHSS tenured or tenure-track faculty members. Proposals should focus on scholarly manuscripts/creative works that will be completed and submitted by the end of the program semester. Proposals must include the following components:

1. Name, department(s), rank, and title of project

2. A narrative of no more than 500 words that includes:
   a. A summary of the manuscript or creative work in development
   b. Where the work is in the completion process (drafts can be submitted as evidence)
   c. Outlets for work:
      i. If article, list expected peer-review outlets with a brief rationale
      ii. If book manuscript/proposal or other creative work not under contract, list the expected outlet(s) with a brief rationale
      iii. If book manuscript/chapter or other creative work is under contract, note publisher and due date (supporting material encouraged—e.g., contract)
   d. Narrative explaining why and how this opportunity will be important to the process of completing the work
   e. Brief statement specifying tenure, promotion, or post-tenure timeline, if relevant

3. A one-page timeline for completion and submission

4. A current curriculum vitae of no more than 5 pages

5. List of any current or previous department, college, university, or external support received for proposed project including type/amount of support

6. Signed Department Chair Support Form (form available on CHSS website:
   http://hss.kennesaw.edu/resources/faculty-dev/)

Proposals are to be compiled into a single PDF document and attached to the online submission form (form available on CHSS website: http://hss.kennesaw.edu/resources/faculty-dev/) by 5:00 p.m. on Friday, September 8, 2017.

1 Works that are new as well as those requiring extensive revisions will be considered.
2 Model based on Dr. Rockquemore’s Faculty Success Program (www.facultydiversity.org/?FSProgramDescription; retrieved March 26, 2012)
Contact Information:

Campus Directory: http://directory.kennesaw.edu/

Dean Suite’s Contact Information: http://hss.kennesaw.edu/about/contact/

Contact Information

Campus Location
Kennesaw Campus
Social Sciences Building (402), Rm 5010
Driving Directions and Parking
KSU Campus Maps

Email, Phone, & Fax
Email: chss@kennesaw.edu
Phone: (470) 578-6124
Fax: (470) 578-9150

Mailing Address
College of Humanities and Social Sciences
Office of the Dean
402 Bartow Ave
Kennesaw, Georgia, 30144
The Office of the Dean is responsible for both the overall mission of the College and its day-to-day operations.

**College Administration**

Robin Dorff  
Dean  
rdorff@kennesaw.edu

Thierry Léger  
Senior Associate Dean  
tleger@kennesaw.edu

Chien-pin Li  
Associate Dean for Curriculum and Technology  
cli@kennesaw.edu

Carmen Skaggs  
Associate Dean for Academic Support  
cskaggs4@kennesaw.edu

**Office of the Dean Staff**

Melissa Castelbuono  
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mcastelb@kennesaw.edu

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**Special Assistants**

Marshal Chaifetz  
CHSS Grants and Contracts Coordinator  
mchaifet@kennesaw.edu

Tammy Powell  
Director of Distance Education  
tpowel25@kennesaw.edu
Obtaining Signatures:

Faculty should submit any documents requiring a Dean’s signature to their home department’s admin. Their admin will route the form to the Dean’s Office for signature. If the document requires the faculty member’s Chair’s signature also, the office admin will still route it through the Chair and then to the Dean’s office. Please allow approximately 3-5 days for review and signature once the item is received by the Dean’s office and/or the Chair.

Making appointments:

In order to make an appointment with any of the CHSS Deans, please call the office at extension 6124 and you will be routed to either Mrs. Melissa Castelbuono [mcastelb@kennesaw.edu] for appointments with Dr. Chien-pin Li and Dean Dorff or Ms. Laurel Lowe [l lows7@kennesaw.edu] for appointments with Dr. Thierry Leger and Dr. Carmen Skaggs.

Room reservations for the History Center (SO 5074), the Dean’s Conference Room (SO 5012), and the Faculty Collaborative Space (SO 5002) can also be handled by either Ms. Laurel Lowe or Mrs. Melissa Castelbuono.
Open Office Hours on Marietta Campus:

One of the CHSS Deans can be found every Wednesday from 9:00am – 12:00pm in the Atrium or J-building room 354 on the Marietta Campus. The suite is labeled as the Office of Sponsored Program. The Associate Deans will rotate during Fall and Spring semesters to offer open office hours during these times. Appointments may also be made by prior arrangement.

Faculty Support Office, Marietta Campus Overview:
Who: A unit of the Special Assistant to the Provost: Dr. Julie R. Newell (Administrative Associate, Alda Wood) part of the office of the Provost and Vice President for Academic Affairs
   Administrative associate, Leesa Hay

Where: Atrium Building J, Suite 305

What they do: Offer logistical support for faculty teaching on the Marietta Campus whose home department is located on the Kennesaw Campus:
   Shared use of a standard Ricoh copier/scanner/fax machine
   Shared workstations with a few desks, computers, and phone
   Basic office supplies limited to (pens, pencils, highlighters, sharpies, white board markers and erasers, note pads, post-its, paper clips, staples, binder clips, manila folders)
   Individual faculty member mailbox slots (if the department requests that one be given– usually in cases where no classes are being taught on the Kennesaw Campus)
Samuel S. Olens
President

Sam Olens became Kennesaw State University's fourth president on Nov. 1, 2016.

Olens was elected Georgia’s 53rd attorney general in 2010 and re-elected in 2014. In his role, Olens worked with the governor and legislature to strengthen the penalties for sex trafficking and protect the victims. He also guided a comprehensive revision of Georgia’s sunshine laws and led the effort to stem the epidemic of prescription drug abuse. Additionally, in cooperation with the Georgia Food Bank Association and Young Lawyers Division of the State Bar of Georgia, Olens established the Georgia Legal Food Frenzy, which has collected the equivalent of over 5 million pounds of food for Georgia’s youth.

Prior to being elected attorney general, Olens was chairman of the Cobb County Board of Commissioners, serving from August 2002 through March 2010. He previously served as a county commissioner from 1999 through June 2002. He also served as chair of the Atlanta Regional Commission from December 2004 through 2009, and as vice-chair of the Metropolitan North Georgia Water District from 2005 through March 2010.

Olens is the recipient of numerous awards and honors for leadership and service. In 2016, Georgia Trend magazine named him the Georgian of the Year, and he has been listed among the publication’s “100 Most Influential Georgians” for 12 consecutive years. In 2015, Olens received the Charles L. Weltner Freedom of Information Award, and in 2013, he received the Distinguished Alumni Award from the Emory University School of Law. Additionally, in 2011, the Cobb Chamber of Commerce honored Olens for his dedication to community and philanthropic service by naming its annual community service award the “Sam Olens Business Community Service Award.”
President’s Office/Cabinet Contact info: [http://president.kennesaw.edu/contact.php](http://president.kennesaw.edu/contact.php)

Contact Us

Office of the President  
585 Cobb Avenue NW  
Kennesaw, GA 30144

Phone: 470-978-6033 (Kennesaw Campus)  
Phone: 678-915-7230 (Marietta Campus)

Office of the President Staff

Lynda Johnson  
Executive Administrator to the President & Chief of Protocol

Academic Affairs Team: [http://academicaffairs.kennesaw.edu/about/team.php](http://academicaffairs.kennesaw.edu/about/team.php)

Academic Affairs Team

Dr. Ken Harmon

W. Ken Harmon is Provost and Vice President for Academic Affairs at Kennesaw State University. Prior to his appointment...

Read More
Dr. Valerie Whittlesey

Dr. Valerie Whittlesey is Associate Vice President for Curriculum and Professor of Psychology at Kennesaw State University. She served as...

Read More

Dr. Ronald H. Matson

Ronald H. Matson is a professor of Biology, and Senior Associate Vice President for Academic Affairs at Kennesaw State University. A native...

Read More

Dr. John Omachonu

Bio coming soon...

Dr. Elke M. Leeds

Elke M. Leeds is the Assistant Vice President of Technology Enhanced Learning and the Executive Director of the Distance Learning Center...

Read More

Dr. Julie Newell

Dr. Julie Newell is the Special Assistant to the Provost and Professor of Interdisciplinary Studies at Kennesaw State...

Read More

Angie Conti

Assistant to the Provost

Cynthia Chesney

Administrative Associate

Connie Woolsey

Administrative Associate
CHSS Schools and Departments: [http://hss.kennesaw.edu/departments-programs/schools-depts/](http://hss.kennesaw.edu/departments-programs/schools-depts/)

**CHSS Schools & Departments**

**Schools**

**School of Communication & Media**  
*School Chair*: Barbara Gainey  
*Location*: Kennesaw Campus - Social Sciences #402, Rm. 5106  
*Phone*: 470-578-6298  
[http://socm.hss.kennesaw.edu/](http://socm.hss.kennesaw.edu/)

**Departments**

**Department of Geography & Anthropology**  
*Department Chair*: Susan Kirkpatrick Smith  
*Location*: Kennesaw Campus - Social Sciences #402, Rm. 4042  
*Phone*: 470-578-2373  
[http://ga.hss.kennesaw.edu/](http://ga.hss.kennesaw.edu/)

**Department of History & Philosophy**  
*Department Chair*: Alice Pate  
*Location*: Kennesaw Campus - Social Sciences #402, Rm. 4120  
*Phone*: 470-578-6294  
[http://hp.hss.kennesaw.edu/](http://hp.hss.kennesaw.edu/)

**Interdisciplinary Studies Department**  
*Department Chair*: Robbie Lieberman  
*Location*: Kennesaw Campus - Social Sciences #402, Rm. 2005  
*Phone*: 470-578-2431  
[http://isd.hss.kennesaw.edu/](http://isd.hss.kennesaw.edu/)

**Department of Technical Communication and Interactive Design**  
*Department Chair*: Laura Palmer  
*Location*: Marietta Campus - Atrium Building (J), Rm. 333  
*Phone*: 470-578-7202  
[http://tcid.hss.kennesaw.edu/](http://tcid.hss.kennesaw.edu/)

**Department of English**  
*Department Chair*: William Rice  
*Location*: Kennesaw Campus - English #440, Rm. 155  
*Phone*: 470-578-6297  
[http://english.hss.kennesaw.edu](http://english.hss.kennesaw.edu)

**Department of Political Science & International Affairs**  
*Department Chair*: Kerwin Swint  
*Location*: Kennesaw Campus - Social Sciences #402, Rm. 5047  
*Phone*: 470-578-6227  
[http://psia.hss.kennesaw.edu/](http://psia.hss.kennesaw.edu/)

**Department of Psychology**  
*Interim Department Chair*: Christopher Randall  
*Location*: Kennesaw Campus - Social Sciences #402, Rm. 4030  
*Phone*: 470-578-6225  
[http://psychology.hss.kennesaw.edu/](http://psychology.hss.kennesaw.edu/)

**Department of Sociology & Criminal Justice**  
*Department Chair*: Samuel Abaidoo  
*Location*: Kennesaw Campus - Social Sciences #402, Rm. 4057  
*Phone*: 470-578-6739  
[http://scj.hss.kennesaw.edu/](http://scj.hss.kennesaw.edu/)

**School of Conflict Management, Peacebuilding and Development**  
*School Director*: Joseph G. Bock  
*Location*: Kennesaw Campus - Math and Statistics Building #365, Rm. 243  
*Phone*: 470-578-2379  
Campus Resources
Here are provided some links to various campus resources:
Info on various commissions

http://diversity.kennesaw.edu/presidential_commissions.php
- Office of Diversity and Inclusion

http://diversity.kennesaw.edu/
- GLBTIQ Student Retention Services

http://www.kennesaw.edu/stu_dev/glbtiq/
- Writing Center

http://writingcenter.kennesaw.edu/
- Siegel Institute for Leadership, Ethics and Character

http://siegelstitute.kennesaw.edu/
Presidential Commissions

The Presidential Commissions on Disability Strategies and Resources, Gender and Work Life Issues, GLBTIQ (Gay, Lesbian, Bisexual, Transgender, Intersex, Questioning) Initiatives, Racial and Ethnic Dialogue, Sustainability, and Veterans Affairs serve as advisory committees to the President to address issues and challenges that their constituencies encounter on campus. Under the guidance of ODI, the commissions are tasked with identifying, implementing, and suggesting activities, programming, actions, and policies that will lead to an increased understanding and acceptance of diverse viewpoints and perspectives between and among different members and groups of KSU’s diverse community.
Welcome to the Siegel Institute’s website! I encourage you to peruse this site for information about our programs and current projects. Take a moment to view information about our Graduate Certificate in Leadership and Ethics and our numerous academic partnership programs.

Our annual Phenomenal Women’s Conference is held in March each year. We continue to offer a series of five to six workshops leading up to the Phenomenal Women’s Conference. These pre-Conference workshops allow participants to explore topics of interest in a relaxed workshop-style setting.

Each semester we focus on a different aspect of Leadership and/or Ethics. Our Siegel Institute Ethics Research Scholars (SIERS) program encourages a group of interdisciplinary faculty, staff, graduate, and undergraduate students to focus on a particular ethics-related topic each year. These topics will include clothing, food, body image, transportation, etc. This group studies the topic for a year and then focuses on presenting the material at conferences and publishing their findings.

I hope you enjoy discovering the various research opportunities, academic courses, programs, and projects offered by the Siegel Institute. We hope you will choose to attend some of our events. If you have any questions or would like more information about the Siegel Institute, please feel free to contact us at 470-578-2000.

- Dr. Linda M. Johnston, Executive Director
Diversity Resources: http://diversity.kennesaw.edu/resources/diversity_resources.php
KSUmail: http://uits.kennesaw.edu/ksumail/transition/index.php

Transition to KSUmail

Beginning on launch day, August 4, 2017, UITS staff will visit faculty and staff by appointment to assist with settings and preferences. Prior to launch, you will receive an email will be sent via a KSU Service Desk ticket prompting you to create an appointment for your transition from Zimbra to KSUmail.

- Replying to “Your Appointment for the Transition to KSUmail” - Download

These appointments will help you set-up your KSUmail in the Microsoft Outlook desktop client. However, you will not have to wait until your appointment to begin using KSUmail via the web and/or your mobile device.

Note: On August 4, it may take some time for your old emails and calendar appointments to download and populate in your new KSUmail account - we estimate it will take about one hour for every GB of data in your Zimbra account.

Outlook on the Web

- Accessing KSUmail on the Web: ksumail.kennesaw.edu
- New and Exciting Features in Microsoft Outlook on the Web - Download
- Navigating the Interface of Microsoft Outlook on the Web - Download

Self-Migration Checklist for Outlook on the Web

Signatures, settings, rules (a.k.a. filters), and shares must be recreated in KSUmail from Zimbra.

The following guide provides a checklist to assist you with your first time using KSUmail with Outlook on the Web: Outlook on the Web Self-Migration Checklist.

Email

- Composing and Sending Email in Microsoft Outlook on the Web - Download
- Adding Email Attachments in Microsoft Outlook on the Web - Download
- Embed an Image in an Email in Microsoft Outlook on the Web - Download
- Replying to Emails in Microsoft Outlook on the Web - Download
- Deleting Emails in Microsoft Outlook on the Web - Download
- Printing a Document from Outlook on the Web to KSU Print - Download

Calendar

- Using the Calendar in Microsoft Outlook on the Web - Download
- Creating a Calendar Appointment in Microsoft Outlook on the Web - Download
- Sharing your calendar with others* - Download

*Note: When granting permissions for others to access your calendar, the View options or Can Edit access are recommended. The Delegate option redirects all of your meeting invites and responses to the recipient of the shared inbox.
Contacts

- Creating a Contact & Contact List in Microsoft Outlook on the Web - Download

**KSUmail on mobile devices**

The Zimbra account must be removed from the mobile device before configuring KSUmail.

**Self-Migration Checklist for an iOS Device**

1. Removing Zimbra from iOS - Download
2. Setting up KSUmail on iOS - Download

**Self-Migration Checklist for an Android OS Device**

1. Removing Zimbra from Android OS - Download
2. Setting up KSUmail on Android OS - Download

**Self-Migration Checklist for Outlook for the PC**

Signatures and settings must be recreated in Outlook for the PC.

The following guide provides a checklist to assist you with your first time using KSUmail with Outlook for the PC: Outlook for the PC Self-Migration Checklist.

**Note:** You must log in at ksumail.kennesaw.edu and do the first time timezone setup before launching Outlook for the PC.
Setting up KSU Mail on Android and iOS mobile devices instructions available at: http://uits.kennesaw.edu/ksumail/transition/index.php

### Setting up KSUmail on an iOS Device

This guide explains how to setup KSUmail on an iOS Device. You will be able to synchronize your emails, calendar, contacts, and tasks.

**Note:** DEVICE SETUPS MAY VARY DEPENDING ON THE OS VERSION AND THE MODEL OF THE DEVICE.

**Note:** This documentation was written using the Apple iPad Air on iOS version 10.3.2. Configuration may be slightly different.

1. Find and tap **Settings** on your device.

   ![Settings](attachment:image.png)

   **Figure 1 - Tap Settings**

### Setting up KSUmail on an Android Device

This guide explains how to setup KSUmail on an Android Device. You will be able to synchronize your emails, calendar, contacts, and tasks.

**Note:** DEVICE SETUPS MAY VARY DEPENDING ON THE OS VERSION AND THE MODEL OF THE DEVICE.

**Note:** This documentation was written using the Samsung Galaxy S7 Edge on Android version 7.0. Configuration may be slightly different.

1. Tap **Apps** on the **Home** screen of your device.

   ![Apps](attachment:image.png)

   **Figure 1 - Tap Apps**
Technology Requests

The Office of Distance Education has equipment available for checkout to CHSS faculty. These include:

- Digital recorders
- Headphones
- Web cams
- iPads
- scanner
- WACOM tablets
- Thumb (USB) drives
- External drives

Please come by SO 5008 during normal business hours, 9am-5pm for technology checkout.

Distance Ed: http://ode.hss.kennesaw.edu/
Downloading Faculty apps: https://apps.kennesaw.edu/portal/prod/app_uni_sso/login.asp

***NOTE: any app may only be downloaded a maximum of 2 separate times before the user will be blocked from re-downloading that app
UIT Support Site: http://uits.kennesaw.edu/

Welcome to UITS

UIT Provides KSU with the technology necessary for faculty, staff, and students to carry out academic collaboration, research and innovation. UITS delivers the state of the art technology students require and expect for course registration, learning management, instructional classrooms, and voice/data solutions, as well as identifies and supports the administrative and computing needs of the campus.

KSU Service Desk

The KSU Service Desk is your portal to getting assistance or access to University IT Services.

Faculty / Staff: 470-578-6999
service@kennesaw.edu

Students: 470-578-3555
studenthelpdesk@kennesaw.edu

Service Desk Locations & Hours

Student Computer Lab Location & Hours

FAQs

- Faculty / Staff: Have a question? Ask the service desk
- New Student to KSU?
- Security: Need to report a virus, spam or phishing emails?
- Student: Have a question? Ask the service desk
- What happens when I contact the KSU Service Desk?
UITS Forms Support Site: http://uits.kennesaw.edu/support/formselect.php?s=tech#new_account

Forms

Please use the field below to select a form. If you have any questions, contact the KSU Service Desk at 470-578-6999.

New Account Setup

An employee cannot submit his/her own account request; the supervisor or administrator for the department must complete and submit this form for the employee.

Campus
- Kennesaw Campus
- Marietta Campus

Office Location

1. Supervisor/Administration Information

Supervisor/Administrator Name

Supervisor/Administrator Title

Supervisor/Administrator Department

Supervisor/Administrator Email

Supervisor/Administrator Phone
Campus Safety Resources

- Office of Emergency Management (OEM): http://oem.kennesaw.edu/
- Kennesaw State Police: http://police.kennesaw.edu/
- Student in crisis/violence report checklist: http://ovs.kennesaw.edu/index.php
- Campus Advisories: http://www.kennesaw.edu/advisories/

*** 911 vs. Kennesaw State Police: It is recommended to first call campus police in an emergency situation as they can more accurately and precisely route the appropriate help services to the correct location and can usually be on scene faster.
Kennesaw State University seeks to foster a proactive climate of care that can only be achieved through cooperative input from the entire community. To that end, KSU has created a Behavioral Response Team (BRT) that takes a planned approach to identifying and assisting individuals who are distressed and/or exhibiting abnormal, threatening, or dangerous behavior. Through early identification, the team can connect individuals of concern with the resources they need to succeed and hopefully prevent crises. The BRT is a multidisciplinary team that meets regularly to assess and manage concerns that have been brought to the attention of the team.

Below is the online reporting “Red Flag” link that anyone can use to share information about a person of concern with the BRT. The more information that is provided the better chance the BRT will have to successfully assist that individual. Specifically, please try and describe in detail observed behaviors and statements that generated the concern. Such behaviors are often referred to as “red flags” because they may indicate a larger or growing issue with which that person may be struggling.

NOTE: If this is an emergency and there is an immediate threat call the KSU Police at 470-578-6666. Submissions through the reporting form are not constantly monitored; therefore, the reporting form is never to be used for emergency response.

For a quick overview about the BRT, click below to watch a brief introductory video.

BRT Introductory Video
Campus Carry Information

We recognize that the Kennesaw State University community has questions and concerns regarding the concealed carry of firearms on the Kennesaw State University campuses. The University System of Georgia has issued general guidance developed by the USG Office of Legal Affairs.

The full text of H.B. 280 can be found here.

The full text of USG’s Guidance on H.B. 280 can be found here.

USG has provided additional guidance on H.B. 280, which can be found here.

If you have any questions that are not addressed, please contact AskLegal@kennesaw.edu.

KSU CAMPUS CARRY FAQ

The primary source of information related to the new campus carry law is the guidance provided by the University System of Georgia, which can be found at the links listed above. In addition, the following questions and answers relate specifically to KSU or to questions posed by the KSU community that are not directly covered by the USG guidance.

The campus carry law applies equally to all university system institutions. KSU does not have discretion to waive or change any of the requirements in the law. Any questions related to the new campus carry law should be directed to asklegal@kennesaw.edu. Enforcement of the law on campus will be the responsibility of the KSU Police and any suspected violations of the law should be reported there.

Who can carry a concealed handgun on campus under the new law?

Does the campus carry law apply to the entire KSU campus?

Is the KSU Center covered by the new law?

Which facilities on campus are used for intercollegiate sporting events, and are thus ALWAYS exempt from the new law?
Campus Carry Information for Faculty and Staff – Enrolled High School Students
Provided by the Office of the Registrar

Under the new law, and with a few exceptions, properly licensed individuals may carry concealed handguns in public university classes if they are conducted in buildings and facilities not otherwise exempt from the new law. Licensed carriers may NOT, however, carry handguns to classes where high school students are enrolled.

Effective July 1, faculty can determine if high school students are enrolled in their classes by using Owl Express.

Owl Express Instructions for Faculty:
Under Faculty Services tab, click on Class Roster by Course Number link. One of the following messages will display at the top of each class roster.

Campus Carry Information: High School Students are Enrolled in this Section

Or

Campus Carry Information: No High School Students are Enrolled

Note: The information displayed is subject to change during registration, and as students withdraw throughout the semester.

Instructions for Students Regarding Access to Campus Carry Information

It is the responsibility of the student to adhere to USG Guidelines for the implementation of House Bill 280. Students can determine if high school students are enrolled in their classes through Owl Express. This information is also available in-person by visiting the Office of the Registrar.

Owl Express Instructions for Students:
Under Registration Tab, click on Campus Carry Information link.

Note: The information provided in Owl Express is only valid at the Date of Inquiry. The information displayed is subject to change during registration, and as students withdraw throughout the semester. Students should continue to check Owl Express, as often as needed.

Resources:
The University System of Georgia has issued guidelines on the new "campus carry" law, which are available here:

Additional information is available on the KSU Public Safety website: http://police.kennesaw.edu/campuscarry.php

If you have any questions that are not addressed, please contact AskLegal@kennesaw.edu

--Office of the Registrar
Guidelines for the Implementation of House Bill 280

Atlanta — May 24, 2017

TO: The University System of Georgia Community
FROM: Chancellor Steve Wrigley
DATE: May 24, 2017
RE: House Bill 280

House Bill 280, commonly known as the “campus carry” legislation, will take effect on July 1. I understand that many of you have strong feelings about this bill. Yet, whether you opposed or supported the legislation, it will soon be state law, and I respectfully ask everyone to exercise patience, understanding and respect as we implement it. We all share the same goal of ensuring a safe campus environment. We should work together to implement the law as written and thoughtfully address any complications that may arise.

Below are guidelines developed by the Office of Legal Affairs for the implementation of House Bill 280 that must be followed on all University System campuses beginning on July 1. While current law already allows license-holders to keep weapons secured in motor vehicles, beginning on July 1, House Bill 280 will allow anyone who is properly licensed in the State of Georgia to carry a handgun in a concealed manner on property owned or leased by public colleges and universities, with some exceptions as explained below. It will not allow any other type of gun to be carried around campus; nor will it allow handguns to be carried openly. (House Bill 280 does not apply, however, to institution-sponsored events or excursions away from campus on property not owned or leased by a University System institution.)

The statute defines concealed as “carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others.” A license-holder therefore may carry a handgun while it is substantially (“but not necessarily completely”) covered by an article of clothing he or she is wearing, or contained within a bag (“of a nondescript nature”) he or she is carrying, or in another similar manner that generally keeps it out of the view of others.

There are a number of exceptions to the new law that limit the places on campus where handguns may be carried. Even license-holders may not carry a handgun into the following locations on college/university-owned or leased property:
• Buildings and property used for athletic sporting events. This exception includes stadiums, gymnasiums and similar facilities in which intercollegiate games are staged (but does not extend to so-called "tailgating" areas where fans may congregate outside the gates of the sports facility). It does not extend to student recreation centers and similar facilities that are not used for intercollegiate games.

• Student housing facilities including residence halls and similar buildings where students live such as fraternity and sorority houses. (Note that any housing that is not on property owned or leased by a University System institution is not covered by House Bill 280.)

• Spaces – including any room, continuous collection of rooms or outdoor facility – that are used for preschool or childcare. In order to qualify, preschool and childcare spaces must have controlled access (meaning access via personnel stationed at the door or an electronic mechanism) limited to authorized people.

• Rooms and other spaces during the times when they are being used for classes in which high school students are enrolled, whether through dual enrollment and programs such as Move On When Ready or through college and career academies or other specialized programs such as Early College. License-holders who want to carry handguns to class will need to visit the institution's registrar or other designated employee, who after verifying their enrollment status will tell them which of their classes, if any, have high school students enrolled. Institutions shall not, however, keep any listing of those who inquire. (Note also that the names of enrolled high school students may not be revealed in accordance with applicable privacy laws.) It is the responsibility of license-holders to seek out this information and make themselves aware of which classrooms fall within this exception.

• Faculty, staff and administrative offices. This exception includes offices and office suites occupied by faculty, staff and administrators but does not include more general public common spaces outside of those areas.

• Rooms during the times when they are being used for disciplinary proceedings of any kind, including those regarding students, faculty or staff. These would include any meetings or hearings that are part of the University System's or the institution's sexual misconduct, student conduct, dispute resolution, grievance, appeals or similar processes.

Under the new law, it is a misdemeanor crime for a license-holder to carry a handgun "in a manner or in a building, property, room, or space in violation of" these provisions. Doing so also may be a violation of the institution's student code of conduct and personnel rules. It will be the responsibility of those license-holders who choose to carry handguns on campus to know the law and to understand where they can go while carrying. Institutions will not provide gun storage facilities or erect signs outside restricted areas.

Each institution will need to review its campus conduct and weapons policies to ensure that they comply with these changes to the law. While House Bill 280 provides for specific exceptions where handguns may not go, it does not give individual institutions discretion to bar or further limit handguns on their
campuses. Institutions therefore may not place additional restrictions or prohibitions on the carrying of handguns beyond those contained in the law. Neither should anyone else attempt to interfere with the ability of license-holders to carry concealed handguns on campus.

It is incumbent upon each of us to follow the law. Students, faculty and staff should not attempt themselves to monitor or to enforce compliance with the statute by those who do carry handguns. Only law enforcement personnel, including the University System’s more than 800 POST-certified officers, will be responsible for enforcing the law. If others have concerns or questions, they should contact their campus law enforcement departments. In the coming weeks, the University System Office of Safety and Security will be providing training to campus law enforcement officers.

Our mission remains unchanged before and after July 1. Thank you for all that you do for the University System of Georgia.

« News Releases (http://www.usg.edu/news/archive)
# Emergency Quick Reference Guide

**Kennesaw State University**

Department of Public Safety
Office of Emergency Management

**CALL:** X6666 OR 470-578-6666 OR TEXT 770-356-3866

## FIRE
- When a fire alarm sounds, EVACUATE
- Gather your personal belongings, if time permits (coats, keys, purse, etc.), and exit the building
- Do NOT use elevators
- Use stairs to reach ground level
- Follow all instructions given by Crisis Coordinators wearing orange vests and/or black and gold KSU I.D. badges

## EVACUATION
- When evacuation is ordered, follow the directions of Crisis Coordinators, Public Safety, and Campus Administrators.
- Take personal belongings if time permits
- Evacuate in a safe, orderly manner via the closest exit
- Help direct people with special needs to a safe place
- Do NOT use elevators to transport people
- Do not re-enter the building until Campus Administrators issue the “ALL CLEAR” message

## TORNADO WARNING
- You will receive a message via KSU’s mass notification system
- Shelter in place
- Select an interior room closest to ground level
- Stay away from exterior doors and windows
- If in residence halls, move to the lowest level
- Remain sheltered in place until Campus Administrators give the “ALL CLEAR” message

## SHELTER-IN-PLACE
- If outside, seek shelter indoors immediately
- Remain inside for your own safety
- Select interior rooms closest to ground floor
- Stay away from exterior doors and windows
- Do not exit building until Campus Administrators issue the “ALL CLEAR” message

## ACTIVE SHOOTER
- Run, hide, or fight
- DO NOT activate fire alarms
- Help direct people with special needs to a safe place
- Go to the nearest room or office
- Close, lock, & barricade doors and cover windows
- Silence cell phones
- DO NOT answer the door
- Remain calm, quiet and patient
- Remain in a secure location until Campus Administrators issue the "ALL CLEAR" message

## SECURE-IN PLACE
- Remain indoors for your own personal safety
- Lock exterior doors
- DO NOT exit the building
- Remain in a secure location until Campus Administrators issue the "ALL CLEAR" message
- If outside:
  - Seek shelter inside the building closest to you
  - Stay indoors
  - Go directly to an enclosed, windowless area
  - Help direct people with special needs to a safe place

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For small fires, and if trained, use a fire extinguisher and remember P.A.S.S. “Pull, Aim, Squeeze, Sweep”

**Pull** the pin, **aim** at base of fire, **squeeze** the handle, **sweep** from side to side
BOMB THREAT CHECKLIST

Questions to ask:

1) When is the bomb going to explode?
2) Where is it right now?
3) What does it look like?
4) What kind of bomb is it?
5) What will cause it to explode?
6) Did you place the bomb?
7) Why?
8) What is your address?
9) What is your name?

Caller's Voice - Circle as applicable:

- Calm
- Angry
- Excited
- Slow
- Rapid
- Soft
- Loud
- Laughter
- Crying
- Normal
- Distinct
- Stutter
- Lisp
- Raspy
- Deep
- Ragged
- Clearing Throat
- Deep Breathing
- Cracked Voice
- Disguised
- Accent
- Familiar

If voice is familiar, whom did it sound like?

Background Sounds:

- Street Noises
- Animal Noises
- Clear
- Static
- Music
- House Noises
- Motor Engine
- Factory Machinery
- Voices
- PA System
- Local Call
- Long Distance
- Weather
  (wind, rain, thunder, etc.)
- Office Machinery
- Other

Sex of Caller: ___________________ Race: ___________________
Length of call: ___________________ Age: ___________________
Date: ___________________ Time: ___________________

Number at which call was received: ___________________

Notes:

Threat Language:

- Well Spoken (educated)
- Incoherent
- Foul
- Irrational by threat maker
- Taped
- Message read

Remarks:

CALL KSU POLICE IMMEDIATELY! 470-578-6666 DO NOT HANG UP THE PHONE ONCE CALL HAS ENDED
Make a Difference
See something shady? With a few taps, send picture, video and text info to campus police. The tips you send can even be anonymous!

Safety Information When You Need It
Receive safety broadcasts right on your phone. Access KSU safety resources easily and from

Stay Protected
Call or discreetly chat with campus officials when you need help.

Peace of Mind
Let LiveSafe be your constant companion. With the SafeWalk button, allow friends and family to walk you home when you need it.

Steps to Download LiveSafe
1. Download
Search for and download “LiveSafe” for free from iTunes or Google Play app stores. Open LiveSafe and enter in your email address or tap “Connect Using Facebook”.

2. Verify your email address
You will be sent a verification email. Go to your email inbox to verify your LiveSafe account. Then tap “Open” on the next screen of the app. Create a password and fill in your name. Tap Next.

3. Select your organization
Search for "Kennesaw State University" to select it as your
organization. You will see the KSU logo at the top of the home screen of the app once you are connected.

4. Bonus Points: Add to your profile
   Complete your profile by tapping the left menu icon. Tap “Settings” then “Profile”. Enter in your mobile phone number so that you can better connect with KSU Police in an emergency.
Also visit [http://www.kennesaw.edu/advisories/](http://www.kennesaw.edu/advisories/) to check if campus is open or for any security issues

**Kennesaw State University**

**HOW WILL I KNOW IF CAMPUS IS OPEN, CLOSED OR DELAYED?**

Check the following resources to determine whether the University is open, closed or delayed due to inclement weather.

**Web**
www.kennesaw.edu
oem.kennesaw.edu

**The Campus Advisory Page**
www.kennesaw.edu/advisories

**Twitter**
www.twitter.com/kennesawstate
www.twitter.com/KSU_Safety

**Facebook**
www.facebook.com/KennesawStateUniversity
www.facebook.com/kennesawstateOEM

**Local Media Outlets**
www.cbs46.com
www.wsbtv.com

On Campus emergencies call: (470) 578-6666
Off Campus emergencies call: 911
Non-emergencies call: (470) 578-6206

*Personal safety should always be #1. If you do not feel safe to travel, don’t.*

Kennesaw State University
Office of Emergency Management
Phone: (470) 578-6985 | Web: oem.kennesaw.edu | Email: KSUalerts@kennesaw.edu
Crisis Coordinators

Crisis Coordinators are staff members that have been trained on how to deal with and respond quickly to any type of emergency that may arise on campus.

Associate Dean Carmen Skaggs facilitates the College’s Crisis Coordinators program.

Laurel Lowe is the lead Crisis Coordinator for our building and can both be found in the Dean’s Office, rm 5010.

The fastest way to reach the Crisis Coordinator team is through the walkie talkie system which all departments on each floor have access too.

http://oem.kennesaw.edu/crisis-coordinators.php
Disruption - Substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities which occur on campus.

**Student Classroom Disruption**

- **Non-continuous Incident:**
  - Issue a Verbal or Written Warning. Document Incident Via Email to Student.
  - Is This Incident Seriously Disruptive, or Are There Additional Incidents of Disruption?
    - Yes: File a Red Flag report on the student. Follow-up will be provided by the Dean of Students.
    - No: Retain Documentation.

- **Unceasing Disruptive Event:**
  - Following a Verbal Warning, Ask Student to Leave Class. Call DPS If Student Refuses.
  - File a Red Flag report on the student. Follow-up will be provided by the Dean of Students.
  - Are additional disciplinary actions warranted?
    - No: Retain Documentation.
    - Yes: Collaborate with Dean of Students and SCAI (Due Process Hearing Required).