# Table of Contents:

1. General Reference  
   a) Maps (3)  
   b) Institutional Profile (5)  
   c) Majors and Programs by Campus (9)  
   d) Contact Information (13)  
   e) Logistics (18)  
   f) Campus Resources (20)  

2. Teaching  
   a) KSU Standard Scheduling Policy (29)  
   b) Course Syllabi Preparation (33)  
   c) Course Evaluations (43)  
   d) Student Disability Services (45)  
   e) Student Conduct and Academic Integrity and Advising Center (49)  
   f) Grade Appeals (50)  
   g) Undergraduate Catalog/Academic Policies (52)  
   h) Owl Express (56)  
   i) D2L (57)  
   j) Classroom Instructor Stations (59)  
   k) Office of Distance Education (60)  
   l) University Funding for Student Travel (62)  
   m) University Funding for Enhancement of Teaching and Learning (66)  

3. Research  
   a) CHSS Grants & Contracts (67)  
   b) University Office of Research (68)  
   c) SOTL (72)  
   d) Travel (74)  
   e) Dean’s Lecture Series (75)  

4. Faculty Development and Awards  
   a) CHSS Faculty Development Series (76)  
   b) CHSS Manuscript Completion Program Guidelines (77)  
   c) CHSS Student Success Teaching Incentive Grants (78)  
   d) Center for Excellence in Teaching (CETL) (81)  
   e) CHSS Faculty Awards (82)  
   f) Foundation Faculty Awards (83)  

5. Technology  
   a) Office 365 (84)  
   b) KSU Mail (85)  
   c) Faculty Apps (87)  
   d) UITS Support (88)  

6. Campus Safety  
   a) Contact Information (90)  
   b) Emergency Quick Reference Guide (91)  
   c) Behavioral Response Team (BRT) (92)  
   d) Campus Carry Information (93)  
   e) Bomb Threat Checklist (98)  
   f) Live Safe App (99)  
   g) Campus Advisories (101)  
   h) Crisis Coordinators (102)  
   i) Student Classroom Disruption Flowchart (104)
Marietta Campus:  [http://www.kennesaw.edu/maps/](http://www.kennesaw.edu/maps/)
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.

2017 Highlights:

- The Executive MBA in the Michael I. Coles College of Business was recognized by CEO Magazine among the top 10 programs in the world.
- The Coca-Cola Foundation donated $1.25 million for the Coca-Cola First Generation and Science, Technology, Engineering and Mathematics (STEM) Scholars program, which will provide scholarships and wraparound services to 35 students.
- Graduates from Kennesaw State University’s WellStar School of Nursing are earning their professional certifications at a higher rate than the national average. In 2017, 97% of KSU’s Bachelor of Science in Nursing graduates passed the National Council Licensure Examination on their first attempt, the nationwide average is 82%.
- Milton Overton was named the university’s director of athletics. Overton, a 25-year veteran of college athletics administration, has spent the last two years as director of athletics at Florida A&M University.
- Brian Bohannon, who guided Kennesaw State to a Big South Conference championship, the quarterfinals of the NCAA Division I FCS Playoffs, and a No. 8 final ranking in the STATS FCS Poll, was named the 2017 AFCA FCS Coach of the Year by the American Football Coaches Association (AFCA).

FALL 2017

APPLICATIONS AND ADMISSIONS

IPEDS First-Time First-Year Students

Applicants: 13,998
Admitted: 8,487
Enrolled: 5,238
Acceptance Rate: 61%
Enrollment Yield: 62%

Incoming Transfers

Applicants: 7,223
Admitted: 5,269
Enrolled: 2,671
Acceptance Rate: 73%
Enrollment Yield: 51%

First-Time First-Year Students

Quality Indicators

SAT Combined (Math & Verbal) 1164
SAT 25th Percentile 1080
SAT 75th Percentile 1220
Average ACT Composite Score 24
ACT 25th Percentile 21
ACT 75th Percentile 26
Average High School GPA 3.32

ENROLLMENT

Head Count

Undergraduate: 32,945
Graduate: 2,901
Total Enrollment: 35,846

Full-Time Part-Time Student Headcount

Full-Time Students: 25,768
Part-Time Students: 10,078
Total Undergraduates & Graduates: 35,846

Enrollment Detail

Undergrad Graduate
Lower Level: 15,748
Upper Level: 16,993
Transients and Others: 204
Non-Degree Seeking: 58
Master’s: 2,242
Edu. Specialists: 358
Doctorate: 243
Total: 32,945
Total Undergraduates & Graduates: 35,846

Retention and Graduation Rates

Fall 2016 to Fall 2017: 78.3%
Four-Year Graduation Rate Fall 2013: 17%
Six-Year Graduation Rate Fall 2011: 42%

FTE Students: 32,147
% Change from Fall 2016: 2.5%

Fall 2017 Credit Hours (Fall Only)

Lower: 265,981
Upper: 140,737
Graduate: 19,932
Total Credit Hours: 426,650

In-State vs Out-of-State Tuition Head Count

Fall 2017

GA Residents: 34,118
Non-GA Residents: 1,728

Student Level Enrollment Details

Joint Enrollment: 429
Freshman: 7,510
Sophomore: 7,809
Junior: 7,494
Senior: 9,499
Graduate-Masters: 2,242
Graduate-Doctoral Degree: 358
Graduate-Education Specialist: 243
Post-Baccalaureate: 58
Post-Baccalaureate non-degree seeking: 67
Unclassified Undergraduate - Transient: 75
Auditor: 62
Total Enrollment: 35,846

Top Ten Enrolled Declared Undergraduate First Majors

Nursing: Computer Science
Biology: Marketing
Psychology: Accounting
Management: Communication
Mechanical Engnr: Early Childhd Educ

STUDENT SUCCESS - Fiscal Year (FY) 2017

Degrees Conferred

Certificate: 26
Bachelors: 4,770
Advanced Certificate: 59
Masters: 985
Education Specialist: 195
Doctoral: 41
Total Degrees Conferred: 6,076

Top Ten Undergraduate Degrees Conferred

Communication: Biology
Psychology: Nursing
Integrative Studies: Finance
Accounting: Marketing
Management: Exercise Science

STUDENT CHARACTERISTICS FALL 2017

Enrollment by Gender

Male: 18,477 52%
Female: 17,369 48%
Total: 35,846 100%

Undergraduate

Race and Ethnicity: Male Female
African American: 3,263 18.9% 3,686 23.4%
American Indian: 27 0.1% 28 0.2%
Asian: 915 5.3% 648 4.1%
Hispanic: 1,635 9.5% 1,517 9.7%
International: 321 1.9% 262 1.7%
Native Haw/Pacific Isl: 26 0.1% 10 0.1%
Not Reported: 375 2.2% 336 2.1%
Two or More: 768 4.4% 758 4.9%
White: 9,966 57.6% 8,426 53.8%
Total: 17,294 100.0% 15,651 100.0%

Graduate

Race and Ethnicity: Male Female
African American: 259 21.9% 455 26.5%
American Indian: <5 0.2% <5 0.1%
Asian: 93 7.8% 70 4.1%
Hispanic: 62 5.2% 93 5.4%
International: 74 6.3% 76 4.4%
Native Haw/Pacific Isl: <5 0.0% <5 0.2%
Not Reported: 54 4.6% 115 6.7%
Two or More: 24 2.0% 19 1.1%
White: 615 52.0% 884 51.5%
Total: 1,183 100.0% 1,718 100.0%
COLLEGES
Bagwell College of Education
Dean Arrinda Eaton
Coles College of Business
Dean Kathryn Schwaig
College of Architecture & Construction Mgmt.
Dean Richard Cole
College of Continuing & Prof. Educ.
Dean Barbara Caulk
College of Computing and Software Engr.
Interim Dean Jon Preston
College of Humanities and Social Sciences
Dean Robert (Robin) Dorff
College of Science and Mathematics
Dean Mark Anderson
College of the Arts
Dean Patricia P. Poulter
Graduate College
Dean Michael Dishman
Honors College
Dean Rita Bailey
Southern Polytechnic College of Engineering and Engineering Technology
Dean Thomas Currin
University College
Dean Lynn Dishrow
WellStar College of Health & Human Svs.
Dean Mark Tillman

CONTACT INFORMATION
Website
www.kennesaw.edu

Office of the President
President Sam Olens
585 Cobb Avenue NW
Kennesaw, GA 30144
Phone: 470-578-6033 (Kennesaw Campus)
Phone: 678-915-7230 (Marietta Campus)

Kennesaw Campus
1000 Chastain Road
Kennesaw, GA 30144
Phone: 470-578-6000

Marietta Campus
1100 South Marietta Pkwy
Marietta, GA 30060
Phone: 470-578-6000

Undergraduate Admissions and Tours
http://admissions.kennesaw.edu/
Email: KSUAdmit@kennesaw.edu
Phone: 770-423-6300

Graduate Admissions
http://graduate.kennesaw.edu/admissions/
Email: KSUGrad@kennesaw.edu
Phone: 770-578-4377

About
The KSU Fast Facts is published annually by the Office of Institutional Research and Decision Support. For additional information, please visit our website at http://ir.kennesaw.edu/

CAMPUS CHARACTERISTICS
Kennesaw Campus
Acres 405
Student Housing Beds 3,505
Classrooms, Offices, Support (sq. ft) 2,658,230
Parking Spaces 6,323

Marietta Campus
Acres 197
Student Housing Beds 1,708
Classrooms, Offices, Support (sq. ft) 961,649
Parking Spaces 837

LIBRARY SYSTEM
Volumes 471,440
Microform Items 500,000
Audio/video Media 5,441
Periodicals 114,022
eBooks 667,799

INTERCOLLEGIATE SPORTS
Men’s 7
Women’s 9
Conferences ASUN and Big South
Nickname Owls
Colors Black and Gold
Mascot Scrappy the Owl

STUDENT LIFE - Fall 2017
First-Time
First-Year Freshmen 16% 12%
All Undergraduates
Percent out-of-state (exclude international students) 53% 15%
Percent of men who join fraternities 4% 5%
Percent of women who join sororities 11% 9%
Percent who live in college owned, operated or affiliated housing 47% 85%
Percent who live off campus or commute 75% 20%
Percent of students age 25 and older 1% 20%
Average age of full-time students 18 21
Average age of all students (full and part-time) 18 23

Undergraduate Class Size
Fall 2017
Class Sections 463 158
Class Sub-Sections 777 316
2-9 1,164 401
10-19 674 75
20-29 399 62
30-39 405 36
40-49 71 12
100+ Total 3,953 1,060

KSU GIFTS AND GIVING
Charitable Gifts made to KSU - FY 2017
Source Dollars Percentage
Corporations 1,571,288 24.7%
Foundations 1,229,666 19.3%
Fund-Raising Consortia 34,594 0.5%
Other Organizations 260,491 4.1%
Alumni 1,028,540 16.1%
Parents 30,315 0.5%
KSU Campus 261,556 4.1%
KSU Trustees 209,747 3.3%
Current Students 1,159 0.0%
Other Individuals 1,746,837 27.4%
TOTAL 6,374,193 100.0%

% Alumni Giving (As of the end of Summer 2017)
Alumni of Record 101,213
Number of Alumni Donors 2,762

FACULTY/STAFF (IPEDS) - November 2017
Total Instructional Staff 1,098 813 1,911
Non-Instructional Staff 2,139 294 2,433
Total Employees 3,237 1,107 4,344
Total Men-Instructional 547 392 939
Total Women-Instructional 551 461 1,012
Total Instructional 1,098 813 1,911

% Credit Hours Taught by FT Faculty 68%
% Credit Hours Taught by PT Faculty 34%

CONTINUING EDUCATION - FY 2017
Fiscal Year 2017
Programs-Courses 2,239
Enrollment 13,821
Participant-Hours 259,924
Participants 42,516
Continuing Education Units 25,992
Total Revenue $4,040,878

TUITION AND FEES - FY 2017
Undergraduate
In-state $5,426
Out-of-state $19,152
In-state per credit hour $181
Out-of-state per credit hour $638
Room and Board $11,467
Graduate
In-state per credit hour $290
Out-of-state per credit hour $1,045

Undergraduate Financial Aid* - Fall 2017
(Number of full-time degree-seeking undergraduates, who applied for need-based financial aid, who were determined to have financial need from Common Data set of 10/13/2017)
# of students awarded any financial aid 16,327
# of students awarded any need-based scholarship or grant aid 9,385
# of students awarded any need-based self-help aid 12,461
Average financial aid package $9,525
Average need-based scholarship or grant award $4,553
Average need-based loan $3,826

OPERATING BUDGET
Fiscal Year 2017 $537,364,820
Student Demographics at KSU: [http://ir.kennesaw.edu/facts-figures/](http://ir.kennesaw.edu/facts-figures/)

### Facts and Figures

**In This Section:**
- Admissions
- Credit Hours
- Degrees Awarded
- Enrollment
- Enrollment Profile
- International Student Enrollment
- Faculty and Staff
- Grade Distribution
- Retention and Graduation Rates
- SAS Login

### Student Type

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Headcount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing or Returning student</td>
<td>31,138</td>
</tr>
<tr>
<td>New Undergraduate Transfer</td>
<td></td>
</tr>
<tr>
<td>New Freshman</td>
<td>489</td>
</tr>
<tr>
<td>Dual enrollment</td>
<td>491</td>
</tr>
<tr>
<td>New Graduate Student</td>
<td>310</td>
</tr>
<tr>
<td>Non-degree undergraduate</td>
<td>66</td>
</tr>
<tr>
<td>Post-baccalaureate student</td>
<td>60</td>
</tr>
<tr>
<td>Auditor</td>
<td>58</td>
</tr>
<tr>
<td>Transient</td>
<td>56</td>
</tr>
</tbody>
</table>

[Image of the webpage showing the student demographics and facts and figures section]
Majors & Programs:  http://www.kennesaw.edu/majorsprograms.php

Kennesaw State University

Majors & Programs

As Georgia’s third-largest university, Kennesaw State offers more than 150 undergraduate and graduate degrees, including a growing doctoral program.

Please Note: These are the major programs offered by Kennesaw State University Effective Spring 2017

U = Undergraduate, G = Graduate, D = Doctoral

College of Architecture and Construction Management

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>U</th>
<th>G</th>
<th>D</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture (B.Arch, MS)</td>
<td>•</td>
<td>•</td>
<td></td>
<td>Marietta</td>
</tr>
<tr>
<td>Construction Management (BS, MS)</td>
<td>•</td>
<td>•</td>
<td></td>
<td>Marietta</td>
</tr>
</tbody>
</table>

College of the Arts

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>U</th>
<th>G</th>
<th>D</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apparel and Textiles (BAT)</td>
<td>•</td>
<td></td>
<td></td>
<td>Marietta</td>
</tr>
<tr>
<td>Art (BFA)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Art Education (BS)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Art History (BA)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Dance (BA)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Digital Animation (BFA)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Music (BA)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Music Education (BM)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Music Performance (BM)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Theatre and Performance Studies (BA)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
</tbody>
</table>

Bagwell College of Education

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>U</th>
<th>G</th>
<th>D</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum and Instruction (EDS)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw &amp; Online</td>
</tr>
<tr>
<td>Elementary and Early Childhood Education (MED)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw &amp; Online</td>
</tr>
<tr>
<td>Elementary Education (BS, EDS, EDD)</td>
<td>•</td>
<td>•</td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Early Childhood Education (Birth through K) (BS)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Educational Leadership (MED)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw &amp; Online</td>
</tr>
<tr>
<td>Educational Leadership (EDS, EDD)</td>
<td>•</td>
<td>•</td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Instructional Technology (MED, EDS, EDD)</td>
<td>•</td>
<td>•</td>
<td></td>
<td>Kennesaw &amp; Online</td>
</tr>
<tr>
<td>Middle Grades Education (BS, EDS, EDD)</td>
<td>•</td>
<td>•</td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Middle Grades Education (MED)</td>
<td>•</td>
<td></td>
<td></td>
<td>Online</td>
</tr>
<tr>
<td>Reading (MED)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Secondary Education (BS, EDS, EDD)</td>
<td>•</td>
<td>•</td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Secondary Education (MED)</td>
<td>•</td>
<td></td>
<td></td>
<td>Online</td>
</tr>
<tr>
<td>Special Education (EDS, EDD)</td>
<td>•</td>
<td>•</td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Special Education (MED)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw &amp; Online</td>
</tr>
<tr>
<td>Teaching (MAT)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
</tbody>
</table>
Teacher Leadership (MED, EDS, EDD) • • Kennesaw & Online
TESOL (MED) • Kennesaw & Online

### Coles College of Business

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>U</th>
<th>G</th>
<th>D</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting (BBA, MAcc)</td>
<td>•</td>
<td>•</td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Business Administration (DBA)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Business Administration (MBA)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw &amp; Online</td>
</tr>
<tr>
<td>Economics (BBA)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Entrepreneurship (BBA)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Finance (BBA)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Health Management and Informatics (MS)</td>
<td></td>
<td>•</td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Information Security and Assurance (BBA)</td>
<td></td>
<td>•</td>
<td></td>
<td>Kennesaw &amp; Online</td>
</tr>
<tr>
<td>Information Systems (BBA, MSIS)</td>
<td></td>
<td>•</td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>International Business (BBA)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Management (BBA)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw &amp; Online</td>
</tr>
<tr>
<td>Marketing (BBA)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw &amp; Online</td>
</tr>
<tr>
<td>Professional Sales (BBA)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
</tbody>
</table>

### College of Computing and Software Engineering

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>U</th>
<th>G</th>
<th>D</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Computer Science (BA)</td>
<td>•</td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Computer Game Design and Development (BS)</td>
<td>•</td>
<td></td>
<td></td>
<td>Marietta</td>
</tr>
<tr>
<td>Computer Science (BS, MS)</td>
<td>•</td>
<td>•</td>
<td></td>
<td>Marietta</td>
</tr>
<tr>
<td>Information Technology (BAS, BS, MS)</td>
<td>•</td>
<td>•</td>
<td></td>
<td>Marietta &amp; Online</td>
</tr>
<tr>
<td>Software Engineering (BS)</td>
<td>•</td>
<td></td>
<td></td>
<td>Marietta</td>
</tr>
<tr>
<td>Software Engineering (MS)</td>
<td>•</td>
<td></td>
<td></td>
<td>Marietta &amp; Online</td>
</tr>
</tbody>
</table>

### Institute for Cybersecurity Workforce Development

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>U</th>
<th>G</th>
<th>D</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cybersecurity (BS)</td>
<td>•</td>
<td></td>
<td></td>
<td>Online</td>
</tr>
</tbody>
</table>

### Southern Polytechnic College of Engineering and Engineering Technology

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>U</th>
<th>G</th>
<th>D</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Engineering (MS)</td>
<td>•</td>
<td></td>
<td></td>
<td>Online</td>
</tr>
<tr>
<td>Civil Engineering (BS)</td>
<td>•</td>
<td></td>
<td></td>
<td>Marietta</td>
</tr>
<tr>
<td>Civil Engineering (MS)</td>
<td>•</td>
<td></td>
<td></td>
<td>Online</td>
</tr>
<tr>
<td>Construction Engineering (BS)</td>
<td>•</td>
<td></td>
<td></td>
<td>Marietta</td>
</tr>
<tr>
<td>Computer Engineering (BS)</td>
<td>•</td>
<td></td>
<td></td>
<td>Marietta</td>
</tr>
<tr>
<td>Electrical Engineering (BS)</td>
<td>•</td>
<td></td>
<td></td>
<td>Marietta</td>
</tr>
<tr>
<td>Electrical Engineering Technology (BS)</td>
<td>•</td>
<td></td>
<td></td>
<td>Marietta</td>
</tr>
<tr>
<td>Engineering Management (MSEM)</td>
<td>•</td>
<td></td>
<td></td>
<td>Online</td>
</tr>
<tr>
<td>Degree Program</td>
<td>U</td>
<td>G</td>
<td>D</td>
<td>Campus</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>----------------------</td>
</tr>
<tr>
<td>Environmental Engineering (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Marietta</td>
</tr>
<tr>
<td>Industrial and Systems Engineering (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Marietta</td>
</tr>
<tr>
<td>Industrial Engineering Technology (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Marietta &amp; Online</td>
</tr>
<tr>
<td>Manufacturing Operations (BAS)</td>
<td></td>
<td></td>
<td></td>
<td>Marietta &amp; Online</td>
</tr>
<tr>
<td>Mechanical Engineering (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Marietta</td>
</tr>
<tr>
<td>Mechanical Engineering (MS)</td>
<td></td>
<td></td>
<td></td>
<td>Marietta &amp; Online</td>
</tr>
<tr>
<td>Mechanical Engineering Technology (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Marietta</td>
</tr>
<tr>
<td>Mechatronics Engineering (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Marietta</td>
</tr>
<tr>
<td>Quality Assurance (MS)</td>
<td></td>
<td></td>
<td></td>
<td>Online</td>
</tr>
<tr>
<td>Supply Chain Logistics (BAS)</td>
<td></td>
<td></td>
<td></td>
<td>Marietta &amp; Online</td>
</tr>
<tr>
<td>Surveying and Mapping (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Marietta</td>
</tr>
<tr>
<td>Systems Engineering (MS)</td>
<td></td>
<td></td>
<td></td>
<td>Online</td>
</tr>
</tbody>
</table>

**College of Humanities and Social Sciences**

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>U</th>
<th>G</th>
<th>D</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>African and African Diaspora Studies (BA)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>American Studies (MA)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Anthropology (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Asian Studies (BA)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Conflict Management (MS)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Criminal Justice (BS, MS)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>English (BA)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>English Education (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Geographic Information Science (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Geography (BA)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw &amp; Online</td>
</tr>
<tr>
<td>History (BA)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>History Education (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Integrated Global Communication (MA)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Interactive Design (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Marietta</td>
</tr>
<tr>
<td>International Affairs (BA)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>International Conflict Management (PHD)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>International Policy Management (MS)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw &amp; Online</td>
</tr>
<tr>
<td>Journalism and Emerging Media (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Media and Entertainment (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Modern Language and Culture (BA)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Organizational and Professional Communication (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Philosophy (BA)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Political Science (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw &amp; Online</td>
</tr>
<tr>
<td>Professional Writing (MA)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Psychology (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw &amp; Online</td>
</tr>
<tr>
<td>Public Administration (MPA)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Public Relations (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Sociology (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Kennesaw &amp; Online</td>
</tr>
<tr>
<td>Technical Communication (BS)</td>
<td></td>
<td></td>
<td></td>
<td>Marietta</td>
</tr>
</tbody>
</table>
## College of Science and Mathematics

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>U</th>
<th>G</th>
<th>D</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Statistics (MS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Biochemistry (BS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Biology (BS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Chemical Sciences (MS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Chemistry (BS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Computational and Applied Mathematics (BS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Marietta</td>
</tr>
<tr>
<td>Environmental Science (BS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Integrative Biology (MS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Mathematics (BS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Marietta</td>
</tr>
<tr>
<td>Physics (BS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Marietta</td>
</tr>
</tbody>
</table>

## Graduate College

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>U</th>
<th>G</th>
<th>D</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analytics and Data Science (PHD)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
</tbody>
</table>

## University College

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>U</th>
<th>G</th>
<th>D</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culinary Sustainability and Hospitality (BS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
<tr>
<td>First-Year Studies (MS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw &amp; Online</td>
</tr>
<tr>
<td>Integrative Studies (BS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw &amp; Online</td>
</tr>
</tbody>
</table>

## WellStar College of Health and Human Services

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>U</th>
<th>G</th>
<th>D</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Exercise and Health Science (MS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Exercise Science (BS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Health and Physical Education (BS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Human Services (BS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Leadership in Nursing (MSN)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw &amp; Online</td>
</tr>
<tr>
<td>Nursing (BSN)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Primary Care Nurse Practitioner (MSN)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Public Health Education (BS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Social Work (MSW)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
<tr>
<td>Sport Management (BS)</td>
<td></td>
<td></td>
<td>•</td>
<td>Kennesaw</td>
</tr>
</tbody>
</table>
Campus Directory: [http://directory.kennesaw.edu/](http://directory.kennesaw.edu/)

Dean Suite’s Contact Information: [http://hss.kennesaw.edu/about/contact/](http://hss.kennesaw.edu/about/contact/)

Contact Information

**Campus Location**
Kennesaw Campus
Social Sciences Building (402), Rm 5010
[Driving Directions and Parking](http://www.kennesaw.edu/maps/

[KSU Campus Maps](http://www.kennesaw.edu/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**

- **Kerwin Swint**  
  kswint@kennesaw.edu  
  Interim Dean

- **Thierry Léger**  
  tleger@kennesaw.edu  
  Senior Associate Dean

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

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

**Office of the Dean Staff**

- **Donys Callado**  
  dcallado@kennesaw.edu  
  Administrative Associate II

- **Melissa Castelbuono**  
  mcastelb@kennesaw.edu  
  Academic and Administrative Projects Coordinator

- **Ashlee Clark**  
  aclark92@kennesaw.edu  
  Travel Manager

- **Kyle Cooke**  
  kcooke5@kennesaw.edu  
  Technical Support Specialist

- **Aisha Coore**  
  acoore@kennesaw.edu  
  Executive Operations Manager

- **Gladys Edel**  
  gedeh@kennesaw.edu  
  Technical Support Specialist

- **Brett Fielem**  
  bfielde1@kennesaw.edu  
  Webmaster

- **Laurel Lowe**  
  llowe7@kennesaw.edu  
  Academic and Administrative Projects Coordinator

- **Kacy Martin**  
  ksprat11@kennesaw.edu  
  Business Operations Professional

- **Tiffani Reardon**  
  treardo2@kennesaw.edu  
  Instructional Designer

- **Sarah Rudick**  
  srudick@kennesaw.edu  
  Administrative Specialist III

- **Ana Sahasrabudhe**  
  asahasra@kennesaw.edu  
  Business Manager
Senior Associate Dean for Personnel and Graduate Affairs (Dr. Thierry Leger)

- Faculty (hiring, PeopleAdmin, course reassignments, contracts, staff evaluations)
- Research (Grants & Contracts, Research scholarship, etc.)
- Centers
- Process and procedures (T&P Guidelines, Governance documents, MOU for joint appointment, etc.)
- Curriculum (GPCC)
- Senate

Associate Dean for Curriculum and Technology (Dr. Chien-pin Li)

- Distance education
- Webmaster
- TSS/labs
- Advising Center
- Assessment
- Equipment and technology
- General Education
- Curriculum

Associate Dean for Academic Support (Dr. Carmen Skaggs)

- Student issues (complaints and appeals)
- Space and office (including event requests)
- Academic scheduling (including EMS and Ad Astra)
- EPP
- International programs and studies abroad
- Scholarship and awards
- Crisis coordinators
- College elections
- Faculty mentoring

*Responsibility for P&T, ARDs and FPAs is shared*
CHSS Schools and Departments:  http://hss.kennesaw.edu/departments-programs/schools-depts/

CHSS Schools and Departments

Schools

School of Communication & Media
School Director: Barbara Gainey
Location: Kennesaw Campus -
Social Sciences #402, Rm. 5106
Phone: 470-578-6298
http://chss.kennesaw.edu/socm/

School of Government and International Affairs
School Interim Director: David Shock
Location: Kennesaw Campus - Social
Sciences #402, Rm. 5047
Phone: 470-578-6227
http://chss.kennesaw.edu/sgia/

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
http://chss.kennesaw.edu/conflict/

Departments

Department of English
Department Chair: Sheila Smith McKoy
Location: Kennesaw Campus -
English #440, Rm. 155
Phone: 470-578-6297
http://chss.kennesaw.edu/english/

Department of Foreign Languages
Department Chair: Olaf Berwald
Location: Kennesaw Campus -
Pilcher Public Service #375, Rm. 221
Phone: 470-578-6366
http://chss.kennesaw.edu/foreignlanguages/

Interdisciplinary Studies Department
Department Chair: Robbie Lieberman
Location: Kennesaw Campus -
Social Sciences #402, Rm. 2019
Phone: 470-578-2431
http://chss.kennesaw.edu/isd/

Department of Political Science
Interim Department Chair: Christopher Randall
Location: Kennesaw Campus -
Social Sciences #402, Rm. 4030
Phone: 470-578-6225
http://chss.kennesaw.edu/psychscience/

Department of Geography & Anthropology
Department Chair: Susan Kirkpatrick Smith
Location: Kennesaw Campus -
Social Sciences #402, Rm. 4042
Phone: 470-578-2373
http://chss.kennesaw.edu/geoanth/

Department of Sociology & Criminal Justice
Department Chair: Dawn Baunach
Location: Kennesaw Campus -
Social Sciences #402, Rm. 4057
Phone: 470-578-6739
http://chss.kennesaw.edu/scj/

Department of History & Philosophy
Department Chair: Alice Pate
Location: Kennesaw Campus -
Social Sciences #402, Rm. 4120
Phone: 470-578-6294
http://chss.kennesaw.edu/historyphilosophy/

Department of Technical Communication and
Interactive Design
Department Chair: Laura Palmer
Location: Marietta Campus -
Atrium Building (J), Rm. 333
Phone: 470-578-7202
http://chss.kennesaw.edu/tcid/
**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 Interim Dean Swint or Ms. Laurel Lowe [llowe7@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.
Marietta Campus Logistics

Open Office Hours on Marietta Campus:
One of the CHSS Deans can be found every Wednesday from 9:00am – 12:00pm in the Atrium/J-building room 307 on the Marietta Campus. The 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

Where: Atrium Building J, Suite 305

Website: http://fso.kennesaw.edu/

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)
- Assist with web conferencing for department meetings (see website)
- Grade change forms
- Meeting space/conference rooms
- Refrigerator, microwave, toaster, coffeemaker, storage cabinet for personal items
At Kennesaw State, we dream big and have big expectations.

Welcome to Kennesaw State University. It is my honor to serve as the fifth president of Georgia’s third-largest university, home to 13 colleges and nearly 36,000 students. As a new member of the Owl Nation, what I find most exciting is the genuine passion, the sense of pride and the sheer enthusiasm that our faculty, staff, and students have for KSU.

We are a relatively young university, founded in 1963, and have experienced tremendous growth. Today, we offer more than 150 undergraduate and graduate programs, apartment- and suite-style residence halls, a vibrant campus life including 200 student organizations, and NCAA Division I sports teams. Listed among U.S. News & World Report’s nationally ranked universities, Kennesaw State offers students close proximity to Atlanta, home to 26 Fortune 1000 companies and named one of the world’s elite tech cities by Forbes Magazine.

Our priority at Kennesaw State is student success. Here you will find faculty who are not just experts in their fields, but scholars who are dedicated to helping students find their passion. You will find staff who go the extra mile to support our students. And, you will find a diverse student body who want to succeed and who want to make a difference in the world. As president, my goal is to help prepare our graduates not just for their first job, but for the entire evolution of their careers.

Kennesaw State is about community. Our university has deep roots throughout the region, and we continue to nurture partnerships with community and industry leaders. Those relationships not only benefit our region and our state, but also enhance intellectual growth at KSU. Through opportunities in research and community outreach, our students and faculty see that they truly can make a difference and improve people’s quality of life. The community prospers along with us, as Kennesaw State serves as an economic engine to strengthen the region’s and state’s growth and success in industry, education and philanthropy.

This is an exciting university where faculty, staff, and students believe that anything is possible and where going beyond expectations is in our DNA. I invite you to visit us and I am confident that when you do, you will see for yourself just what makes Kennesaw State University so special.

Go Owls!

Pamela S. Whitten
President
President’s Office/Cabinet Contact Information: [http://president.kennesaw.edu/contact.php](http://president.kennesaw.edu/contact.php)

Kennesaw State University
Office of the President

Office of the President / Contact Us

Contact Us

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

Phone: 470-578-6033 (Kennesaw Campus)
Phone: 678-915-7230 (Marietta Campus)

Office of the President Staff

Lori Howard
Secretary to the President

Dianne Summey
Business Operations

Debbie Patrick
Administrative Associate

Mary Zaher
Administrative Associate

Alex McGee
Chief of Staff & Vice President for External Affairs

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)

Dr. Linda Noble
Interim Provost and Vice President for Academic Affairs and Professor Emeritus of Psychology

Dr. Valerie Whittlesey
Associate Vice President for Curriculum and Professor of Psychology

Dr. Ronald H. Matson
Senior Associate Vice President for Academic Affairs and Professor of Biology

Dr. Chris Hutt
Assistant Vice President for Academic Advising

Dr. Julie Newell
Special Assistant to the Provost and Professor of Interdisciplinary Studies

Angie Conti
Assistant to the Provost

Cynthia Chesney
Administrative Associate

Connie Woolsey
Administrative Associate

Michael Rothlisberger
Academic Fiscal Affairs Officer

Debra Hill
Administrative Associate
### Departments

<table>
<thead>
<tr>
<th>Department</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult and Commuter Student Affairs</td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td>CARE Services</td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
<tr>
<td>Housing and Residence Life</td>
<td><img src="image3.png" alt="Image" /></td>
</tr>
<tr>
<td>Military &amp; Veteran Services</td>
<td><img src="image4.png" alt="Image" /></td>
</tr>
<tr>
<td>Multicultural Student Affairs</td>
<td><img src="image5.png" alt="Image" /></td>
</tr>
<tr>
<td>Office of the Dean of Students</td>
<td><img src="image6.png" alt="Image" /></td>
</tr>
<tr>
<td>Parent and Family Programs</td>
<td><img src="image7.png" alt="Image" /></td>
</tr>
<tr>
<td>Sports and Recreation</td>
<td><img src="image8.png" alt="Image" /></td>
</tr>
<tr>
<td>Career Planning and Development</td>
<td><img src="image9.png" alt="Image" /></td>
</tr>
<tr>
<td>Center for Student Leadership</td>
<td><img src="image10.png" alt="Image" /></td>
</tr>
<tr>
<td>Student Activities</td>
<td><img src="image11.png" alt="Image" /></td>
</tr>
<tr>
<td>Student Advocacy</td>
<td><img src="image12.png" alt="Image" /></td>
</tr>
<tr>
<td>Center for Young Adult Addiction &amp; Recovery</td>
<td><img src="image13.png" alt="Image" /></td>
</tr>
<tr>
<td>Counseling &amp; Psychological Services</td>
<td><img src="image14.png" alt="Image" /></td>
</tr>
<tr>
<td>Student Athlete Success Services</td>
<td><img src="image15.png" alt="Image" /></td>
</tr>
<tr>
<td>Student Conduct and Academic Integrity</td>
<td><img src="image16.png" alt="Image" /></td>
</tr>
<tr>
<td>Fraternity &amp; Sorority Life</td>
<td><img src="image17.png" alt="Image" /></td>
</tr>
<tr>
<td>Health Promotion &amp; Wellness</td>
<td><img src="image18.png" alt="Image" /></td>
</tr>
<tr>
<td>Student Disability Services</td>
<td><img src="image19.png" alt="Image" /></td>
</tr>
<tr>
<td>Volunteerism and Service Learning Support</td>
<td><img src="image20.png" alt="Image" /></td>
</tr>
<tr>
<td>Women’s Resource Center</td>
<td><img src="image21.png" alt="Image" /></td>
</tr>
</tbody>
</table>
Department of Student Engagement:  http://studentengagement.kennesaw.edu/

Adult And Commuter Student Affairs
- Odyssey Peer Mentoring Program
- Off Campus Housing Website
- Professional Development opportunities
- Academic Support Services
- Academic Coaching
- Online and Distance Learning Support

Multicultural Student Affairs
- LGBTQ Student Programs
- International Student Programs
- Multicultural Student Programs
- Inclusive Communities and Centers
- African American Male Initiative

Volunteerism And Service-Learning
- Online System
- Monthly Service Projects
- Volunteer Events
- Service Learning Courses
- On and Off Campus Volunteer Opportunities
Campus Resources

Here are provided some links to various campus resources:

- Presidential Commissions
  http://diversity.kennesaw.edu/presidential_commissions.php

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

- GLBTIQ Student Retention Services
  http://diversity.kennesaw.edu/resources/glbtiq-initiatives.php

- Writing Center
  http://writingcenter.kennesaw.edu/

- Siegel Institute for Leadership, Ethics and Character
  http://siegelinstitute.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

Welcome to the Siegel Institute for Leadership, Ethics & Character! Founded in 2000, the Institute’s goal is to promote scholarship and teaching in the areas of leadership and ethics throughout the KSU campus community and beyond. We offer opportunities for those interested in leadership and ethics through our Visiting Scholar programs and invite other researchers to consider collaborating on projects with us. Our programming consists of both internally and externally focused workshops, grants, conferences, and book and film discussions that introduce interested parties to important work being done related to ethics. The Institute’s Graduate Certificate in Leadership and Ethics is a 15-hour graduate study program designed to prepare students for ethical leadership in a variety of ways. We also offer topical research opportunities through our Siegel Institute Ethics Research Scholar program. These are groups of faculty, undergraduates, and graduates who study a different ethical issue each semester.

I hope that you will take a moment to learn more about the Siegel Institute. Our newly designed website highlights the Institute’s professional development, research, and resources in leadership and ethics, as well as opportunities to support and partner with us. Please contact us for more information.

Testimonial

After more than 20 years of facilitating leadership and organizational strategy for private and public institutions, I felt the need to explore ethics and leadership at a deeper level. The leaders I work with face competing goals, scarce resources, and difficult choices that require them to be skilled in ethical decision-making. It only takes a glance at the news headlines to see the need for highly ethical leaders. Fortunately, a colleague recommended the Siegel Institute, a treasure at my own university.

The Siegel Institute’s Exclusive Certificate Program’s combination of on-line and hybrid courses allowed me to pursue studies without interruption to my duties as a university administrator. The experienced professionals and professors teaching the classes made the content current, relevant, and applicable in every class. The directed study option allowed me to research topics directly applicable to my current and future professional interests.

The curricula provided the additional skills and knowledge I sought, and allowed me to apply the learning to my own training, consulting and coaching practices for the immediate benefit of my clients. It has also instilled in me an interest to continue learning more about how ethics intersect with effective leadership. I recommend this program to aspiring and experienced leaders in any professional arena.

Kevin D. Greco – Director

The Center for University Learning

Kennesaw State University
Diversity Resources: [http://diversity.kennesaw.edu/resources/diversity_resources.php](http://diversity.kennesaw.edu/resources/diversity_resources.php)
# Fall and Spring Semester Scheduling Grid

<table>
<thead>
<tr>
<th>Time</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>8:00 AM</td>
<td>8:50 AM</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>9:05 AM</td>
<td>9:55 AM</td>
</tr>
<tr>
<td>10:00 AM</td>
<td>10:10 AM</td>
<td>11:00 AM</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>11:15 AM</td>
<td>12:05 PM</td>
</tr>
<tr>
<td>12:00 PM</td>
<td>12:20 PM</td>
<td>1:10 PM</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>1:25 PM</td>
<td>2:15 PM</td>
</tr>
<tr>
<td>2:00 PM</td>
<td>2:30 PM</td>
<td>3:20 PM</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>3:30 PM</td>
<td>4:45 PM</td>
</tr>
<tr>
<td>4:00 PM</td>
<td>5:00 PM</td>
<td>6:15 PM</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>6:30 PM</td>
<td>7:45 PM</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>8:00 PM</td>
<td>9:15 PM</td>
</tr>
<tr>
<td>7:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Beginning at 3:30pm in Block A, sections are offered on a seventy-five minute two day a week meeting schedule

## Block A
**MWF**
Before 3:30 PM - 50 mins, 3 Days a Week
3:30 PM Forward - 75 mins, 2 Days a Week

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>9:15 AM</td>
</tr>
<tr>
<td>9:30 AM</td>
<td>10:45 AM</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>12:15 PM</td>
</tr>
<tr>
<td>12:30 PM</td>
<td>1:45 PM</td>
</tr>
<tr>
<td>2:00 PM</td>
<td>3:15 PM</td>
</tr>
<tr>
<td>3:30 PM</td>
<td>4:45 PM</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>6:15 PM</td>
</tr>
<tr>
<td>6:30 PM</td>
<td>7:45 PM</td>
</tr>
<tr>
<td>8:00 PM</td>
<td>9:15 PM</td>
</tr>
</tbody>
</table>

## Block B
**TR**

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>9:15 AM</td>
</tr>
<tr>
<td>9:30 AM</td>
<td>10:45 AM</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>12:15 PM</td>
</tr>
<tr>
<td>12:30 PM</td>
<td>1:45 PM</td>
</tr>
<tr>
<td>2:00 PM</td>
<td>3:15 PM</td>
</tr>
<tr>
<td>3:30 PM</td>
<td>4:45 PM</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>6:15 PM</td>
</tr>
<tr>
<td>6:30 PM</td>
<td>7:45 PM</td>
</tr>
</tbody>
</table>

## Block C
**One Day a Week**

<table>
<thead>
<tr>
<th>MWF Options</th>
<th>TR Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Time</td>
<td>End Time</td>
</tr>
<tr>
<td>Start Time</td>
<td>End Time</td>
</tr>
<tr>
<td>Start Time</td>
<td>End Time</td>
</tr>
</tbody>
</table>

## Legend
M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday
Scheduling Principles
Facilitate Student Scheduling and Success
- Colleges must schedule classes so that students can build reasonable schedules. For example, scheduling four different required courses in consecutive MWF time blocks allows students to build a schedule easily.
- On-grid scheduling maximizes room utilization and reduces student scheduling conflicts.

Optimize Space
- Colleges must optimize classroom space utilization throughout the week.
- Sections scheduled as hybids, technology-enhanced, or meeting once a week for 165 minutes must align to the scheduling grid and be matched with other sections to maximize room utilization throughout the week.

Use Standard Time Slots
- Classes must be scheduled within the official start and end times of the schedule grid so students will not be blocked from scheduling consecutive classes and to ensure final exams can be scheduled without conflicts.
- All General Education courses for 3 credits must follow the scheduling grid blocks A or B. General Education courses less than 3 credits must begin on schedule grid start days/times and end before the schedule grid end times. Requirements for courses of more or less than 3 credits are detailed in the section entitled, “Scheduling of Courses of 1, 2, or 4 Credits.”
- Exceptions to the schedule grid require justification and prior approval from the Registrar’s office.

Scheduling Block Options
Block A

<table>
<thead>
<tr>
<th>Meeting Type</th>
<th>Day(s) of Week</th>
<th>Meeting Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face-to-Face (F2F)</td>
<td>MWF</td>
<td>Three F2F 50-min meetings</td>
</tr>
<tr>
<td>Technology-Enhanced (66% F2F with 33% online)</td>
<td>MW, MF, or WF</td>
<td>Two F2F 50-min meetings</td>
</tr>
<tr>
<td>Hybrid (33% F2F with 66% online)</td>
<td>M, W, or F</td>
<td>One F2F 50-min meeting</td>
</tr>
<tr>
<td>F2F (From 3:30 to 9:15 PM)</td>
<td>MW, MF, or WF</td>
<td>Two F2F 75-min meetings</td>
</tr>
<tr>
<td>Hybrid (50% F2F with 50% online) (From 3:30 to 9:15 PM)</td>
<td>M, W, or F</td>
<td>One F2F 75-min meeting</td>
</tr>
</tbody>
</table>

Note(s):
- Fully online and 66% hybrid sections must be Quality Matters-approved, and faculty teaching these sections must be online teaching certified.
- If the online component of a section includes an online synchronous meeting, the synchronous meeting time(s) must adhere to the schedule grid and match the meeting time of the face-to-face component(s) of the section.
- While rarely used, the 6:55-7:45 AM MWF slot is an option.

Block B

<table>
<thead>
<tr>
<th>Meeting Type</th>
<th>Day(s) of Week</th>
<th>Meeting Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>F2F</td>
<td>TR</td>
<td>Two F2F 75-min meetings</td>
</tr>
<tr>
<td>Hybrid (50% F2F with 50% online)</td>
<td>T or R</td>
<td>One F2F 75-min meeting</td>
</tr>
</tbody>
</table>

Note(s):
- Fully online sections must be Quality Matters-approved, and faculty teaching these sections must be online teaching certified.
- If the online component of a section includes an online synchronous meeting, the synchronous meeting time(s) must adhere to the schedule grid and match the meeting time of the face-to-face component(s) of the section.
- While rarely used, the 6:30-7:45 AM TR slot is an option.
Block C

<table>
<thead>
<tr>
<th>Meeting Type</th>
<th>Day(s) of Week</th>
<th>Meeting Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>F2F</td>
<td>M, T, W, R, F, S, or U</td>
<td>One F2F 165-min meeting</td>
</tr>
</tbody>
</table>

Note(s):
- Fully online sections must be Quality Matters-approved, and faculty teaching these sections must be online teaching certified.
- Any online synchronous meeting must adhere to the schedule grid.
- One-day-per-week classes are strongly discouraged during weekdays except evenings and Friday afternoons, as such classes create scheduling conflicts for students who need to take other classes during the week.

Required Balance of Course Offerings

Distribution of Course Offerings
Between 8:00 AM – 6:15 PM Monday through Friday, course offerings should be balanced across the days of the week and all standard class times. Course offerings should not be concentrated into select days and/or time periods.
- General Education offerings must follow Standard Scheduling Blocks A and B.
- Tuesday and Thursday course offerings can be no more than 45% of total offerings.

Space Optimization Guidance

Scheduling Efficiencies
Two or more courses (e.g. hybrid and one-day-a-week) could be scheduled within a single room and time slot on separate day(s) of the week. Care should be taken in selecting the “matching” courses so that the same size and type of room is appropriate. The same strategy applies to two 7-week sections scheduled in the same time slots and in the same room during different 7-week sessions to optimize space.

Scheduling of Courses of 1, 2, or 4 Credits
Seek opportunities to optimize space utilization for 1-credit, 2-credit, or 4-credit sections.

Scheduling Courses of 4 or More Credits:
By necessity, courses of 4 or more credits with no online components will occupy more than one standard 3-credit block. Scheduling of these courses should be done with certain principles in mind:
- Designated rooms should be used to schedule these courses consecutively for best utilization of the space.
- Start and end times should be chosen so that the course doesn’t overlap with more than two standard 3-credit blocks.
- Start and end times should be chosen so that students have adequate time to move between courses scheduled on the standard grid.
- See below for examples of how a 4-credit course might be scheduled:
  - TR, 8 AM – 9:40 AM
  - TR, 10 AM – 11:40 AM
  - TR, 12 PM – 1:40 PM
  - TR, 2 PM – 3:40 PM
  - MW or TR, 4 PM – 5:40 PM
  - MW or TR, 6 PM – 7:40 PM
  - MW or TR, 8 PM – 9:40 PM
  - MWF, 8 AM – 9:10 AM
  - MWF, 9:25 AM – 10:35 AM
  - MWF, 10:50 AM – 12 PM
  - MWF, 12:20 PM – 1:30 PM
  - MWF, 1:45 PM – 2:55 PM
**Scheduling 1- and 2-Credit Courses:**
1- and 2-credit courses must use standard start times so students will not be blocked from scheduling consecutive classes and final exam times can be scheduled without conflict. Schedulers should also match course offerings with other sections to maximize room utilization throughout the week.

- **1-Credit Courses:**
  Because of final exam considerations, 1-credit courses that meet 50 minutes per week should be scheduled using Block C start times and matched with other course offerings to use the space optimally. For example, offer one section on Tuesday at 2 PM and one section on Thursday at 2 PM, or offer one on Monday at 11 AM, one on Wednesday at 11 AM and one on Friday at 11 AM.

- **2-Credit Courses:**
  2-credit hour courses should be scheduled using Block A or B start times.

- **Laboratory Courses:**
  Laboratory courses that meet on M, W, or F should start on Block A times.
  Laboratory courses that meet on T or R should start on Block B times.

*Distance Learning Courses – Final Exam Information*
*Distance Learning Courses*
Online and hybrid courses which require a face-to-face final exam will be scheduled by the instructors on a date and time during the Final Exam Conflict Periods as published [http://registrar.kennesaw.edu/index.php#](http://registrar.kennesaw.edu/index.php#)
Faculty Availability to Students & Colleagues

KSU is proud of its reputation of faculty being available to students and colleagues outside of class time. To ensure this positive reputation continues KSU expects its faculty to use a variety of means to be available for student questions or conferences as well as consultation with colleagues, whether in person or virtually. Departments must establish guidelines that establish a minimum number of hours during each week that faculty should be available on campus beyond scheduled classes. Faculty should be flexible, within reason, in making appointments with students and colleagues. As a professional courtesy, faculty should reply to phone calls, e-mails, and bulletin board questions from students in a timely manner.

Course Syllabi

The syllabus helps both faculty and students accomplish the primary mission of teaching and learning.

All regularly scheduled undergraduate and graduate courses for which students receive credit, regardless of method of delivery, must have a syllabus or equivalent documentation, with the following elements: 1) course goals and objectives, 2) course requirements, 3) course content, 4) methods of evaluation, 5) meeting times, modalities, course schedule, 6) statement on feedback expectations and feedback turn-around time, 7) faculty contact information, 8) KSU Academic Integrity statement, and 9) any other required BOR or KSU course syllabus policies.

In order to be most useful to students, syllabi must be distributed at the beginning of the course. The faculty member should make a reasonable effort to follow the course syllabus yet changes to the course syllabus can be made for extenuating circumstances with due notice of changes given to all students.

A course syllabus is required whenever a new KSU course is proposed and presented for review or vetting by curriculum committees at each level.

Faculty teaching general education course(s) should include the “General Education Course Syllabus Common Language” information found on the curriculum website at http://curriculum.kennesaw.edu/ in their syllabi.

Faculty may use KSU’s course syllabus template, which includes the required elements above and additional best practices elements. The template can be accessed through KSU’s learning management system.
# Course Syllabus Checklist

**College of Humanities and Social Sciences**

<table>
<thead>
<tr>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**BASIC INFORMATION:**

**Required:**

<table>
<thead>
<tr>
<th>1</th>
<th>Present</th>
<th>Course Prefix, Number, and Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not Present</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>Present</th>
<th>Class Meeting Time and Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not Present</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>Present</th>
<th>Instructor Name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not Present</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>Present</th>
<th>Contact Information (Office location, office telephone number, email address), preferred method of contact and office hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not Present</td>
<td></td>
</tr>
</tbody>
</table>

**Optional:**

<table>
<thead>
<tr>
<th>1</th>
<th>Present</th>
<th>Faculty Rank/Title of Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not Present</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>Present</th>
<th>Semester and Year Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not Present</td>
<td></td>
</tr>
</tbody>
</table>
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>
### Course Attendance Policy

<table>
<thead>
<tr>
<th>Present</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image.png" alt="Image" /></td>
<td><img src="image.png" alt="Image" /></td>
</tr>
</tbody>
</table>

- Students are solely responsible for managing their enrollment status in a course; nonattendance does not constitute a withdrawal.

### Course Communications

<table>
<thead>
<tr>
<th>Present</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image.png" alt="Image" /></td>
<td><img src="image.png" alt="Image" /></td>
</tr>
</tbody>
</table>

- Indicates how the instructor wants students to communicate with him/her outside of class (course management system, email, discussion board).

### ISBN Number for Each Textbook

<table>
<thead>
<tr>
<th>Present</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image.png" alt="Image" /></td>
<td><img src="image.png" alt="Image" /></td>
</tr>
</tbody>
</table>

### Student Resources

#### Optional:

<table>
<thead>
<tr>
<th>Present</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image.png" alt="Image" /></td>
<td><img src="image.png" alt="Image" /></td>
</tr>
</tbody>
</table>

- Description of software and technology skills required.

<table>
<thead>
<tr>
<th>Present</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image.png" alt="Image" /></td>
<td><img src="image.png" alt="Image" /></td>
</tr>
</tbody>
</table>

- Strategies for success in the course; suggested study strategies, sources for assistance available to all students that may include:
  - The Writing Center: [http://writingcenter.kennesaw.edu/](http://writingcenter.kennesaw.edu/)
  - Academic Support Services: [http://www.kennesaw.edu/stu_dev/msrs/academic.html](http://www.kennesaw.edu/stu_dev/msrs/academic.html)
  - Student Disability Services: [http://www.kennesaw.edu/stu_dev/dsss/welcome.html](http://www.kennesaw.edu/stu_dev/dsss/welcome.html)
  - ESL Study and Tutorial Center: [http://uc.kennesaw.edu/academicinitiatives/docs/Guide_to_the_ESL_Center.pdf](http://uc.kennesaw.edu/academicinitiatives/docs/Guide_to_the_ESL_Center.pdf)
### Campus Policies:

#### Required:

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>Not Present</th>
<th>Services/Department</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>☐</td>
<td>☑</td>
<td>Counseling and Psychological Services</td>
<td><a href="http://www.kennesaw.edu/studentssuccessservices/cps/services.php">http://www.kennesaw.edu/studentssuccessservices/cps/services.php</a></td>
</tr>
<tr>
<td>5</td>
<td>☐</td>
<td>☑</td>
<td>Center for Health Promotion and Wellness</td>
<td><a href="http://wellstarcollege.kennesaw.edu/wellness/">http://wellstarcollege.kennesaw.edu/wellness/</a></td>
</tr>
<tr>
<td>1</td>
<td>☐</td>
<td>☑</td>
<td>Academic Honesty/Integrity Statement</td>
<td><a href="http://scai.kennesaw.edu/docs/KSU%20Codes%20of%20Conduct-2015.pdf">http://scai.kennesaw.edu/docs/KSU%20Codes%20of%20Conduct-2015.pdf</a></td>
</tr>
<tr>
<td></td>
<td>Present</td>
<td>Not Present</td>
<td>Confidentiality and Privacy Statement (FERPA)</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---------</td>
<td>------------</td>
<td>---------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>☐</td>
<td>☐</td>
<td><a href="http://enrollmentservices.kennesaw.edu/training/ferpa.php">http://enrollmentservices.kennesaw.edu/training/ferpa.php</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Present</th>
<th>Not Present</th>
<th>University – Student Rights Statement</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Present</th>
<th>Not Present</th>
<th>Ethics Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>☐</td>
<td>☐</td>
<td><a href="http://scai.kennesaw.edu/codes.php">http://scai.kennesaw.edu/codes.php</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Present</th>
<th>Not Present</th>
<th>Sexual Harassment Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>☐</td>
<td>☐</td>
<td><a href="http://scai.kennesaw.edu/codes.php">http://scai.kennesaw.edu/codes.php</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Present</th>
<th>Not Present</th>
<th>Course Accessibility Statement (ADA statement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>☐</td>
<td>☐</td>
<td><a href="http://kennesaw.edu/stu_dev/dss">http://kennesaw.edu/stu_dev/dss</a></td>
</tr>
</tbody>
</table>

Optional:

<table>
<thead>
<tr>
<th></th>
<th>Present</th>
<th>Not Present</th>
<th>Disruption of Campus Life Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>☐</td>
<td>☐</td>
<td><a href="http://scai.kennesaw.edu/codes.php">http://scai.kennesaw.edu/codes.php</a></td>
</tr>
</tbody>
</table>
Syllabus Tool: https://tinyurl.com/KSU-STFI
Meeting Times

Contact Information

Materials

Evaluation

Course Policies

Institutional Policies

Federal, BOR, & KSU Course Syllabus Policies

Information contained in the links below constitutes the Federal, BOR, and KSU course syllabus policies and procedures and may be referenced by faculty members in their course syllabi. These policies are updated on the Academic Affairs Website annually.

Academic Affairs - Federal, BOR, & KSU Policies
(http://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php)

Academic Affairs - KSU Student Resources for Syllabus
(http://curriculum.kennesaw.edu/resources/ksu_student_resources_for_course_syllabus.php)

Note to Faculty: The KSU faculty handbook requires the Academic Integrity Policy in the course syllabus.

Note to Faculty and Students: The Office of the Provost will work to keep the policies and links in this document as accurate as possible.

Academic Integrity Statement

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the university’s policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an “informal” resolution by a faculty member, resulting in a grade adjustment, or a formal...
hearing procedure, which may subject a student to the Code of Conduct’s minimum one semester suspension requirement. See also KSU Student Code of Conduct (https://web.kennesaw.edu/scai/content/ksu-student-code-conduct).

Electronic Communication

The University provides all KSU students with an "official" email account with the address "students.kennesaw.edu" or "kennesaw.view.usg.edu" (in D2L). As a result of federal laws protecting educational information and other data, this is the sole email account you should use to communicate with your instructor or other University officials.

Additional Items

Schedule

Other optional headings:

- Description
- Objectives
- Outcomes
- Deliverables
- References

These headings can be added to college-level and/or program level templates.
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.
Schedule

Course Evaluation Data Collection Period Dates: Summer 2018 and Fall 2018

Summer 2018

May Session (via Digital Measures):
Students can participate May 19 – May 25, results available to faculty May 30.

4-Week Session I (via Digital Measures):
Students can participate Jun 19 - Jun 25, results available to faculty Jun 30.

6-Week, 8-Week, and 10-Week Sessions (via eXplorance Blue):
Students can participate Jul 12 - Jul 18, results available to faculty Aug 1.

4-Week Session II (via eXplorance Blue):
Students can participate Jul 19 - Jul 24, results available to faculty Aug 1.

Fall 2018

7-Week Session I (via eXplorance Blue):
Students can participate Sep 19 - Oct 1, results available to faculty October 7.

7-Week Session II and 15-Week Session (via eXplorance Blue):
Students can participate Nov 11 - Dec 3, results available to faculty December 14.
Course evaluations now conducted through Explorance Blue

Explorance Blue has replaced Digital Measures for course evaluations at KSU. To access your evaluations, click here and log in with your KSU email address and password. For more information, see this website. For questions, please email courseevals@kennesaw.edu.

Area of Focus: Documenting Teaching Effectiveness
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 cs4kage4.
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.
Student Conduct and Academic Integrity:  http://scai.kennesaw.edu/

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 (SCAI Programs), was developed in 1965 to administer and supervise the procedures surrounding alleged infractions of the KSU 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:  http://chss.kennesaw.edu/uac/about/mission.php

Our Mission, Vision, & Goals

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.

Our Goals

For more information, visit us at http://chss.kennesaw.edu/uac/about/about.php
Grade Appeals

Grade appeal will follow the level of the course. 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 can submit a grade appeal to the Department Chair within 20 business days after the first day of classes of the next academic term after the academic term in which the final grade was awarded to the student (see Grade Appeals Procedure, section B), 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/and 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.

- 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.

- 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 if there is no allegation of discrimination or retaliation that impacted the grade. The Chair’s written decision will specifically address the relevant issues raised by the student.
  - If the student alleges that the grade was a result of discrimination or retaliation, the following procedures will be followed. The Chair will consult with the Office of Institutional Equity (OIE) if there is an allegation that discriminator or retaliation based on status in a
protected class has an impact on the grade. Please see [http://equity.kennesaw.edu/titleix/non-discrimination.php](http://equity.kennesaw.edu/titleix/non-discrimination.php) for the University's Non-Discrimination Statement. The Executive Director of Institutional Equity or designee will review the information provided by the Chair to determine jurisdiction, routing, and whether an investigation is warranted, or if more information is needed. If the OIE determines that an investigation is warranted, the OIE will conduct an investigation. The general timeframe for the investigation is 60 business days, absent any special circumstances. The OIE will issue an investigation report to the Chair. The Chair will use the OIE investigation report to make the grade appeal decision and communicate the decision to the student within 20 business days after receipt of the OIE investigation report. The Chair's written decision will specifically address the relevant issues raised by the student.

- 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.

- 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.

- The Provost's decision is final, and decisions regarding grades may not be appealed to the Board of Regents (BOR Policy 4.7).

- Nothing in this grade appeals process prohibits the parties from settling this matter at any stage. However, any attempt to settle the matter through mediation does not affect time deadlines for this grade appeals process.
2018-2019 Undergraduate Catalog

Kennesaw State University
2018-2019 Undergraduate Catalog

This catalog was prepared for the 2018-2019 academic year. The information contained in this catalog is for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

While the provisions of this catalog will ordinarily be applied as stated, Kennesaw State University reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students.

Every effort will be made to keep students advised of any new information and/or changes in provisions listed in this catalog. The Schedule of Credit Courses is considered an extension of this catalog. Both the online catalog and the Schedule of Credit Courses (http://www.kennesaw.edu/registrar) are always the most current.

It is incumbent on students to keep apprised of the graduation requirements for the degree they are pursuing.

Students have the responsibility to read this catalog, official announcements, notices posted on electronic listservs, and otherwise to be informed completely in regard to the programs of study, credits, degree requirements, quality points and other facts relating to life at this university. KSU has established a free student account email system and will periodically email students with important messages. The university will use this email system exclusively to communicate with students.

In the event that an administrative hearing officer or a court of record determines that "publications" issued by the university create a contractual or quasi-contractual relationship with any person, the amount of damages recoverable by the parties shall be limited to the amount of consideration paid by the person for the privilege of admission, enrollment, continued enrollment or other service rendered by the institution to such person.

As used herein, the term "publications" (without limiting the generality of the normal meaning of the term) shall be deemed to include any and all written forms or other documents issued by the institution concerning applications for admission, enrollment or continued enrollment, waivers of liability, consents to medical treatment and any and all other written forms, documents, letters or other materials issued by the university in furtherance of its educational mission.
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 institutional grade point average falls below 2.00. Students may remove themselves from academic probation by raising their institutional GPA to at least 2.00.

Academic Dismissal

A student on academic probation will be dismissed for any one of the following reasons:

- He/she fails to maintain a 2.00 grade point average for courses attempted in any semester.
- He/she fails to remove himself/herself from academic probation after completing three semesters of attendance.

A student who is dismissed is not in good academic standing at KSU and is not eligible for immediate readmission.

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 from Classes

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 classes during 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

Students may withdraw from one or more courses up to one week prior to the last day of class. Summer withdrawal dates vary according to the part of term in which the student is enrolled. 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 and consult with the Registrar's Office. 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 consolidation process between Kennesaw State University and Southern Polytechnic State University, SPSU students will have eight withdrawals available beginning Fall Semester 2015.
Repeated Course 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 (previously adjusted GPA) calculations. The student's permanent record and cumulative (Regents) grade point average will retain all course attempts and grades.

If a student repeats an institutional course as a transfer/transient student and receives a higher grade in the transfer/transient course, the repeated KSU grade will be EXCLUDED from the KSU institutional GPA the next semester the student is enrolled at KSU.

The repeated course must be taken Fall 2015 or later to be eligible for this policy.

Readmission

Former Kennesaw State University students that must apply for readmission include those who have not been enrolled at KSU for three or more consecutive semesters, last attended as a transient student or are returning after academic dismissal or learning support exclusion. As well, students who wish to change their status (such as transient to degree seeking, degree seeking to non-degree) must apply for readmission. The application and all required credentials to support the applicant's admission type must be submitted by the application deadline for the term they wish to readmit.

Transfer credit for readmission students will be re-evaluated in accordance with the transfer evaluation policies in effect for the term a student is readmitted to KSU.

After taking or attempting an undergraduate course for the second time, students will not be allowed to re-enroll in that class without the permission of the department chair or his/her designee. It is the sole discretion of the department chair/designee to decide if and when a student will be allowed to enroll in a class that they have taken/attempted twice. There is no obligation on the part of the chair to allow a student to enroll in a course after the student's second attempt to take the course. This limitation is in place regardless of previous grades including grades of "W" or "WF". The standing exception to this policy is for courses described in the KSU undergraduate catalog as being repeatable for credit. Students who wish to participate in the Academic Fresh Start program must contact the Office of the Registrar to complete the Academic Fresh Start Request Form. The request must be submitted within three semesters after re-enrollment or one calendar year, whichever comes first. A student can be granted Academic Fresh Start status only one time. Once granted, the petition for Academic Fresh Start cannot be rescinded.

Maximum Course Load

Maximum Course Load - During the Fall and Spring semesters, a student may register for up to 18 hours. The Office of 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.

During the Summer term, a student may register for up to 13 hours. The Office of the Registrar may approve up to 15 hours for students with an Institutional GPA of 3.5 or higher. Course loads above 15 hours must also have a recommendation from the student's department chair.

Students on probation will be limited to 13 hours during any semester. Course loads above 13 hours must have a recommendation from an academic advisor or department chair that is made to the Registrar.
Grade Point Average (GPA)

Kennesaw State University uses a 4.00 grade point average system, calculated to and truncated at two significant digits. (BOR Policy Manual 3.5.1) The grade point average or GPA is calculated by dividing the total quality points earned, by the total number of hours of credit for which grades have been assigned, excluding courses in learning support (0998, 0999).

- Semester GPA (also known as SGPA or Term GPA) = Kennesaw State University calculates a semester grade point average (SGPA) for courses attempted each semester. This SGPA becomes particularly significant for students on academic probation who must maintain a 2.0 SGPA to avoid academic dismissal.

- Institutional GPA (also known as KSU Adjusted GPA) = Kennesaw State University calculates an institutional GPA that is used as the primary, overall GPA. Transfer credit/grades will not be used in calculating the institutional GPA. The institutional term GPA will be used to determine semester honors and academic standing at the end of the term. This GPA is adjusted for course repeats.

- Cumulative GPA (also known as Regents GPA) = Kennesaw State University calculates a cumulative GPA, by dividing the total number of hours in which a grade of A, B, C, D, F or WF has been received into the number of quality points earned on those hours. Institutional credit (such as learning support courses) will not be included in this GPA. (BOR Policy manual 3.5.1.2)

Other Grades

K - indicates credit awarded for credit by examination including, but not limited to the following:

NA - Never Attended (for attendance verification). The grade will be changed to the appropriate withdrawal grade.

WM - indicates withdrawal for Military Reasons (permitted under Board of Regents policy for military service refunds)

Registration Access

All registration at Kennesaw State University is conducted over the web through Owl Express.

Continuing, readmit, new graduate students and new students enrolled in online programs will be assigned a time ticket to register during the registration period. Access to registration will be granted by time tickets in Banner/Owl Express based on a student's number of overall earned hours (this includes transfer hours). Currently, enrolled hours are not factored into the time ticket assignment. The University may grant earlier access to registration to certain students who have been approved by the University.

New undergraduate students may register as a part of an orientation group or during the registration phase prior to classes beginning or Drop/Add for the term. Continuing, readmit, new graduate students and new students enrolled in online programs may register during the registration period in the preceding term. Transient students will register during the registration phase prior to classes beginning or Drop/Add.
### FAQs

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I get a Banner User Account?</td>
<td>+</td>
</tr>
<tr>
<td>How do I access Banner using my web browser?</td>
<td>+</td>
</tr>
<tr>
<td>What Browser do I use for Banner INB?</td>
<td>+</td>
</tr>
<tr>
<td>How do I access Banner INB or Nolij Web from an off-campus computer?</td>
<td>+</td>
</tr>
<tr>
<td>How do I print Banner reports in a specific format?</td>
<td>+</td>
</tr>
<tr>
<td>How do I change or reset my Banner password?</td>
<td>+</td>
</tr>
<tr>
<td>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?</td>
<td>+</td>
</tr>
<tr>
<td>When I access Banner, I get a pop-up message saying, 'FRM-92120: Registry file.... Registry.dat is missing.’ How do I keep from getting this message?</td>
<td>+</td>
</tr>
</tbody>
</table>
D2L: http://uits.kennesaw.edu/d2l/

D2L Brightspace
New & Updated Features
Preferred Student Name Available in D2L:

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 PreferredFirst 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

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.
* The Marietta campus instructor stations are located on a touch screen embedded in the instructor station.
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 and 2015 Online Learning Consortium Awards 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.

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
- scanners
- WACOM tablets

Contact Us

Feel free to contact us either in person at CHSS Dean's Suite, via email at tpowell25@kennesaw.edu, or by phone at 470-578-6124.

We are available M-F, 9am-5pm. We do observe KSU holidays.

Office of Distance Education: http://ode.hss.kennesaw.edu/

Our Staff

Interim Director of Distance Education
Dr. Stephen Bartlett

Associate Director of Distance Education
Dr. Jake McNeill

Instructional Designer
Ms. Tiffani Reardon

Administrative Assistant
Ms. Donys Callado

Online Coordinators

School of Communication & Media
Dr. Laura Beth Davis

School of Government & International Affairs
Dr. Charity Butcher

Dept. of English
Ms. Anne Corbit

Dept. of Foreign Languages
Dr. Renata Creekmur

Dept. of Geography & Anthropology
Dr. Debarati Sen

Dept. of History & Philosophy
Dr. Stephen Bartlett

Dept. of Interdisciplinary Studies
SaraSilf Makumder

Dept. of Psychology
Dr. Sharon Pearcey

Dept. of Sociology & Criminal Justice
Dr. Gang Lee

Dept. of Technical Communication and Interactive Design
Dr. Terry Carter

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 Gheorghiu-Stephens
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/
Funding For Faculty

Creative Activities and Research Experiences for 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. Although it is not required, faculty members in departments with graduate programs are strongly encouraged to include Graduate Research Assistants as mentors.

The undergraduates will be required to present their research at the annual Symposium of Student Scholars. Students are encouraged to also present their findings in an off-campus professional venue (e.g., exhibition, professional or undergraduate research conference). Students who have completed a presentation or exhibition at an off-campus venue as a result of this program will be designated as an Undergraduate Research Scholar and presented with an Undergraduate Research Honor Cord prior to graduation.

Upon the completion of the project(s), recipients are required to send a final report to the Office of Undergraduate Research that includes abstract(s) of the project results and a list of the presentations/publications/exhibitions from the work completed.

The faculty member will construct a budget for the CARET award that does not exceed $8000.00. The funding period begins July 1, 2019 and concludes June 30, 2020.

Possible budget items could include, but are not limited to, 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

Before beginning your application, read the application carefully at https://digitalcommons.kennesaw.edu/cgi/ir_submit.cgi?context=caret

You might also consider watching a 30-minute video by the Director of the Office of Undergraduate Research on preparing CARET applications.

Application Deadline

Friday March 1, 2019 - 11:59pm

Amount

Up to $8,000
Undergraduate Research and Creative Activities

The Office of Undergraduate Research 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 the following:

- Travel expenses to present at conferences
- Supplies or materials to conduct research (for example, software, materials for the arts, scientific supplies, books/journals that cannot be provided by the library, etc.)

In order to provide as many opportunities for undergraduate researchers as possible, URCA funds will be limited to a maximum of $700.00 per student per academic year.

The undergraduates will be required to present their research at the annual Symposium of Student Scholars. Students who have completed a presentation or exhibition at an off-campus venue as a result of this program will be designated as an Undergraduate Research Scholar and presented with an Undergraduate Research Honor Cord prior to graduation.

Upon the completion of the project(s), recipients are required to send a final report to The Office of Undergraduate Research that includes abstract(s) of the project results and a list of the presentations/publications/exhibitions from the work completed.

Application Due Dates

- First Friday of July, 7/6/18 at 11:59pm
- First Friday of October, 10/5/18 at 11:59pm
- First Friday of December, 12/7/18 at 11:59pm
- First Friday of February, 2/1/19 at 11:59pm
- First Friday of May, 5/3/19 at 11:59pm

Amount

Up to $700 per student.

Criteria

The review panel evaluates each application according to a rubric. These are the criteria by which your application will be evaluated. Not all funding requests are accepted; therefore, we strongly recommend that you refer to the rubric when completing your application: Evaluation Rubric

If you have questions about how much detail you should include in each section, check out our sample application here.
Graduate Student Association

The Graduate Student Association (GSA) is a student-run organization established for the benefit of all graduate and professional students at Kennesaw State University. All officially-enrolled graduate and professional students are automatically members of the GSA. The GSA promotes scholarship, develops a spirit of cooperation and fellowship among graduate students, and fosters interaction between graduate students and faculty. Check owllife.kennesaw.edu for meeting information and organization updates.

Travel Funding

Who do we fund?

Graduate Students who are interested in travelling for a conference with an accepted research project, research poster and/or students who are interested to attend a conference to represent KSU.

How does it work?

As part of the process, students are required to present a 3-min pre and post-travel presentation in our monthly General Body Meetings events and to submit all documentation in order to be reimbursed. Please note third-party payments are NOT ACCEPTED, no food expenses are reimbursed and no membership fees are reimbursed.

How much can we help you with?

Domestic Travel – Up to $1000 p/semester

International Travel – Up to $1500 p/semester

Where to begin?

- Go to https://owllife.kennesaw.edu/actioncenter/organization/gsa/documents (login with your NetID)
- Look for ***START HERE*** GSA TRAVEL REIMBURSEMENT PROCESS GUIDE
- Forms should be submitted at least 10 days before the General Body Meeting.

How can you get in touch?

E-mail us at ksugsa@gmail.com for regular enquiries and to ksugsatravel@gmail.com for travel enquiries

How do I join?

All graduate and professional students are automatically members of the GSA. We are always available to answer questions about the organization, the program, or the life of a graduate student at KSU. Every graduate program has a Graduate Student Representative responsible for sharing your ideas with us. You are welcome email us directly.
GENERAL BODY MEETINGS

**Fall 2018**

Friday, August 31, 2018 @ 6:00pm on Marietta Campus, Ball Room of Student Center

Friday, September 28, 2018 @ 6:00pm on Kennesaw Campus, Student Center, Leadership Room

Friday, October 26, 2018 @ 6:00pm on Kennesaw Campus, Student Center, Leadership Room

Friday, November 30, 2018 @ 6:00pm on Kennesaw Campus, Student Center, University Rooms A & B

**Spring 2019**

Friday, January 25, 2019 @ 6:00pm on Marietta Campus, Ball Room of Student Center

Friday, February 22, 2019 @ 6:00pm on Kennesaw Campus, Student Center, Leadership Room

Friday, March 22, 2019 @ 6:00pm on Marietta Campus, Ball Room of Student Center

Friday, April 19, 2018 @ 6:00pm on Kennesaw Campus, Student Center, University Rooms A & B
LC Mini-Grants

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.

Learning Communities Program 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

A link to the LC Minigrant application can be found in the D2L course for LC Faculty. 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.

Amount

Up to $500 per learning community

Criteria

Proposals will be judged based on potential impact on student learning and the degree to which the activity meets one or both of the Learning Community Program’s student learning outcomes.

Eligibility

Funds may be awarded to any full-time, part-time, or adjunct faculty member who is teaching in a learning community. Faculty may not apply more than once per learning community. Funds may not be used for faculty travel, stipends or salary supplements.


---

**CHSS Grants & Contracts**

**Faculty Grants**

CHSS Faculty Summer Research Grant 2018  
**Application:** Apply by: **November, 30 2017**

**Recent Award Winners & Summaries:**
- Summer 2017
The University Office of Research: 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 following classification as exempt, the study is exempted from continuing annual IRB oversight.
A study is classified as exempt when it falls under one or more of the six categories of exempt research.

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.

Contact:
Deanna Hendrickson, CRA
Director of Research Compliance & IRB Administrator
(470) 578-2268
Christine Ziegler, Ph.D.
IRB Director & Chair
(470) 578-6407
irb@kennesaw.edu

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.

Contact:
Deanna Hendrickson, CRA
Director of Research Compliance & IACUC Administrator
(470) 578-2268
Jared Tagliafate, Ph.D.
IACUC Chair & Associate Professor of Biology
(470) 578-3878
iacuc@kennesaw.edu

Website:
http://research.kennesaw.edu/iacuc

Guide for the Care and Use of Laboratory Animals
The Animal Welfare Act
U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training
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
ibc@kennesaw.edu

Website:
http://research.kennesaw.edu/ibc
IBC Charter
Overview of the NIH Guidelines
Principal Investigator Responsibilities
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. Otherwise, the proposal will be locked and you’ll have trouble logging in next time.
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 sponprog2@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
2. Login with your net ID and password (choose “Kennesaw State University Research and Service Foundation” if you do not go immediately to main page)
3. Click “Proposal Functions” in the left hand menu
4. Click "Create or Update Proposal"
5. Click "New Proposal"
6. Fill out the following fields on “Proposal Preliminary Info” tab:
   a. Long Title (Your proposal title, not the program title)
   b. Short Title
   c. Proposal Type
   d. Category
   e. Due Date
   f. Grants.gov Submission (choose NO, even if your proposal will be submitted via grants.gov)
   g. Sponsor (Click blue button, type sponsor name in search field (partial name works) and hit Enter key, choose sponsor in dropdown, then sub-program in second dropdown, then click “Select”)
   h. PIs/Depts (click blue button to search and add co-PIs if necessary)
7. Click the “Site Specific Data” tab at the top and fill out/answer all questions
8. Click “Update”
9. Click “Budget Prelim Info”
10. Fill out start and end dates (you do not need to change the dropdown fields), then click “Calculate”, then “Complete”
11. Click "Budget Detail On Campus"
12. Click “Update” (you do not need to enter your budget here if you are using an Excel template – the system just needs to know you’ve looked at this section in order to continue)
13. Click “Non-Budget Information”
14. Click “Print Forms”
15. It will ask if you want to generate a formset. Click “OK”
16. Upload at least your draft proposal and budget (Click “Add Document” next to Proposal Related Documents heading toward the bottom of the page)
17. Click "Back to Non-Budget Information"
18. Click "Back to Create/Update Proposal"
19. Click “Submittal Processes”
20. Click “Online Routing”
21. Click “Initiate Routing”
22. Click “Back…” until you exit and save proposal
23. Click “Exit”
2018-2019 USG SoTL Fellows Program

The University System of Georgia (USG) Office of Faculty Development will be accepting applications for the 2018-2019 USG SoTL Fellows Program between October 4 – November 8, 2017. This system-wide fellows program will foster a community of learners around the scholarship of teaching and learning (SoTL) and provide support while participants design and implement a classroom-based research project.

Outcomes
During the length of the program, participants will:
- Craft research questions to explore their topic of interest
- 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 honorarium.

Meetings
Fellows will attend the USG SoTL Fellows Orientation in Athens, Georgia, which will run concurrently with the USG Teaching & Learning Conference on April 4 - 6, 2018.

Monthly online meetings will be held on Mondays, from 2 - 3 PM during summer, fall, and spring semesters. 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.

Compensation
Fellows will receive a $500 stipend upon successful completion of the program, as well as complimentary registration to the USG Teaching & Learning Conference. Fellows should confirm with their Department Chair or Chief Academic Officer that they will provide travel funds as needed.
Applications

Applicants will propose a 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 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 2018-2019 Fellows

- October 4, 2017 - Applications open
- November 8, 2017 - Applications close
- December 1, 2017 - Participants notified
- April 4-6, 2018 - USG SoTL Fellows orientation and USG Teaching & Learning Conference (Athens, GA)
- Summer and fall, 2018: Virtual monthly meetings (Mondays from 2-3 PM); participants design SoTL projects
- Spring, 2019: Virtual monthly meetings (Mondays from 2-3 PM); participants collect/analyze data
- April 2019 - Share their perspectives on the process of SoTL and progress of their projects at 2019 USG Teaching & Learning Conference

Apply here for the 2018-2019 USG SoTL Fellows Program.

Please direct questions to Denise Domizi (denise.domizi@usg.edu) or Mary Carney (mary.carny@ung.edu), co-directors of the USG SoTL Fellows Program.
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
- Online Training
- TMS Direct Link- Concur Solutions
- New Travelers: How to Obtain Access to Concur

**Primary Travel Forms**
- Travel Request Form *(For Non-Employees or Employees not Seeking Travel Reimbursement)*
- Travel Expense Form *(for Non-Employees)*

**Supplier (formerly Vendor) Documents**
- Supplier Forms

**Car Rental**
- Car Rental Cost Comparison Calculator
- Request to Reserve KSU Cars or Vans
- DOAS Memo for 15 Passenger Vans
- Obtaining Car Rental Receipt

**Travel News & Additional Documents**
- Hotel/Motel Tax Exemption Certificate
- Tax Exempt Form
- Membership Form
- Missing Receipt Form

**Travel Regulations & Policies**
- Policies & Procedures

**Per Diem**
- International Per Diem Rates
- International Per Diem Breakdown
- GSA Domestic Per Diem Rates
- GSA Meals and Incidental Expenses (M&IE) Breakdown
- In-State Per Diem

**Candidate Travel**
- 2018 HSS Candidate Instructions
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.

Light refreshments will be available 15 minutes before start of the lecture. Lectures are 45-minutes in duration, followed by a 30-minute Q&A session. We hope to see you there.

Upcoming Events

More events to be announced soon
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

#### Panel Presentation by 2018 Manuscript Completion Program Participants

**Wednesday, August 29th at 12:30pm**  
Social Sciences 5074

Panelists:  
Dr. Na-Rae Kim, Assistant Professor of English and Interdisciplinary Studies  
Dr. Louis Meng, Professor of Chinese  
Dr. Ashley Shelden, Associate Professor of English

### Most Recent Event

**Preparing Your Promotion and Tenure Portfolio**

This workshop covered the following topics: 1) external letters; 2) writing the narrative; and 3) best practices for digital portfolio preparation. The facilitators for this workshop include Dean Robin Dorff, Dr. Roxanne Donovan, Dr. Michele DiPietro, and Dr. Carmen Skaggs.

Video: Presentation Pt 1 - Pt 2 - Pt 3
CHSS Manuscript Completion Program
Spring 2019 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 2020 MCP applications. One group will be funded in Spring 2019.

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 7, 2018.

Works that are new as well as those requiring extensive revisions will be considered.

Model based on Dr. Rockquemore’s Faculty Success Program (www.facultydiversity.org/?FSProgramDescription; retrieved March 26, 2012)
Call for Proposals for the 2018-19 CHSS Student Success Teaching Incentive Grants:

The College of Humanities and Social Sciences (CHSS) is pleased to announce a request for proposals for the 2018-19 Student Success Teaching Incentive Grants. Funds from these grants will support initiatives aimed at enhancing student success in the classroom, including but not limited to class field trips, excursions, or engagement opportunities; books or supplies for project-based learning; funds to support traveling exhibits; honorarium and/or travel funds for guest lecturer presentations for classes. Please note that awarded funds may not be used as faculty or teaching assistant stipends or course releases.

The College of Humanities and Social Sciences will award up to $20,000 for use in either the Fall 2018 or Spring 2019 semesters. Faculty may apply either for an individual award of up to $2,500 or as a member of a joint award of up to $5,000. Faculty applying for a joint award should submit ONE joint proposal as a project team.

Deadline:

The application process will be competitive. The proposal must be submitted electronically in PDF format to HISSDean@kennesaw.edu. Please use the following subject line: CHSS Student Success Teaching Incentive Grant Application. The deadline for applications is March 1, 2018.

Eligibility:

- All permanent, full-time (tenure-track and lecturers) CHSS faculty teaching at least one regular, 3-4 credit hour course in Fall 2018 or Spring 2019 may apply for the grant. Internship or Directed Study supervision are excluded.
- Two or more faculty working collaboratively may submit a joint proposal.
- Endorsement from Department Chair required (indicated by inclusion of signature page).

Those Not Eligible Include:

- Limited-term faculty
- Part-time faculty
- Faculty members who have course releases or reassignments for all teaching units of their workload during the relevant terms
- Visiting faculty

Assistance:

A pre-application Q&A session will be held on Thursday, February 1st at 12:30pm in the Dean’s Suite Conference Room, located on the 5th floor of the Social Sciences building on the Kennesaw campus. The purpose of the session is to allow interested faculty to ask questions about the application and/or the review process.

Reporting:

Since the goal of the incentive grant is to enhance teaching and learning, preference will be given to proposals that include clear plans for assessing the impact of the proposed initiative and disseminating that information to colleagues in CHSS and the profession. Awardees may be asked to share their work in a public forum during the 2018-19 CHSS Faculty Development Series.
Joint Proposals:

Joint proposals may involve any number of CHSS faculty members on the project team; only CHSS faculty are eligible to receive the grant award. Please note that while collaborative proposals are encouraged, the value of the joint proposal is limited to $5,000.

Awarding Process:

- Announcement of the award recipients will be made on or before April 30th.
- Funds for the awards will be available on July 1, 2018, and they must be encumbered or spent by April 30, 2019.

Proposal Evaluation Criteria:

- Potential Impact for Student Success: the project demonstrates and/or increases the potential for enhancing student engagement, promoting active learning, and improving students’ ability to meet learning outcomes;
- Teaching Innovation and Scholarly Foundation: the project is innovative for the individual, the department, the college, or the field; the project demonstrates an awareness of recent SoTL scholarship and incorporates those concepts in the project design;
- Plan for Evaluation and Dissemination: the project outlines a plan for assessing and documenting the impact of the project on student learning.

Construction of Proposal:

1) Cover sheet (one page; double-spaced; Times New Roman; 12pt.)
   - Name(s)
   - Academic rank/administrative faculty title(s)
   - Academic/administrative departments(s)
   - Contact information
   - Prefix, number, and complete name of Fall 2018 or Spring 2019 course used for the initiative (course assignment must be confirmed prior to grant application)
   - Short descriptive project title
   - Abstract of 100 words or less that summarizes the project

2) Narrative of up to 3 pages maximum (double-spaced; Times New Roman; 12 pt.; 1 inch margins) addressing:
   a) **Course Implementation and Innovation:** What is the ultimate purpose of the project, and how does it enhance the teaching and learning that will occur in your course?
   b) **Pedagogical Foundation:** What pedagogical methods or SoTL are you relying upon to develop and implement your initiative?
   c) **Course Evaluation:** What are the outcomes and/or impact of the project for Kennesaw State students? How will you assess the impact of the teaching initiative on student success?
   d) **Dissemination:** What is your plan for disseminating the results of your project to your home department and the college?

3) Budget (maximum one page; double-spaced; Times New Roman; 12pt.) Explain the purpose of all items required to complete the proposed initiative. If your project costs exceed the award limits ($2,500 for individual; $5,000 for joint), please document your other sources of funding.

4) Chair’s signature page, indicating support of the proposal
Criteria for Review:

The review committee is comprised of one elected representative from each school/department in CHSS. Each proposal is evaluated on the following criteria:

- Course Implementation and Innovation (#2A): up to 40 points
- Pedagogical Foundation (#2B): up to 30 points
- Course Evaluation (#2c): up to 15 points
- Dissemination (#2D): up to 15 points

Reviewers will score each criterion using the following scale, adjusted for total section value:

5. The argument to justify support is compelling; CHSS’s support would be an excellent investment.

4. The argument is strong; the explanation to justify support is better than satisfactory but not an exceptional case.

3. The argument is weak; the explanation to justify support is understandable but neither strong nor weak.

2. The argument is weak; the explanation to justify support is unsatisfactory.

1. The argument to justify support has not been made; CHSS’s support would be an uncertain investment.

0. The applicant did not address this section.
Center for Excellence in Teaching and Learning (CETL): https://cetl.kennesaw.edu/

CETL Contact: Dr. Esther Jordan, Associate Director for Faculty Support & Associate Professor of Political Science (x6227 or ejorda30@kennesaw.edu)
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)
Awards

The Kennesaw State University Foundation has distinguished Kennesaw State University as the institution offering the most generous faculty awards program in University System of Georgia. Application procedures and contact information is detailed below.

The following awards are available to KSU faculty:

- KSU Distinguished Professor Award
- KSU Outstanding Community Engagement Award
- KSU Outstanding Early Career Faculty Award
- KSU Outstanding Part-Time Teaching Award
- KSU Outstanding Teaching Award
- KSU Professional Service Award
- KSU Book Award
- KSU Diversity Advocate Award
- KSU Outstanding Global Scholar Award
- KSU Outstanding Research and Creative Activity Award
Office 365 is Microsoft’s suite of cloud enabled productivity applications including Word, Excel, PowerPoint, OneNote, OneDrive, Access, and more. Using Office 365, KSU community members can access their Office applications and files online through a web browser or by using desktop and mobile versions of Office applications. Office 365 also enables easy file sharing and online collaboration.

Office 365 Portal Access: o365.kennesaw.edu

Office 365 at KSU launched alongside KSUmail to students, faculty, and staff on August 4, 2017. View the video below for a preview of new features in Office 365.
KSU Mail Help: http://uits.kennesaw.edu/ksumail/

KSUmail (Outlook powered by Exchange) is the university’s email and calendaring solution for students, faculty, and staff. The service launched to the University on August 4, 2017, replacing Zimbra for faculty and staff and Gmail for students. Since that date, Zimbra had continued to be accessible in a read-only view. This read-only access was retired on December 1, 2017. Go to ksumail.kennesaw.edu to access your email.

The KSUmail service provides the University with industry standard email, calendar and appointment sharing, a unified directory, and many more important features, including:

- Increased inbox size: Faculty and Staff using KSUmail have a 50GB inbox size compared to Zimbra’s 3GB default inbox
- Office 365: Microsoft Office 365, Microsoft’s suite of online enabled productivity applications, launched to campus alongside the new email service. KSUmail features helpful integrations with Office products.
- OneDrive: Office 365 includes access to OneDrive cloud storage and file sharing.
- Collaboration: Students, faculty, and staff are able to easily share calendars, appointments, and folders through KSUmail’s unified address book.

Faculty And Staff

- Mobile Device Set-up (iOS)
- Mobile Device Set-up (Android)
- Getting Started Video (OWA)
- Resource Account Access (OWA)

Students

- Mobile Device Set-up (iOS)
- Mobile Device Set-up (Android)
- Getting Started Video (OWA)
- Self-migration from Gmail to KSUmail
Setting up KSU Mail on Android and IOS mobile devices instructions available at: http://uits.kennesaw.edu/ksumail/documentation.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.

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.
Downloading Faculty apps: https://apps.kennesaw.edu

***NOTE: any app may only be downloaded a maximum of 2 separate times before the user will be blocked from re-downloading that app
Welcome to UITS

UITs 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/forms.php

Forms

- Technology Service Requests
- Technology Purchases
- Audio/Visual
- Inventory/Move
Campus Safety Resources

- Office of Emergency Management (OEM): http://oem.kennesaw.edu/

- Kennesaw State Police: http://police.kennesaw.edu/

- Office of Victim Services (OVS): http://ovs.kennesaw.edu/


- 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.
## Emergency Quick Reference Guide

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

<table>
<thead>
<tr>
<th>FIRE</th>
<th>EVACUATION</th>
</tr>
</thead>
</table>
| - 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 | - 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 |

<table>
<thead>
<tr>
<th>TORNADO WARNING</th>
<th>SHELTER-IN-PLACE</th>
</tr>
</thead>
</table>
| - 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 | - 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 |

<table>
<thead>
<tr>
<th>ACTIVE SHOOTER</th>
<th>SECURE-IN PLACE</th>
</tr>
</thead>
</table>
| - 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 | - 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 |

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
Behavioral Response Team

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.

RED FLAG REPORTING

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:
http://www.usg.edu/news/release/guidelines_for_the_IMPLEMENTATION_OF_HOUSE_BILL_280

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)
# 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
- Slurred
- Nasal
- 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
- Other
- Factory Machinery
- Voices
- PA System
- Local Call
- Long Distance
- Weather (wind, rain, thunder, etc.)
- Office Machinery

**Threat Language:**

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

**Sex of Caller:**

**Race:**

**Length of call:**

**Age:**

**Date:**

**Time:**

**Number at which call was received:**

**Notes:**

**Remarks:**

CALL KSU POLICE IMMEDIATELY! 470-578-6666 DO NOT HANG UP THE PHONE ONCE CALL HAS ENDED
LiveSafe App

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/ to check if campus is open or for any security issues.

**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/ksuoeM

**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: oem@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
<table>
<thead>
<tr>
<th>Social Sciences</th>
<th>Crisis Coordinators</th>
<th>Location</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM</td>
<td>Amy Redd, Jeannine Jones</td>
<td>SO, SOCM suite, 5th floor</td>
<td>6298</td>
</tr>
<tr>
<td>GEO-ANTH</td>
<td>Susanne Rothery</td>
<td>SO, GEO/ANTH suite, 4th floor</td>
<td>2373</td>
</tr>
<tr>
<td>HIST-PHIL</td>
<td>Rene Westlund</td>
<td>SO, HIST-PHIL suite, 4th floor</td>
<td>6294</td>
</tr>
<tr>
<td>ISD</td>
<td>Cherie Miller</td>
<td>SO, ISD suite, 2nd floor</td>
<td>2431</td>
</tr>
<tr>
<td>PSIA</td>
<td>Linda Caudell, Clara Ginn</td>
<td>SO, SGSIA suite, 5th floor</td>
<td>6227</td>
</tr>
<tr>
<td>PSYC</td>
<td>Nicole Serpico</td>
<td>SO, PSYC suite, 4th floor</td>
<td>2226</td>
</tr>
<tr>
<td>SCJ</td>
<td>Shari Sheridan, Kathryn Siggelko</td>
<td>SO, SCJ suite, 4th floor</td>
<td>6739</td>
</tr>
<tr>
<td>DEAN OFC</td>
<td>Laurel Ann Lowe (Lead), Marshal Chaifetz (Master)</td>
<td>SO, Dean suite, 5th floor</td>
<td>6124</td>
</tr>
<tr>
<td>ENG</td>
<td>Barb Witt</td>
<td>English Building, 1st floor</td>
<td>6297</td>
</tr>
<tr>
<td>DFL</td>
<td>Nina Burnette, Marsha Powell</td>
<td>Pilcher Building, 2nd floor</td>
<td>6366</td>
</tr>
<tr>
<td>SCMPD</td>
<td>Ellen Lahtinen</td>
<td>Math/Stats 224A</td>
<td>6115</td>
</tr>
</tbody>
</table>

| Student Success Services | Richard Sisk (Lead) | Willingham Hall, 200A | 2970 |

**Burress**

- Jeanette Huntington | BB, 333 | 6552 |
- Jada Shamley        | BB, 480 | 7763 |
- Radwan Ali          | BB, 452 | 6042 |
- Christine Bryant    | BB, 496 | 3116 |
- Debbie Burdett      | BB, 376 | 3260 |
- Adrian Butler       | BB, 475 | 6999 |
- Jane Willey         | BB, 211 | 6084 |
- Humayun Zafar       | BB, 453 | 4424 |

**Kennesaw Hall**

- Melissa Cameron     | KH, 1209 | 3197 |
- Sue Flinchum        | KH, 1504B | 6200 |
- Matthew Foss        | KH, 1525 | 6074 |
- Connie Stone        | KH, 1411 | 6200 |
- Gail Dasher         | KH, 2117 | 3262 |
- Tarrance Mosley     | KH, 2425 | 6555 |
- Eileen Taylor       | KH, 2320 | 6999 |
- Lori Trahan         | KH, 2431 | 6555 |
- Loreal Clark        | KH, 3008A | 6121 |
- Jennifer Harb       | KH, 3422 | 6046 |
- Deanna Hendrickson (Lead) | KH, 3415 | 2268 |
- Ann Vancza (Backup Lead) | KH, 3426 | 6738 |
- Cynthia Chesney     | KH, 4610B | 6023 |
- Connie Woolsey      | KH, 4610 | 6023 |
- Mary Zaher           | KH, 5600 | 6033 |

**Bagwell Edu. Building**

- Vanessa Cook        | BEB, 3811 | 6314 |
- Jennifer Costen     | BEB, 309 | 6285 |
- Colleen Radbill     | BEB, 442 | 6577 |
- Susan Stockdale     | BEB, 451 | 2060 |

**Marietta Campus**

- Jonathan Brown      | Marietta, HS 3111 | 6171 |
- Alda Wood            | Marietta, J 304 | 7464 |
- Julie Newell         | Marietta, J 304A | 7481 |
- Renee Gamache       | Marietta, Q 236 | 7274 |
- Denise Tucker        | Marietta, D 236 | 7274 |
Student Classroom Disruption

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

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

Are additional disciplinary actions warranted?

Yes

Collaborate with Dean of Students and SCAI (Due Process Hearing Required).

No

Retain Documentation.

No

Are additional disciplinary actions warranted?

Yes

Collaborating with Dean of Students and SCAI (Due Process Hearing Required).

No

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.