

**Kent State University**

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## SUPPORTIVE ACTIVITIES AND PROGRAMS

In addition to the major instructional units within the academic division of the university, there are a number of instructional and noninstructional programs that directly support the academic activities and relate to the development of the university. There are also a number of supportive activities and programs at the various Regional Campuses that are mentioned in more detail in the Regional Campuses section of this *Catalog*.

The university reserves the right to change, reduce or discontinue any special programs or activities and to change any rules, regulations, policies or procedures that relate to such programs or activities.

### ACADEMIC TESTING SERVICES

Academic Testing Services is one of the four service areas of the Career Services Center, which is located at 261 Michael Schwartz Center. Test administration includes the following national and university tests: American College Testing program (ACT), College Level Examination Program (CLEP), Law School Admission Test (LSAT), Praxis I & II Examinations and Kent Credit-By-Examination program (CBE). For additional information, contact the Academic Testing Services at 330-672-2360 or view the Web site at <http://career.kent.edu>.

### APPLIED PSYCHOLOGY CENTER

Applied psychology attempts to identify, understand and solve psychological problems of social significance. The primary purpose of the Applied Psychology Center is to coordinate and facilitate applied psychosocial research efforts at regional, state and national levels. A major goal of the center is to promote scholarly psychological research and practice concerning applied problems by improving student training and enhancing faculty expertise in these areas. Another goal is to assist community organizations in dealing with their problems. For additional information visit the Web site at <http://dept.kent.edu/psychology/APC/apc.htm>.

### BOTANICAL GARDENS

The Judith Beyer Murin Memorial Gardens, adjacent to the Student Center and the Library, are a cluster of display gardens with many ornamental plant species and cultivars. The Riley Alumni Gardens are located immediately north of Cunningham Hall. They contain an assortment of flowering perennials and specimen shrubs for class use and for display. The Herrick Gardens, an adjacent area of primitive, woody flowering plants, including magnolias and their relatives, is located north of Henderson Hall. All gardens are open to the public.

### CENTER FOR APPLIED CONFLICT MANAGEMENT

The Center for Applied Conflict Management (CACM) was one of the first academic centers of its kind in the U.S., and has contributed to the development of the dynamic field of peace and conflict studies. The center was established in 1971 as a living memorial to the events of May 4, 1970, when the Ohio National Guard killed four and wounded nine Kent State students during a protest of the United States' war against Vietnam.

CACM offers an undergraduate major and minor in Applied Conflict Management. The center is dedicated to studying conflict dynamics and analyzing techniques for effective conflict management and nonviolent social and political change. Research and education in conflict management theory and practice—nonviolent action, negotiation, mediation, aggression control, violence prevention, strategic planning and community empowerment—form the core of the center's academic and training programs. But CACM faculty members also are conducting research on the U.S. peace movement, on the status of academic degree programs in conflict management and on the community mediation movement. *Research in Social Movements, Conflicts and Change*, an annual peer-reviewed scholarly research volume published for over 25 years by Elsevier (Oxford, England), is housed and edited at the center.

The center also serves as a community resource, providing training, consultation and direct assistance in conflict intervention. The CACM's Dissociated Coercion Project addresses the manifestations of dissociated coercion (the juxtaposition of trust and violation in interpersonal relationships), the effect of trauma on victims of violence, post-traumatic stress disorder, intervention and prevention strategies and ramifications for the field of conflict management and mediation. Other projects have included training mediators for community mediation centers; the Juvenile Justice Project, which provide planning and systems design, early intervention and prevention and training programs in aggression control for the juvenile justice system; helping to create the Ohio Commission on Dispute Resolution and Conflict Management; negotiated rulemaking with state government agencies; development of school peer mediation programs; and training agencies, organizations and community groups in nonviolent action, negotiation, mediation and strategic planning. The center offers occasional continuing education seminars for professionals in law, education and human services.

Further information may be obtained from the Center for Applied Conflict Management, located in the Department of Political Science, 302 Bowman Hall.

Phone: 330-672-3143

e-mail: [cacm@kent.edu](mailto:cacm@kent.edu)

Web site: [www.kent.edu/cacm](http://www.kent.edu/cacm).

### OFFICE OF INTERNATIONAL AFFAIRS

The Office of International Affairs (OIA) is responsible for planning, coordinating, sustaining and monitoring the university's global initiatives, exchange programs and support services for international students and scholars. The office assists in strengthening the international aspects of courses in various disciplines; in addition, it sponsors and provides assistance, as appropriate, for seminars, workshops and conferences dealing with topics in the international field. It also promotes university research of an international and comparative nature, seminars with foreign institutions for faculty and students and facilitates applications and selection of candidates for international fellowships.

International Recruitment, Admissions and Advising (IRAA), housed in OIA, is the first point of contact for international students seeking to study at Kent State University. This office is responsible for reviewing applications, evaluating foreign transcript credentials for equivalence and working with the academic units through the application process.

IRAA provides a nurturing setting for academic success, intercultural development and mutual understanding, serving as a central resource for international students seeking assistance with academic advising, cultural adjustment and emergency support. It is responsible for overseeing all matters relating to student (F) and exchange visitor (J) visas and for monitoring compliance of students and exchange visitors with current immigration regulations. Special programs offered by IRAA include the International Awards Program, airport pickup and orientations for new international students. IRAA also coordinates the activities of the local chapter of Phi Beta Delta, the Honor Society for International Scholars.

Kent State offers several academic study-abroad programs through the Office of International Affairs, with its own program in international relations and business in Geneva, Switzerland and a campus with major programs such as architecture and fashion design, a general education program applicable to students in all majors and an intensive summer program in Italian language in Florence, Italy. These programs offer the student a balance of academic, linguistic and cross-cultural experiences, with credits earned applicable to their Kent State University degree. Additionally, credits earned while participating in university-sponsored exchange programs are applicable as transfer credit toward Kent degrees.

Detailed, up-to-date information about current and developing programs, as well as other information about the Office of International Affairs and International Recruitment, Admissions and Advising, may be obtained from the Office of International Affairs, Van Campen Hall, by calling 330-672-7980, by sending an e-mail to [OIA@kent.edu](mailto:OIA@kent.edu) or by visiting [www.dept.kent.edu/oia](http://www.dept.kent.edu/oia).

### CENTER FOR LITERATURE AND PSYCHOANALYSIS

The Center for Literature and Psychoanalysis, located in the Department of English, facilitates the psychoanalytic study of language, literature and culture, with a particular emphasis on the role of psychoanalytic research and methodology in higher education. The center coordinates faculty and student contact and collaboration across disciplines and colleges in the university; it facilitates contacts of Kent State faculty and students with psychoanalytic projects at other universities and other institutions, such as the Cleveland Psychoanalytic Institute, the International Federation for Psychoanalytic Education, and the Association for the Psychoanalysis of Culture and Society; it marshals resources for graduate and undergraduate education; it promotes and disseminates faculty and student scholarship and research; and it serves as a focal point for securing external funding in support of its other missions. For additional information visit the Web site at <http://dept.kent.edu/english/cpl/cpl.htm>.

### CENTER FOR NURSING RESEARCH

The Center for Nursing Research serves as a focal point for research with regard to resource development, collaboration and information exchange for faculty of the College of Nursing. The center facilitates and sustains research development and programs within the College of Nursing, assists faculty in obtaining extramural funding to support research and encourages and enables interdisciplinary and/or intra-agency research efforts.

#### *Instructional and service activities include:*

- Consultation and support for proposal development, grant writing, programming and data management for faculty and graduate students.
- Providing faculty development programs and continuing education offerings to enhance research skills and knowledge.
- Facilitating efficient dissemination and effective use of scientific findings in nursing for the good of all members of society.
- Establishing a materials collection available to faculty or others to facilitate research, knowledge acquisition and/or proposal/program development.
- Maintaining a directory of faculty research activities and submitted proposals.
- Serving as a resource center regarding federal and/or private funding sources suitable for nursing faculty acquisition.

For additional information visit the Web site at <http://www.kent.edu/nursing/cnr/>.

### CENTER OF PAN-AFRICAN CULTURE

The Center of Pan-African Culture (CPAC) was founded in 1970 by the Black United Students (BUS) for the purpose of promoting the cultural traditions of African people. Its original location was the Ward House, which stood on the site now occupied by the Busi-

ness Administration Building. In 1971 the center moved to the second floor of Rockwell Hall. In 1972 it moved to its present location in Oscar W. Ritchie Hall. The African Community Theatre's Mbari Mbayo Theatres I and II were established in 1980 on the first floor of Franklin Hall, forming the CPAC Annex. In 1998, The African Community Theatre moved into its new home on the second floor of Oscar Ritchie Hall.

Specifically, the center provides the opportunity and the facilities for the exposition of the art forms—painting, sculpture, oral and written literature, music, dance, theatre—and other cultural modes of expression that define people of African descent.

Further information may be obtained from the Center of Pan-African Culture, Department of Pan-African Studies, Oscar Ritchie Hall, 330-672-2300.

#### **CENTER FOR THE STUDY AND DEVELOPMENT OF MINORITY BUSINESSES**

The mission of the Center for the Study and Development of Minority Businesses (CSDMB) is to perform ongoing research on factors which facilitate successful minority business development and to use the results of this research to provide technical training and seminars to minority entrepreneurs in order to help them succeed. The ultimate goal is to help minority businesses to become self-reliant and economically efficient for the 21st century and beyond. The CSDMB also works in a consultative capacity with politicians, public policy analysts, city planners, community development organizations, minority institutions, majority institutions and financial lending institutions, as well as with minority and female entrepreneurs. For additional information visit the Web site at <http://www.minority-business.org/>.

#### **CENTER FOR THE STUDY OF WORLD MUSICS**

The Center for the Study of World Musics is a unit of the Hugh A. Glauser School of Music designed to initiate and coordinate activities related to the discipline of ethnomusicology and its study at Kent State University. The center emphasizes four principal areas: basic scholarly research in the many musical systems of the world; the study of various world musics through performance taught by master musicians; the preparation of skilled teachers of world musics and ethnomusicology; and the dissemination of information on world musics through books, articles, professional papers, public lectures and performances.

The Center for the Study of World Musics office is in Music and Speech, Room D-107, and can be reached at 330-672-2172.

#### **COLUMBUS PROGRAM IN INTERGOVERNMENTAL ISSUES**

The Columbus Program in Intergovernmental Issues (CPII) provides students the opportunity to experience first-hand public policy-making process in Ohio's state capital while earning a full semester's credit toward graduation. CPII is open to students from all academic disciplines who have completed at least 45 hours of college coursework with at least a 2.5 GPA. The program is a unique learning community and requires full-time residence in Columbus during the fall semester. Students receive 15 hours of academic credit, broken down as follows: 6 hours of credit for attending regular briefings; 6 hours for completing an internship in Columbus; and 3 hours for completing the requirements for POL 30430-State Government, taken while residing in Columbus. The program is offered, in part, with the cooperation of KSU alumni living and working in the greater Columbus area and thus offers students excellent career networking opportunities. For additional information visit the Web site at: <http://dept.kent.edu/CPII/>.

#### **COUNSELING AND HUMAN DEVELOPMENT CENTER**

The Counseling and Human Development Center provides personal and career counseling for students and others. Concerns about relationships, family, adjustment to college, choosing a major or career, roommates, lifestyle, self-esteem, sexual orientation, substance use, abuse, depression and a variety of other mental health issues may be discussed with a graduate student trained in counseling. Students may choose to work with a counselor for a few or many sessions.

The Counseling and Human Development Center supports the specific philosophy of the counseling professions, emphasizing egalitarianism, empowerment and holism. Individual counseling, couples counseling, family counseling, children's counseling and group counseling are available at the Counseling and Human Development Center; there is no charge to students.

The Counseling and Human Development Center is in 325 White Hall and can be reached by calling 330-672-2208.

#### **GLENN H. BROWN LIQUID CRYSTAL INSTITUTE® AND CHEMICAL PHYSICS INTERDISCIPLINARY PROGRAM**

The Liquid Crystal Institute® (LCI) is dedicated to the science of liquid crystal materials and the technology of liquid crystal devices, such as flat-panel displays. The LCI provides materials, facilities, funds and administrative support for projects of faculty and students, both graduate and undergraduate, to departments such as physics and chemistry. The LCI facilitates technology transfer and partnerships with industry and maintains effective K-12 education activities. Technology and personnel from LCI are found in virtually every liquid crystal company in northeast Ohio and across the nation. The Chemical Physics Interdisciplinary Program (CPIP), housed within the Liquid Crystal Institute®, offers graduate courses

## Supportive Activities and Programs

and research leading to M.S. and Ph.D. degrees. The program involves participation of the Departments of Chemistry, Physics, Mathematics, Computer Science and the LCI, and offers concentrations in optoelectronics, physical properties of liquid crystals, liquid crystal synthesis and molecular design, and lyotropic liquid crystals and membranes. For additional information on the LCI and CPIP, visit the Web site at [www.lci.kent.edu](http://www.lci.kent.edu) and the *KSU Graduate Catalog*.

### GLOBAL MANAGEMENT CENTER

The purpose of the Global Management Center is to support the strategic international initiative of the university in preparing our graduates for success in the global business environment. Its mission is achieved by providing a distinctive academic curriculum with an organized perspective to the integrated study of international business, culture and communication; leveraging existing knowledge resources of the College of Business Administration through the active support and coordination of further global research, international conferences, travel-for-learning grants to students and improved access to relevant research databases; and cooperating closely with other colleges, centers and institutes within KSU, and with regional business partners and employers to provide well-structured experiential learning opportunities; and cooperating with universities abroad for international study and research. For additional information, contact Michael Barnes at [mbarnes@bsa3.kent.edu](mailto:mbarnes@bsa3.kent.edu).

### INFORMATION SERVICES

The Division of Information Services is dedicated to creating an environment through systems and technology that empowers Kent State University students, faculty and staff on all campuses to pursue learning, research and creative activity; increasing institutional effectiveness; and meeting the competitive challenges of the future. Among the many services provided to the university community are the following:

- A learner-centered approach to educational technologies, which supports distance learning, multimedia, online courses and multidisciplinary teaching, research and content development.
- Strategic support for administrative processes, including mainframe, Web and client server applications for student enrollment services, human resources, business and finance and university development.
- Research computing support and strategic development, including Internet2 access, hosted computing cycles and software and server hardware.
- A single point of contact for information and technical assistance (Helpdesk).
- A single sign-on portal for access to e-mail, class scheduling, personal and class calendars, online course materials and more (FlashLine).
- Wireless Internet access (FlashZone)\*.
- Public and specialized computer labs.
- Access to free anti-virus programs and software tutorials, as well as discounted rates on Microsoft products.
- Workshops, seminars and internships in applied research and multimedia technologies through the New Media Center, which is a select member of the international New Media Consortium.

\*Currently limited to certain buildings on campus.

Various policies concerning security and other matters govern the use of computers, e-mail and the Internet at Kent State. Visit the Information Services Web site for more information and a link to the related policies at [www.kent.edu/administration/is](http://www.kent.edu/administration/is).

### INSTITUTE FOR AFRICAN AMERICAN AFFAIRS

The Institute for African American Affairs is the research and publication division of the Department of Pan-African Studies. It complements the academic activities of this unit by providing practical support for the development of innovative teaching methods, research, publication and scholarship opportunities. Furthermore, it facilitates interaction through diverse cooperative endeavors with the Kent State University community, its colleges, departments and the community of Northeast Ohio.

The institute sponsors conferences, colloquia and speakers reflecting the global African experience and topical issues. It also plans and hosts conferences that focus on the intellectual and pedagogical issues of African people globally. The institute also has as part of its goals the procurement of grants to fund its activities.

The Institute for African American Affairs supports the Communication Skills and Arts Program and the African American Affairs Practicum as part of its operation. The practicum places students in community-based institutions and projects, which may be academic or service oriented. The institute further assists in teacher preparation and professional development by providing workshops, in-service programs, lectures, consultations, etc., both to units on campus and to the public school systems in the area.

The institute provides opportunities for those students who wish to become Pan-African Studies teachers and/or scholars to gain valuable experience and training. Additionally, the institute facilitates teacher and student exchanges with cooperating institutions throughout the diaspora and the African continent. It also organizes academic field trips to important historical and archaeological sites that are pertinent to the mission of the department.

Further information may be obtained from the Institute for African American Affairs, Oscar Ritchie Hall, Kent State University, P.O. Box 5190, Kent, Ohio 44242-0001, 330-672-2300, fax 330-672-4837.

#### **INSTITUTE FOR APPLIED LINGUISTICS**

The Institute for Applied Linguistics is a research and training unit within the College of Arts and Sciences at Kent State. Affiliated with the Department of Modern and Classical Language Studies, the institute and its faculty coordinate the four-year Bachelor of Science in Translation program, the two-year Master of Arts in Translation and the Doctor of Philosophy in Translation Studies.

Within the scope of these important translation degree programs, the Institute for Applied Linguistics (IAL) pursues training goals focused on scientific and technical translation, legal and commercial translation, computer-assisted terminology and translation, translation research skills, internationalization, software localization and project management for the language industry.

The Institute for Applied Linguistics is one of America's leading university-based translator training programs. The IAL's comprehensive undergraduate and graduate curricula provide a firm foundation in translation studies and translation practice for students in French, German, Japanese, Russian and Spanish. The program emphasizes specialized translation, software localization and project management but also is designed to provide a comprehensive foundation for skill development in commercial, legal and humanistic translation. The institute also is an internationally renowned center for research in many areas of language engineering including computer-assisted translation and terminology, multilingual document management and cross-language information exchange and retrieval. For additional information visit the Web site at <http://appling.kent.edu>.

#### **INSTITUTE FOR BIBLIOGRAPHY AND EDITING**

The Institute for Bibliography and Editing is located on the 11th floor of the Kent Campus Library and is immediately adjacent to the Library's Department of Special Collections and Archives, whose programs and services are supportive and closely related. A Human Collator, a Lindstrand Comparator and optical scanners, located in the institute, are available to properly qualified students and scholars from this and other institutions.

Currently, definitive editions of Joseph Conrad, the letters of Ernest Hemingway and Robert Browning are underway. Each is using advanced computer technology for text collation, processing and production. The training of students in the methods of bibliography and textual criticism is a fundamental concern of the faculty, who participate in the programs of the institute. For additional information visit the Web site at <http://dept.kent.edu/ibewebsite>.

#### **INSTITUTE FOR COMPUTATIONAL MATHEMATICS**

The Institute for Computational Mathematics (ICM) provides funding, computational and administrative support for research in computational mathematics. Thus far, the bulk of available financial support has gone to international visitors brought to the Kent Campus for interdisciplinary research activities. Current areas of research activity in the ICM include computational linear algebra, approximation theory and computations related to the Riemann Hypothesis; numerical solution of partial differential equations and problems in liquid crystals; symbolic and algebraic computing; Internet-accessible mathematical computation; Web-based mathematics education; high-performance and network-based computing; parallel (SIMD/MIMD) computing and algorithms; and expert systems and artificial intelligence.

The ICM has advanced UNIX and PC workstations, parallel computers, laser printers and fast local area networks connected to the Internet. For additional information visit the Web site at <http://icm.mcs.kent.edu/>.

#### **INSTITUTE FOR CYBERINFORMATION**

The mission of the Kent State University Institute for CyberInformation (ICI) is to support and stimulate interdisciplinary research and instructional initiatives within the disciplines included in the College of Communication and Information: Journalism and Mass Communication, Communication Studies, Visual Communication Design, Library and Information Science, and Information Architecture and Knowledge Management. The ICI promotes cross-disciplinary, as well as inter-organizational collaboration, through the development of programs of research across both the college and the university. ICI promotes the integration of information and communication with, and across, traditional disciplinary boundaries, prepares proposals for funding and serves as a resource for faculty wishing to develop interdisciplinary research initiatives. For further information, see the Web site at [www.ici.kent.edu](http://www.ici.kent.edu).

#### **INSTITUTE FOR LIBRARY AND INFORMATION LITERACY EDUCATION**

The Institute for Library and Information Literacy Education (ILILE) is a demonstration project of local, statewide and national significance. The institute provides leadership in developing coordinated collaboration among K-12 teachers and library and media specialists who are concerned with advancing library and information literacy in the school curriculum. Partners at the university include the School of Library and Information Science, the College and Graduate School of Education, Health and Human Services and Libraries and Media Services.

The institute focuses on activities with preK-12 teachers, library media specialists, preservice educators and students working as collaborative peer-learner teaching teams to learn how to use school library media centers and information resources (i.e., print, electronic and Web-based) more effectively to enhance student learning. The institute also works with preK-12 administrators, academic librarians, public librarians, state and local educational agencies and colleges of education to develop instructional models for information literacy skills acquisition. The development of this project is being accomplished through the creation of a variety of endeavors that provide leadership in the research and teaching necessary for the integration of information literacy in classroom and library media centers.

The institute has four areas of focus:

- Education and Training: Prepare pre- and in-service teachers and library/media specialists to use information resources to enhance teaching and learning.
- Curriculum Development: Create a replicable model for curriculum development and delivery through which preK-12 teachers, library media specialists, administrators and students work collaboratively to promote academic success through information literacy skills.
- Promotion and Outreach: Engage in library and information literacy promotion and outreach activities to improve school library media specialists' effectiveness in working with other educators to integrate information literacy into K-12 education.
- Research and Evaluation: Conduct a systematic program of applied research on the effectiveness of model approaches and techniques for enhancing collaboration between school library/media specialists and teachers and promoting the integration of information literacy skills in schools.

Visit <http://www.ilile.org> for current activities.

#### **INTERDISCIPLINARY COUNCIL ON GERONTOLOGY**

Gerontology, the study of aging, examines from an interdisciplinary perspective the complex changes and varied processes of individual aging. The biological, psychological, behavioral and sociological aspects of aging are studied, as well as the roles of institutions, organizations and governments in the lives and well-being of older persons. The broad-based curriculum is designed to give students a foundation of knowledge that will enable them to pursue graduate study, assume professional roles in aging or human services, or apply to diverse professional fields that relate to older adults in society.

The Interdisciplinary Council on Gerontology developed a curriculum leading to the Bachelor of Science degree. The gerontology major and long-term care administration option are in the School of

Family and Consumer Studies. The long-term care administration option is a degree program that meets all the educational and experiential pre-examination requirements for nursing home administrators in the state of Ohio. Program graduates are eligible for direct admission to the licensure examination for nursing home administrators. A minor in gerontology may be taken as part of a student's program in any related discipline. A certificate is available from the School of Family and Consumer Studies upon completion of the minor.

The following units are presently involved in the Interdisciplinary Council on Gerontology: Adult, Counseling, Health and Career Technical Teacher Education; Biological Sciences; Communication Studies; Exercise, Leisure and Sport; Family and Consumer Studies; Nursing; Psychology; Sociology; and Speech Pathology and Audiology.

The gerontology major will be found on Page 307, the minor in gerontology on Page 344.

#### **KENT STATE ALUMNI ASSOCIATION**

The Kent State University Alumni Association (KSUAA) was founded in 1911 by Kent Normal School's first president, John McGilvrey. Now, with more than 176,000 graduates, the Kent State University Alumni Association continues to support McGilvrey's vision of a life-long relationship between alumni and their alma mater.

Governed by a national board of directors, the association strives to promote the goals of the university and to encourage interaction between the institution and its alumni through homecoming, networking, continuing education seminars, social events and other such programs.

Kent State alumni have done exceedingly well in their professional endeavors. In their ranks are several university presidents, corporate executives, top fashion designers, pioneering women in business and finance, Pulitzer Prize-winning writers and photographers, athletes and coaches, and internationally recognized artists, performers and musicians.

The Alumni Association awards several student scholarships, including the Medallion Scholarships and Legacy Scholarships. These scholarships are awarded to students who are relatives of Kent State alumni.

The Alumni Association also presents three Distinguished Teaching Awards each year to recognize faculty members for superior classroom teaching and to provide encouragement and incentive for classroom teaching achievement.

While all graduates are alumni of the university, the Alumni Association is a membership organization which depends on alumni dues for its programming.

The Alumni Association is housed in the beautiful Williamson Alumni Center at the intersection of Midway Drive and East Main Street and is open from 8 a.m. to 5 p.m. each business day. For information on alumni membership or programming, phone 330-672-KENT, 888-320-KENT toll-free, e-mail at [alumni@kent.edu](mailto:alumni@kent.edu) or visit the Web site at <http://www.ksualumni.org>.

### **KENT/BLOSSOM ARTS FESTIVALS**

The Kent/Blossom Arts Festivals offer advanced summer study in art, music and theatre. Organized within the College of the Arts, these programs complement the annual performance season of Blossom Music Center, summer home of The Cleveland Orchestra. The university owns and operates Porthouse Theatre and Eells Art Gallery, located at Blossom Music Center, 20 minutes from the Kent Campus.

These professionally oriented programs emphasize intensive, individualized study with prominent visiting master artists and resident faculty, including principal members of The Cleveland Orchestra. Students are selected through nationwide competitive auditions, interviews and portfolio reviews. Significant scholarships are provided to many participants. Undergraduate and graduate credit is available in all areas of study.

#### *Kent/Blossom Art*

The exchange of creative concepts and techniques drawn from diverse visual media is emphasized in Kent/Blossom Art. Students are encouraged to explore these interrelationships through lectures and studio demonstrations by visiting professionals, concentrated personal creative effort and criticism of that work by visiting and resident faculty. Exhibitions of faculty and student work and informal interactions among students and faculty emphasize the exploration of creative ideas and values beyond each student's primary medium. Areas of emphasis include painting, sculpture, ceramics, glass and printmaking.

#### *Kent/Blossom Music*

String, woodwind, horn and piano students develop professional skills through intensive study with visiting master artists, members of The Cleveland Orchestra and university faculty. Experiences focus on major works of the chamber music repertoire augmented by studies in orchestral repertoire and techniques and solo master classes. Rigorous daily coaching and rehearsal schedules culminate in performances on the campus and at Blossom Music Center, where participants also attend open rehearsals and concerts of The Cleveland Orchestra.

#### *Kent/Blossom Theatre*

Performance and production training in the context of a professional summer company are offered through Kent/Blossom Theatre. Students work within a 10-week period with the Porthouse Theatre Company to create a production season alongside equity actors and professional guest directors, designers and technologists. Those artists lead a range of studio and workshop experiences with participating students beyond the public production activity of the professional company. For additional information visit the Web site at <http://dept.kent.edu/blossom>.

### **KENT STATE UNIVERSITY ATHLETICS**

The Intercollegiate Athletics program at Kent State University competes at the highest National Collegiate Athletic Association (NCAA) Division I level (I-A for football) and provides select men and women with the opportunity, challenge and support to achieve their full potential as students and athletes, while operating as an integral part of the university's educational mission.

The history of Kent State varsity athletics is nearly as old as the school itself. The first recorded contest involving Kent State took place in 1913, and Kent State teams have recorded numerous conference championships, All-American honors and academic accolades since then. Today, Kent State sponsors 18 teams that compete at the NCAA Division I level. A member of the Mid-American Conference since 1951, Kent State offers varsity teams in eight men's sports (baseball, basketball, cross country, football, golf, indoor track and field, outdoor track and field and wrestling) and 10 women's sports (basketball, cross country, field hockey, golf, gymnastics, soccer, softball, indoor track and field, outdoor track and field and volleyball). Kent State teams have won a total of 92 MAC championships and 40 MAC tournament titles. One hundred and forty-six student-athletes have garnered All-American honors, including six during the 2005-06 season. The women's athletic program has won the MAC's all-sports trophy, the Jacoby Trophy, six times, including the 2005-06 season, and placed second five other times in the last 11 years. The men's athletic program won its first-ever MAC all-sports award, the Reese Trophy, in 1999-2000 and did so again in 2001-02 and 2004-05. Student-athletes have won 424 individual MAC championships in the sports of gymnastics, golf, track and field and wrestling. The NCAA has certified Kent State on a variety of subjects, including gender equity and graduation rates. For additional information, visit the Web site at [www.kentstatesports.com](http://www.kentstatesports.com).

### **KENT STATE UNIVERSITY MUSEUM**

The Kent State University Museum, housed in Rockwell Hall, contains important collections of costume and decorative arts. Its nine galleries feature changing exhibitions of work by many of the world's great artists and designers. Closely linked to the Shannon Rodgers

and Jerry Silverman School of Fashion Design and Merchandising, the museum provides students with first-hand experience with historic and contemporary fashions, as well as costumes representing many of the world's cultures. The Tarter/Miller collection of American glass, the Paige Palmer collection of Ohio art pottery, examples of fine furniture, textiles and paintings and other decorative arts combine to give context to the study of design. The museum serves both the university and the community through exhibitions and public programs, and, by appointment, research in the collections.

Opened to the public in October 1985, the Kent State University Museum was founded with an initial gift from New York dress manufacturers Jerry Silverman and Shannon Rodgers, of 4,000 costumes and accessories, nearly 1,000 pieces of decorative art and a 5,000-volume reference library. In the 1960s Shannon Rodgers began collecting what is now considered one of the finest period costume collections in the United States. Today the collection totals nearly 20,000 objects. The museum holds one of the most comprehensive teaching collections of fashion design from the 18th century to the present. For additional information visit the Web site at [www.kent.edu/museum](http://www.kent.edu/museum).

#### THE KENT STATE UNIVERSITY PRESS

"To advance knowledge through publishing" is the mission of a university press, and as such the Kent State University Press plays a vital role in the total program of Kent State University. It fulfills this role through the selection, production and sale worldwide of scholarly books and journals in a variety of disciplines, especially history, literary criticism and regional studies.

The press imprint is controlled by an editorial board composed of Kent State faculty scholars. The bulk of its financial support is from its own sales income.

As a member of the Association of American University Presses, the Kent State University Press is included in the select group of more than 100 university-sponsored scholarly presses in the country whose outstanding programs make them an important segment of the academic enterprise. For additional information contact William Underwood, director, at 330-672-8094 or visit the press online at <http://upress.kent.edu/>.

#### THE LYMAN L. LEMNITZER CENTER FOR NATO AND EUROPEAN UNION STUDIES

The Lemnitzer Center was originally established to provide an institutional setting for the scholarly examination of the historical, political, economic and military experiences of the North Atlantic Treaty Organization (NATO). In 1991 a decision was made to broaden the mission of the center to include an emphasis on the European Community (now European Union).

The activities of the Lemnitzer Center are devoted to the expansion and dissemination of scholarly knowledge about NATO, the European Union (EU) and associated European-American issues. The Lemnitzer Center is able to coordinate programs and to facilitate scholarship through various means. The center is a repository for literature related to NATO and EU subjects and is in the process of increasing its holdings. It also serves as a public information source, presenting a series of forums and academic seminars in which the general public participates. Within the university, the center encourages the development of specialized undergraduate and graduate courses to supplement the established curricula. For additional information visit the Web site at <http://as.kent.edu/lemnitzer>.

#### THE OHIO EMPLOYEE OWNERSHIP CENTER

The Ohio Employee Ownership Center (OEOC), a program housed within the Department of Political Science, originated from research on the effectiveness of employee buyouts to avert job loss in Ohio. Since 1987 the OEOC has been funded, in part by grants from the state of Ohio, to provide information, technical assistance and training on using employee ownership as a strategy for economic revitalization.

The OEOC combines practical service to the community with research on employee ownership, making the program unique among similar state-sponsored programs in the nation. The center produces a nationally recognized publication series, develops practical training materials and techniques, coordinates workshops and conferences for the public and facilitates joint projects among employee-owned firms. Several of the OEOC's most innovative projects have served as models for national and international practitioners. Foundation grants and U.S. government contracts have also permitted the OEOC to provide technical assistance to firms and organizations seeking to use employee ownership in the process of privatization and economic reform abroad. For additional information visit the Web site at [www.kent.edu/oecoc](http://www.kent.edu/oecoc).

#### PARTA BUS SERVICE

Portage Area Regional Transportation Authority (*PARTA*) provides on- and off-campus bus services connecting residence halls, academic buildings and parking locations. Route services also connect the Kent Campus to Akron and Cleveland.

Additional services provided are night shuttles and prescheduled on-campus transportation for students with disabilities. The late-night shuttle service includes access to downtown Kent and on-campus building-to-building service, as well as service to the stadium parking area. To have a van shuttle pick up, call 330-672-RIDE (7433).

For students looking for employment, *PARTA* can provide challenging, résumé-building jobs. Apply by stopping by our office at 2000 Summit Road for an application. For service information visit our Web site at [www.partaonline.org](http://www.partaonline.org), pick up service schedules at the information booth at the Student Center, or call 330-672-RIDE (7433).

### UNIVERSITY HERBARIUM

The University Herbarium houses the Department of Biological Sciences' collection of dried plant specimens. It is located in Cunningham Hall and is a continually growing resource, currently with approximately 60,000 specimens. The collection is open for consultation by qualified users and is unexcelled in its area of specialization: contemporary records of Ohio plants. These records figure prominently in the Ohio Department of Natural Resources' efforts to identify natural areas in need of conservation, including those with endangered species. The herbarium also has a good general representation of vascular plant families and is a valuable resource for plant identification, research and teaching. Visit the Web site at <http://dept.kent.edu/biology/herbarium.htm>.

### UNIVERSITY LIBRARIES AND MEDIA SERVICES

#### *Libraries*

A strong and responsive library system is at the center of Kent State University's academic environment. Probably no single feature of Kent State shows more clearly the university's commitment to excellence in teaching and research.

The Kent Campus library system comprises the main library building and six specialized branch libraries. Collections total more than 2.6 million volumes, and almost all bookstack areas are open to students and other users. Kent State students also have quick access to the collections of 85 Ohio academic libraries through the university's membership in OhioLINK. The combined collections offered through OhioLINK total more than 44.8 million library items.

In the Kent Campus Library, study seating for 2,000 is available at small tables and carrels adjacent to or amid the bookstacks. Study facilities also include six small-group study rooms and 90 private studies for faculty and doctoral students. The Library is open approximately 100 hours per week.

The Library system's online public catalog, KentLINK (<http://kentlink.kent.edu/>), offers author, title, subject and keyword searching of the Kent and seven Regional Campus holdings. It also serves as a gateway to the OhioLINK Central Catalog and a large number of reference databases. Among the special features offered is the capability to request an item from another Kent State or OhioLINK library during an online session. Remote access to KentLINK is also available.

To guide students in the use of the extensive collections, reference librarians are available on a schedule exceeding 70 hours per week, as well as by appointment, e-mail or online chat. Professional assistance is available in the six branch libraries on the Kent Campus as well.

Each of the seven Regional Campuses also has its own library, directed by a professional librarian, with a collection selected to meet the individual needs of the campus. In addition, all Regional Campus students have full user privileges at the Kent Campus libraries.

Both Kent and Regional Campus libraries offer special orientation programs intended to help students learn effective use of the library as an informational and intellectual resource. Most new students will be involved in such a program shortly after admission, usually during the first term. In addition, the libraries offer specialized workshops to teach information-seeking skills for specific disciplines and for resources on the World Wide Web. Information and registration for these workshops is available at <http://seminars.lms.kent.edu>.

#### *Media Services*

Media Services is comprised of Audio Visual Services and Teleproductions. The mission of Audio Visual Services and Teleproductions is to facilitate communication in the learning, research and business activities of the university through the effective use of various media formats and technologies. More information is available at <http://www.library.kent.edu/avs>.

Audio Visual Services is located on the 3rd floor of the Kent Campus Library. The following areas are included within Audio Visual Services and includes:

- Audio Visual Services
- Copy and Design Services

Teleproductions is located on the 1st floor of the Music and Speech Center.

- Operations/Engineering
- Special Event Support
- Video Production

### URBAN DESIGN CENTER OF NORTHEAST OHIO

The College of Architecture and Environmental Design's Urban Design Center (UDC) is committed to developing information about the physical environment and its design; assisting neighborhoods and communities in becoming more livable places; informing policy makers and the public about the role of design in revitalizing old communities; and building new communities. The UDC is part of a consortium of the four state universities in Northeast Ohio and works in partnership with

## Supportive Activities and Programs

educational, professional and volunteer organizations that share similar missions. The UDC encourages ecological integrity, the protection of cultural resources, sustainable economic prosperity and the creation of well-designed, livable communities. For additional information visit the Web site at <http://www.cudc.kent.edu/index.htm>.

### WASHINGTON PROGRAM IN NATIONAL ISSUES

The Washington Program in National Issues was established in 1973 through the initiative of Washington-based alumni who sought to provide Kent State University undergraduates with a unique living and learning experience in the nation's capital. Open to junior and senior students from all academic disciplines, the full 15-week spring semester program is administered through the Department of Political Science. The Kent State University Alumni Association is enthusiastically involved in supporting this program. The purposes of the program are to facilitate learning about the U.S. political system and its policy issues; to develop an understanding of the relationship between public issues and structure of government; and to encourage individual initiative and internship work to provide experience in individual research. Students serve internships in places such as Capitol Hill, in a governmental agency or with an interest group and also attend seminars. Such a program requires a semester-long residence in the Washington, D.C., area. Washington, D.C., alumni continue to support the program by introducing students to the culture and serving as consultants and mentors. For additional information visit the Web site at <http://www.kent.edu/polisci/ServiceLearningOpportunities/wpni/index.cfm>.

### WATER RESOURCES RESEARCH INSTITUTE

The Water Resources Research Institute (WRRRI) facilitates and coordinates collaborative research in aquatic sciences across departmental boundaries. Faculty from the departments of Biological Sciences, Geography and Geology conduct research focused on local, regional and national topics of surface and groundwater quality and abundance. The institute fosters a broad-based approach to evaluation and analysis of environmental problems related to water use. WRRRI is a resource for citizens, governmental agencies and policy makers, providing reliable scientific information on which to base decisions related to the wise use and management of water and land resources. Institute members also prepare undergraduate, master's and doctoral students to deal as professionals with complex issues in water and land management, water policy decisions, and environmental sustainability.

Supported by the National Science Foundation and private foundations, WRRRI provides educational research experiences for graduate students, undergraduates and elementary school students. For additional information visit the Web site at <http://dept.kent.edu/wrri>.

### WICK POETRY CENTER

The goal of the Wick Poetry Center is to promote educational and artistic opportunities for emerging and established poets and poetry audiences locally, regionally and nationally. Established in 1984, the Wick Poetry Center is one of only 10 poetry centers in the country and the only one with such a broad base of different activities, from elementary school outreach to a nationally recognized book and reading series.

The Wick Poetry Center is endowed with funds from Robert and Walter Wick in memory of their sons Stan and Tom. For more than 20 years it has sponsored scholarship awards in poetry to undergraduate students and entering freshmen at Kent State. The center also sponsors an annual poetry reading series featuring eight to 10 nationally and internationally prominent poets. In cooperation with the Kent State University Press, the Wick Poetry Center sponsors a poetry chapbook competition for Ohio writers, as well as the \$2,000 Stan and Tom Wick Poetry Prize for a full-length book of poems by anyone who has not yet published a book. The winning books are published by the KSU Press and the winners are invited to give a public reading of their work on campus.

Located in the College of Arts & Sciences, the Wick Poetry Center offers fellowships for graduate students in English or creative writing, writing internship opportunities for undergraduates from across the university and a service-learning class called "Teaching Poetry in the Schools." The center also sponsors an outreach program to area elementary and secondary schools and other community organizations. Each spring, student poets present an evening of original poetry and song called "Giving Voice," which draws a large audience from the university community as well as from the northeast Ohio region.

In 2005, the Wick Poetry Corner on the second floor of the Kent Campus Library was dedicated, serving as a student lounge and study area. The Wick Poetry Corner also houses the Tyler Lee Gaston collection of 20th and 21st century poetry. The space has also been used for readings and small group discussions with visiting writers to the Wick Poetry Center Series.

Further information may be obtained from the Wick Poetry Center, 301 Satterfield Hall, 330-672-2067, or online at <http://dept.kent.edu/wick>. Information on Wick publications may be obtained from the Kent State University Press at <http://upress.kent.edu/>.

# GENERAL REQUIREMENTS AND REGULATIONS

## DEGREE REQUIREMENTS

### *Catalog Rights and Exclusions*

The university has established the following *Catalog* rights and exclusions relating to degree requirements. While these *Catalog* rights establish specific degree requirements for undergraduate students, the exclusions noted ensure that the knowledge and skills acquired by students will be current with the state of knowledge in their fields of study.

### Rights

1. Students' academic requirements are based on the *Catalog* that is in force during their first semester of enrollment at Kent State University.
2. Students may elect to complete a degree program under the most recent *Catalog*. When changing *Catalog* year, students must comply with all of the requirements relevant to their program in the newer *Catalog*.
3. *Catalog* rights may be granted through interinstitutional curricular agreements. Such rights are subject to the same exclusions noted below.

### Exclusions

1. Students who transfer to another university and return to Kent State are readmitted under the *Catalog*-in-force at the time of readmission.
2. Students who do not satisfactorily complete 12 semester hours at Kent State in two calendar years must satisfy the requirements of the most recent *Catalog*. Transient work, Credit-By-Examination and coursework receiving grades of AU, F, NF, SF, IN, NR, W, U or Z will not count toward completing the 12 hours.
3. Students who do not complete degree requirements within 10 years are required to update to the current *Catalog*.
4. Dismissed students are reinstated under the *Catalog*-in-force at the time of reinstatement.
5. Changes in degree requirements will be made to keep programs in compliance with accreditation, certification or licensure standards. Implementation of these standards may require that students update to the current *Catalog*.
6. Program changes may be required by financial urgency, unavailability of faculty or unavailability of other instructional resources. In these instances, the dean of the students' college will identify available alternatives for the completion of degree requirements.

In rare instances an exception to the above policy may be granted by the college dean.

## REQUIREMENT SHEETS

The academic requirements for students become binding when the students' requirement sheets have been prepared by their advisor. If the *Catalog*-in-force is changed, a new requirement sheet must be filed.

## KENT ACADEMIC PROGRESS SYSTEM (KAPS)

Kent State University uses a Web-based automated degree audit system, Kent Academic Progress System (KAPS), to assist students in monitoring timely progress toward completion of their degree requirements. The KAPS report reflects progress toward completion of degree requirements in the students' officially declared program by comparing their coursework with the program requirements.

A KAPS report is designed to assist students in planning their academic program by:

1. Allowing students to view all of their Kent State University courses (completed, in-progress and future term courses) and any courses transferred to Kent from another institution.
2. Allowing students to display a KAPS report for their declared major and/or majors they are interested in (called a "what if" report) on demand.
3. Allowing students to put "planned courses" in their KAPS Course Cart, which can be used in their interactive audit to map out courses that are needed for degree progress and to assist departments offering the courses to know what courses need to be offered in future planning.

Students may view their KAPS report on Web for Students® which is accessible within FlashLine at <http://flashline.kent.edu>.

Final certification of the completion of students' degree requirements rests with their college or school. Student should contact their college, school or Regional Campus office with any questions or concerns.

## UNIVERSITY REQUIREMENTS

### *First Year Colloquium (US 10097)*

The First Year Colloquium course is required of all students who attend Kent State University campuses with the following exceptions:

1. Students attending the Kent Campus who are 21 years of age or older at the time of their initial college-level enrollment are not required to take First Year Colloquium. However, these students are encouraged to contact the Adult Student Center for information about special orientation programs for adult students.

- Students who transfer 25 or more semester hours of credit from another institution are not required to take First Year Colloquium.

Full-time students are expected to complete the First Year Colloquium course during their first semester of enrollment. Part-time students are expected to complete the First Year Colloquium course before they attain sophomore standing (30 semester hours).

#### *Minimum Cumulative Grade Point Average*

All students graduating from Kent State University must attain a minimum cumulative grade point average (GPA) of 2.00 for all Kent State University coursework. Additionally, some degree programs have higher minimum GPA requirements.

#### *Minimum Hour Requirement*

All students must satisfactorily earn (with passing grades) a minimum of 121 hours applicable toward a degree in order to graduate. Some degree programs require more hours. As part of this requirement, all students must complete at least 36 semester hours of Liberal Education Requirements (see Pages 85-87 of this *Catalog*).

#### *Residence Requirements*

Residence refers to completion of the minimum of 30 credit hours required for the awarding of an academic degree by Kent State University. In this context, residence requirements do not refer to whether students live on campus.

Kent State University residence requirements for an undergraduate degree may be met at the Kent and/or Regional Campuses. For specific degree requirements, including special circumstances affecting residence, see the General Academic Requirements by college.

Study-abroad programs may be taken as part of the residence requirement.

Correspondence study will not count toward the hours of residence, but it will not invalidate residence requirements in progress.

#### *Liberal Education Requirements*

All students must complete the 36 semester hours of Liberal Education Requirements as described on Pages 85-87 of this *Catalog*. The summary of Liberal Education Requirements courses on Pages 85-87 provides an overview of the major Liberal Education Requirements categories and the **minimum hours** required in each area. Individual programs and colleges/schools may have modified these requirements, so it is necessary to review the specific Liberal Education Requirements hour and course expectations described in the college/school and major requirements sections of this *Catalog*.

#### *Diversity Requirement*

All students must complete a two-course Diversity Requirement as described on Pages 89-91 of this *Catalog*. Normally a student must complete two courses from the list of approved diversity courses, including one from the diversity courses within the LER program on Pages 85-87.

#### *Writing-Intensive Course Requirement*

All students must complete at least one upper-division course designated as "writing-intensive" with a grade of C (2.0) or better. Courses that are writing-intensive will have a memo note in the online *Schedule of Classes* stating, "This course is writing-intensive" and can be found by searching the *Schedule of Classes* at [www.registrars.kent.edu/home](http://www.registrars.kent.edu/home). While the intent is that the requirement be fulfilled within the major, students *may* use a writing-intensive course in another discipline to fulfill the requirement if permitted by the department/school of their major.

#### *Upper-Division Requirement*

Most undergraduate specialization is pursued through upper-division coursework. Upper-division courses are numbered 30000-49999 and expect both greater familiarity with the subject matter and greater intellectual sophistication. Students must complete the appropriate prerequisites in specified lower-division courses before entering upper-division courses. In general, baccalaureate degree programs require the successful completion of at least 39 upper-division semester hours of coursework.

### **DUAL DEGREE/DOUBLE MAJOR REQUIREMENTS**

In certain cases students may be able to complete the requirements for more than one academic major through either a double major or a dual degree program of study.

A double major program of study combines two major fields of study within the same degree program. Students completing a double major program of study are awarded a single degree with two majors. Completion of a double major program requires that students complete a minimum of 121 semester hours.

A dual degree program of study combines two majors from distinct degree programs. Any combination of major fields of study involving degree programs in more than one college is a dual degree program even if both degrees bear the same title. Students completing a dual degree program are awarded two distinct degrees. Completion of a dual degree program requires that the students complete a minimum of 140 total semester hours.

Certain major combinations are not appropriate and are not permitted by the colleges. Students interested in a double major or dual degree program of study must consult the offices of the appropri-

ate colleges and/or independent school to determine whether the desired combination of majors is permitted. If the combination is permitted, the college offices will assist the students in formally declaring the degrees/majors and will provide the students with major sheets for both of the degrees/majors showing the course requirements to be satisfied for both majors. The students must complete all requirements for both degrees/majors.

Students are required to file a graduation application for each degree/major program of study. Students must officially declare any degree/major in time to meet the graduation application deadline for the semester in which they expect to complete the program of study.

#### CLASSIFICATION OF STUDENTS

An undergraduate student is classified as follows:

FRESHMAN, 0 to 29 hours of earned credit  
 SOPHOMORE, 30 to 59 hours of earned credit  
 JUNIOR, 60 to 89 hours of earned credit  
 SENIOR, 90 hours to graduation

#### DISCLOSURE OF SOCIAL SECURITY NUMBER

University Rule 3342-5-091 requires that all students having a Social Security number provide it to the university. The transition away from using a Social Security number to a new student ID as the primary identifier for student university records will be complete before the start of the Spring 2008 Semester. The new system-assigned student ID number will be used within the university to link all of the student's academic and financial records kept by the university.

#### FLASHcard (STUDENT ID)

All admitted students should come to the FLASHcard office located in the Kent Student Center to be issued an ID (the FLASHcard). Students must have two valid forms of identification to receive a FLASHcard.

FLASHcards are required to verify university enrollment as well as for admittance to athletic, cultural, social events, borrowing of library material and purchasing goods and services on the FLASH-cash debit plan or the Dining Services board plan.

Students will have their FLASHcards validated electronically before the beginning of each semester following registration and full or partial payment.

Loss or theft of a FLASHcard should be reported within 24 hours to the FLASHcard office by calling 330-672-2273, reporting it in person at the FLASHcard office located in the Kent Student Center or

any Dining Services location that accepts the FLASHcard, or by visiting our Web site at [www.Flashcard.kent.edu](http://www.Flashcard.kent.edu). A \$10 charge is assessed for a replacement ID.

Transfer of students' FLASHcard or use by anyone other than the person to whom it was issued is sufficient reason for disciplinary action.

#### PERSONAL DATA CHANGES

Any of the following constitute personal data changes and may be completed at the Office of the University Registrar.

- Change of address—all students must maintain a permanent address on the Student Information System. Residence halls may not be used as a permanent address. Address changes are processed using Web for Students®.
- Change of name for currently enrolled students requires legal documentation.
- Change of residency status.\*

*\*New students appealing their nonresident status at the time of their admission should apply for residency at their admitting office. Current and former students should apply for residency at the Office of the University Registrar or their Regional Campus office. Approval is in accordance with the policy mandated by the state of Ohio. See Policy Regarding Ohio Student Residency beginning on Page 35.*

Change of college, major, minor or degree program requires approval of the students' college office. Forms may be obtained at the college office or Regional Campus office.

#### SELECTIVE SERVICE REQUIREMENT

Pursuant to Ohio Law, House Bill 845, all Ohio resident male students between the ages of 18 and 26 not registered with Selective Service must file a statement of Selective Service registration with the Office of the University Registrar. If students have not already registered with Selective Service, they will be contacted regarding their noncompliant status. Failure to comply will result in the assessment of nonresident tuition fees to their account and the cancellation of all state-based financial aid. Further questions may be directed to the Office of the University Registrar at 330-672-3131.

#### ENROLLMENT CERTIFICATION

The enrollment certification for loan deferments, insurance coverage or any other official certification of enrollment is processed by the Office of the University Registrar. An audited course is not counted for enrollment certification purposes.

## General Requirements and Regulations

### Undergraduate Students

- Full-Time, 12+ credit hours
- Three-Quarter Time, 9-11 credit hours
- Half-Time, 6-8 credit hours
- Less than Half-Time, 1-5 credit hours

*Please Note: For summer this definition may be fulfilled by enrollment in one or more sessions within the summer semester.*

### CLASS ATTENDANCE

Classes are conducted on the premise that regular attendance is expected. The individual instructor has both the responsibility and the prerogative for managing student attendance.

If students anticipate an absence, they should consult with the instructor individually. In the event the absence was due to illness or injury, verification from the medical professional treating the illness or injury should be presented to the instructor.

### REGISTRATION INFORMATION AND ENROLLMENT SERVICES

Only students who have been formally admitted to Kent State University may register for coursework and pay the appropriate fees. An official registration is a record of the students' approved schedule of classes maintained online in the university's student information system. Students who are not officially registered for a course by published university deadlines should not attend classes and will not receive credit or a grade for the course.

Students should either preregister or late register by published university deadlines. Full instructions are available prior to the registration period and may be accessed at [www.registrars.kent.edu/home](http://www.registrars.kent.edu/home).

Refer to the Office of the University Registrar Web site at [www.registrars.kent.edu](http://www.registrars.kent.edu) for registration information, deadlines and procedures for processing the following transactions:

#### *Student Course Load*

A minimum of 121 semester hours of approved coursework must be satisfactorily completed to receive a baccalaureate degree. Students expecting to complete this minimum in four years by attending two semesters (usually fall and spring semesters) should average 15 credit hours per semester and a yearly total of 30 hours.

Approval by the students' academic dean is required for students to register for an overload. An overload is considered as:

1. More than 18 hours in fall or spring semester.
2. More than six hours in a single five-week summer session; more than 10 hours in an eight-week summer session; more than 10 hours in overlapping summer sessions; or more than 12 hours for all summer sessions combined.

Students on academic probation may not register for more than 15 hours and may receive a prescription from the dean of the college that they further reduce the hours carried until removed from probation. Exceptions to this rule must be approved by the appropriate college/school dean.

Students with questions on specific standards or definitions to qualify for benefits such as Social Security, Veterans Administration, loans and scholarships should consult the university approving and/or reporting office for details.

#### *Registration*

Registration is processed through Web for Students® and is accessible through FlashLine at <http://flashline.kent.edu>. (New freshmen may register only through the PASS program.) Access the Office of the University Registrar home page at [www.registrars.kent.edu/home](http://www.registrars.kent.edu/home) for specific registration dates and procedures.

#### *Flexibly Scheduled Course Sections*

Some courses are offered as flexibly scheduled sections, that is, the section does not meet for the full semester. Eligibility for processing registration transactions for these courses (adding, dropping or withdrawing) is determined by the beginning and ending dates of the section. Deadlines may be determined by visiting the Office of the University Registrar Web site at [www.registrars.kent.edu/home](http://www.registrars.kent.edu/home) and accessing the Processing Dates for Classes link.

#### *Late Registration*

Students who are not officially enrolled for any coursework (registered and have paid fees) as of the first day of classes for the semester will have to process a late registration using Web for Students®. All late registrations must be completed prior to the beginning of the third week of classes for fall and spring semesters.\*

A late registration fee will be assessed for any registration processed after the first week of classes for fall and spring semesters.\* A nonpayment fee will be assessed for registrations not paid by the end of the second week of classes. Visit the Bursar's Office Web site at [www.kent.edu/bursar](http://www.kent.edu/bursar) for information on students' fees.

Late registrations will not be accepted after the second week of classes for fall and spring semesters.\* Any questions regarding this policy should be referred to the students' college office.

Additional information about late registration is available via the Office of the University Registrar home page at [www.registrars.kent.edu/home](http://www.registrars.kent.edu/home).

### *Schedule Adjustments*

In addition to the schedule adjustments during the registration periods, the following schedule adjustments may be permitted through the first two weeks of the semester.\*

1. Adding a course/section.
2. Dropping a course/section.
3. Changing a section (same course, different time or credit hours).
4. Changing from graded to pass/fail or audit status.
5. Changing from pass/fail or audit to graded status.

Schedule adjustments are permitted as outlined on the University Registrar Web site at [www.registrars.kent.edu/home](http://www.registrars.kent.edu/home). There are no processing fees required for schedule adjustments.

1. Course adding is permitted through the second week of the semester, on a space-available basis, using Web for Students®.
2. Withdrawal from any or all courses is permitted through the 10th week of the semester (or the prorated deadline for flexibly scheduled sections). After that time, students are considered to be committed to all remaining courses and must complete them. If students are unable to complete the semester because of extreme circumstances that first occur after the deadline, students should consult their college or campus dean's office. Any course withdrawal(s) processed after the second week of the semester will appear on the students' academic record with a grade of W.\*
3. Any applicable refund (published on the Bursar's Web site, <http://www.kent.edu/bursar/>) is determined by the date the transaction is processed on Web for Students®.

### *Registration Cancellation*

To receive a full refund of tuition, students who register and decide not to attend the university must cancel their registration as early as possible and no later than the end of the first week of classes.\* This may be accomplished by dropping all your courses via Web for Students® during registration periods. Any paid registration not canceled by the end of the first week of classes will be subject to the refund schedule published on the Bursar's Web site. Any applicable refund is determined by the date the transaction is processed on Web for Students®.

*\*Please refer to the summer term calendar at [www.registrars.kent.edu](http://www.registrars.kent.edu) for summer deadlines.*

### **IMPORTANT NOTE:**

*Corrections involving registration transactions (initial registrations, schedule adjustments, course withdrawals, etc.) must be completed by the published deadlines found on the appropriate term calendar on the University Registrar Web site at [www.registrars.kent.edu](http://www.registrars.kent.edu).*

The university reserves the right to change the time of a course if it is deemed necessary, and it reserves the right to drop any course from the *Schedule of Classes* if there is insufficient student demand or if resources are unavailable to offer the course.

Students interested in registering at a Regional Campus should check with the campus in which they are interested for specific dates, times and procedures.

### **ASSOCIATE'S DEGREE REQUIREMENTS**

Students interested in associate's degree requirements, requirements for multiple associate's degrees, residency requirements for associate's degrees and graduation with distinction should refer to the Regional Campuses section beginning on Page 378 of this *Catalog*.

### **GRADUATION**

Each of the seven undergraduate colleges and one independent school of the university award one or more baccalaureate degrees. The graduation requirements for these degrees are outlined in the various college and school sections of this *Catalog*.

Application forms and information may be obtained from the Office of the University Registrar as well as from the various college/school offices. Refer to the the University Registrar Web site at [www.registrars.kent.edu](http://www.registrars.kent.edu) for specific information. If students fail to carry out the proper application procedures by the deadlines indicated, the degree will not be granted until the next graduation date.

### **APPLICATION FOR GRADUATION**

Prospective graduates must return the application for graduation by the following deadlines to the appropriate college office.

#### *December Graduation*

The application for graduation must be submitted by the 15th day of the preceding March. Should the 15th day fall on a weekend, the deadline will be the next business day.

*May Graduation*

The application for graduation must be submitted by the 15th day of the preceding September. Should the 15th day fall on a weekend, the deadline will be the next business day.

*August Graduation*

The application for graduation must be submitted by the 15th day of the preceding December. Should the 15th day fall on a weekend, the deadline will be the next business day.

Exceptions shall be made only by the respective collegial deans or their appointed representative, based upon unusual circumstances.

Students applying for an associate's degree should refer to Page 389 of the *Catalog* for graduation application information.

*Graduation with Institutional Honors*

Candidates for baccalaureate degrees who demonstrate high levels of scholarship throughout their undergraduate years graduate with institutional honors.

Graduation with Institutional Honors is conferred on students who earn baccalaureate degrees with a GPA of at least:

- 3.30 cum laude
- 3.60 magna cum laude
- 3.80 summa cum laude

Institutional Honors are based solely on the GPA earned in all coursework taken at Kent State University, including original grades forgiven and/or recalculated under other policies. A minimum of 60 semester hours must be earned at Kent State University to qualify. For the purposes of computing the final GPA and determining honors awards, the GPA is extended to two decimal places and not rounded up.

Honor citations are inscribed on diplomas as follows: cum laude, magna cum laude and summa cum laude.

Honors candidates will be distinguished at the Commencement ceremony based on all their institutional academic work completed prior to those courses taken during their final term of enrollment.

*Posting of Degrees*

The integrity of academic transcripts is fundamental to the validity of coursework and degrees certified by the university. Therefore, all student transcript entries (grades and other notations) are finalized when the degree is officially posted to the permanent academic record. Degrees are posted to students' permanent academic records approximately 30 days following the effective date of graduation.

**ACADEMIC ADVISING**

Student advising is a key component of the academic mission of Kent State University. It is important for all students at all points in the educational process. Advising helps students clarify their life/career goals, reach their maximum educational potential and achieve academic success through interactions with faculty, professional advisors and administrative personnel. It promotes academic success by addressing student needs that are related to learning, personal development and career aspirations; recognizes and responds to diverse individual needs and differences among students; and helps students plan and implement academic programs of study in a manner that will ensure timely progress toward graduation.

*Academic Advisor Roles*

The primary role of academic advisors is to guide students in the development of meaningful educational plans and appropriate career choices that are compatible with their life goals. As part of the advising process, these interactions may also promote students' intellectual growth, ability to communicate effectively and ability to work independently and collaboratively, as well as assist students with realistic self-appraisal, clarification of values and achievement of personal goals. Academic advisors provide information about current and changing curricular requirements and about career opportunities and resources. They monitor student progress in meeting program requirements and help students develop the ability to assess their own academic progress. In addition, advisors provide a number of related services, including interpretation of policies and procedures; assistance in registration processing; assessment of transfer credit; support for students who are at risk; and referral, as appropriate, to campus resources that address academic or personal issues.

*Student Advisee Expectations*

Students are responsible for understanding and following academic program requirements and expectations as well as university policies, procedures and deadlines. While advising is a shared responsibility between students and advisors, students should be proactive by contacting the appropriate advisor regularly, by being prepared for each advising session and by participating in the academic planning process. Students are expected to follow through with the agreed upon academic plan and notify their advisor if changes or alterations occur. They should utilize Kent Academic Progress System (KAPS) reports and program requirement sheets to monitor progress toward degree completion. As a supplement to in-person advising, students may also obtain advising information from Web for Students®; campus, college and department/school Web pages; electronic mail; or video advising (where available). To ensure continuous improvement of advising, students should participate as requested in evaluations of the advising system.

*Advising Services*

Upon admission to the university, students are assigned to a college, school or advising unit based upon their stated interest, academic record and selection procedures for some programs.

Academic advisors for students assigned to each unit are available at the following locations:

*College of Architecture and Environmental Design*  
202-C Taylor Hall, 330-672-2780

*College of Arts and Sciences*  
105 Bowman Hall, 330-672-2062

*College of the Arts*  
202-C Taylor Hall, 330-672-2780

*College of Business Administration*  
107 Business Administration Building, 330-672-2872

*College of Communication and Information*  
202-C Taylor Hall, 330-672-2780

*College of Education, Health, and Human Services*  
306 White Hall, 330-672-2862

*College of Nursing*  
113 Henderson Hall, 330-672-7930

*College of Technology*  
123 Van Deusen Hall, 330-672-2892

*Honors College\**  
20 Stopher Hall, 330-672-2312

*Undergraduate Studies*  
Student Advising Center, Lake Hall, 330-672-3676

Students admitted to a Kent State Regional Campus should contact the campus directly for advising assignments and locations.

*\*Note: Students admitted to the Honors College also maintain a primary membership in one of the degree-granting colleges/schools.*

**THE SEMESTER SYSTEM**

The academic year at Kent State University consists of two semesters—fall and spring—each approximately 15 weeks in length. The normal undergraduate program is designed to be completed in four

academic years, or eight semesters. In addition, the university conducts four sessions during the summer term: one three-week intersession, two five-week sessions and one eight-week session.

Each hour of coursework is called a “semester hour,” as distinguished from the quarter system used at some other universities and colleges. An academic year under that system consists of three 10-week quarters, and one hour of coursework is called a “quarter-hour.”

One quarter-hour of work equals two-thirds of a semester hour; one semester hour equals one and one-half quarter-hours. A transfer student with a number of quarter-hour credits would multiply that number by two-thirds to determine the equivalent semester hour credits at Kent State University. For example, a student with 48 quarter-hours would receive 32 semester hours of transfer credit, providing the previous work meets university academic standards.

**GRADING SYSTEM POLICIES AND PROCEDURES**

The transcript is an accurate and complete historical record of work attempted at the university. Changes to transcript entries that alter the enrollment history of students are not to be made.

*Academic Grades and Administrative Marks*

Student proficiency in coursework is recorded by letter grades.

A	(4.0)	Denotes excellent scholarship.
A-	(3.7)	
B+	(3.3)	
B	(3.0)	Denotes good performance.
B-	(2.7)	
C+	(2.3)	
C	(2.0)	Denotes fair or average performance.
C-	(1.7)	
D+	(1.3)	
D	(1.0)	Denotes poor (unsatisfactory but passing) performance.
F	(0)	Denotes failure.

AU The mark AU denotes that students have registered to audit a course. Students may audit without credit any course subject to space availability and departmental approval. An audited course is not counted as part of the course load, but students must go through registration procedures and pay the normal registration fees. An instructor may impose whatever attendance requirements deemed necessary. The students must be informed of these requirements at the beginning of the semester. Failure to meet such attendance requirements sub-

jects the students to being withdrawn from the course by the instructor. This will be accomplished by the instructor's insertion of the mark W at the time of final grades.

- IN The administrative mark of IN (Incomplete) may be given to students who have completed at least 12 weeks of the semester (if they are currently passing) and are unable to complete the work due to extenuating circumstances. The time line shall be adjusted appropriately for summer sessions and flexibly scheduled courses. Appropriate documentation is generally required to support the extenuating circumstance. The student must initiate the request for the Incomplete mark from the instructor, and it is the responsibility of the student to arrange to make up the incomplete work. Incompletes must be made up within one semester (not including summer sessions). Instructors are required to complete and submit an Incomplete Mark Form to the department chair at the time grades are assigned which includes justification for awarding the Incomplete, describes the work to be completed for the course and specifies the grade to be assigned if the work is not completed. A copy of the Incomplete Mark Form also is provided to the student. In the event the instructor assigns an IN grade without a default grade, the default grade will be F. Incompletes will not be counted in the computation of grade point averages until the work is completed, at which time an appropriate grade will be assigned based on the instructor's evaluation of the work submitted and a new grade point average computed. Unless the course is completed or an extension is granted, Incompletes will automatically lapse to the grade designated on the Incomplete Mark Form at the end of one semester.
- IP The grade IP (In Progress) is given to students to indicate that research, individual investigation or similar efforts are in progress and that a final grade will be given when the work is completed. The IP grade can be utilized only in designated courses and is not used in computing grade point averages.
- NF The NF (Never attended F) grade denotes that students never attended one class session nor did the students formally withdraw from the course. The NF grade will count as an F (zero quality points) in computing grade point averages. In the case of a course taken pass/fail, the NF grade will be changed to a Z grade.
- NR A mark of NR indicates the instructor did not submit a grade.
- S The grade S denotes satisfactory completion of a course in which a regular letter grade is inappropriate. The credit hours are awarded but are not considered in computing grade point averages.
- SF The SF (Stopped attending F) grade denotes that students stopped attending the course and did not formally withdraw. The SF grade will count as an F (zero quality points) in computing grade point averages and must be accompanied by a date of last attendance in the course. Faculty who cannot determine the exact date of last attendance may use the date of the last academic activity in which students participated. SF grades are not appropriate for students who stop attending after the course withdrawal deadline. After that time, grades should be based on student performance in the completion of course requirements. In the case of a course taken pass/fail, the SF grade will be changed to a Z grade.
- U The grade U denotes unsatisfactory performance in a course for which a regular grade is inappropriate. Credit hours are recorded as credit hours attempted, and the grade will be counted as an F in computing grade point averages.
- W The mark W is given for course withdrawals. This mark is not used in computing grade point averages.
- Y The grade Y denotes a passing grade in a pass/fail course or in a course in which students have elected the pass/fail grading option. The credit hours are not considered in computing grade point averages.
- Z The grade Z denotes failing performance in a pass/fail course or in a course in which students have elected the pass/fail grading option. The credit hours are not considered in computing grade point averages.

#### *Grade-to-Grade Change Policy*

Once grades are submitted, they are final and will not be changed except in cases of administrative error. Grades will not be changed by allowing the students to do additional work (e.g., retaking exams; redoing papers; submitting extra credit papers, reports, etc.) or by using criteria other than those applied to all students in the class. In the event of a possible administrative error, the students must contact the instructor as soon as possible following the awarding of the grade. If the instructor is not available, the department/school chair should be contacted. Grade appeals for reasons other than administrative error must follow established procedures for student academic complaints. For information regarding the Student Academic Complaints procedure in the *Digest of Rules and Regulations*, contact the Office of Enrollment Management and Student Affairs (Kent Campus) or the campus dean's office (Regional Campuses).

*Grade Point Average*

Quality points are awarded on the following scale:

- Each hour of A equals 4 points
- Each hour of A- equals 3.7 points
- Each hour of B+ equals 3.3 points
- Each hour of B equals 3 points
- Each hour of B- equals 2.7 points
- Each hour of C+ equals 2.3 points
- Each hour of C equals 2 points
- Each hour of C- equals 1.7 points
- Each hour of D+ equals 1.3 points
- Each hour of D equals 1 point
- Each hour of F equals 0 points
- Each hour of NF equals 0 points
- Each hour of SF equals 0 points
- Each hour of U equals 0 points

A grade point average is determined by dividing the total number of points earned by the number of quality hours taken. Totals are extended to three decimal points and are not rounded up. As an example, assume a student has completed 30 hours with a grade distribution of 3 hours of A, 3 hours of B, 3 hours of B-, 15 hours of C, 4 hours of D, and 2 hours of F.

	POINTS
3 hours of A at 4 points per hour . . . . .	12
3 hours of B at 3 points per hour . . . . .	9
3 hours of B- at 2.7 points per hour . . . . .	8.1
15 hours of C at 2 points per hour . . . . .	30
4 hours of D at 1 point per hour . . . . .	4
2 hours of F at 0 points per hour . . . . .	0
<b>TOTAL</b>	<b>63.1</b>

Dividing 63.1 by 30, a grade point average of 2.103 is obtained, which is slightly above a C average.

Cumulative averages are computed by dividing the total quality points by the total quality hours. Grades of S, Y and Z are not included in grade point average.

*Pass/Fail*

Undergraduate students may elect to take certain courses on a pass/fail basis. The purpose of this option is to provide an opportunity for the exploration of a broader range of coursework than is normally included in specific and distributive degree requirements. Students considering this option should be aware that some institutions of higher education do not accept transfer credit taken on a pass/fail basis. In addition, most graduate and professional schools prefer that pass/fail credit be kept to a minimum.

Students electing to take courses under the pass/fail option should consult their advisors for specific instructions and registration procedures. Conditions governing the acceptability of coursework that pertains to all students are:

1. The students must be in good standing. Transfer students admitted on probation and students on academic probation with less than a 2.00 GPA may not elect the pass/fail option.
2. Only one course per semester may be taken under the pass/fail option.
3. The pass/fail option may be used only for nonspecified electives; this option is designed to allow students to explore coursework outside their required courses.
4. Courses listed as available to meet the Liberal Education Requirements may not be taken pass/fail.
5. Courses that may be prescribed or recommended through placement testing may not be taken on a pass/fail basis. Those courses are ENG 11001, MATH 10004, 10005, 10031, 10032, 10033, 10034, 10035 and 10036, US 10003 and 10006.
6. Excluded from the pass/fail option are all courses in students' major department or school; all courses used to meet requirements in students' major, minor, field of concentration, supporting area or certification program; and all courses used to meet college or school general requirements.
7. A maximum of 12 hours of pass/fail credit (combined Y and Z grades) may be attempted. Courses regularly graded S/U are not counted in this 12-hour maximum; experimental courses that are Y/Z graded are included in the 12-hour limit.
8. Instructors will not be informed of students' election of the pass/fail option. Regular letter grades of A,B,C and D that are reported by the instructor will be converted to a Pass (Y), and letter grades of F, NF and SF will be converted to a Fail (Z) grade.
9. Pass/fail grades will not be used in computing grade point averages.
10. Students changing majors will not have "pass" grades changed to regular grades if they have pass/fail credit in that area. The "pass" grades will stand, but all further courses in the program must be for regular grading.
11. No change of pass/fail enrollment status is permitted after the final day of formal registration.

Students should contact their college, school or Regional Campus office for clarification of the pass/fail option and for application of that option to their particular programs.

*Grade Reports*

Final grades are reported at the close of each academic term and become a part of the students' permanent records. Grades are available on Web for Students®.

A midterm (seventh week) evaluation is completed for all freshmen. Midterm results are available to advisors and college/school/campus deans and will be used for counseling purposes when achievement is considered unsatisfactory (D or F quality). This evaluation will not be included as part of the students' academic transcripts. The midterm evaluation is available to freshmen on Web for Students®.

*Scholastic Standing*

Because students must earn a minimum cumulative (counting all work) grade point average of 2.00 to graduate from the university, they must maintain that average throughout the undergraduate years. Students whose grade point average falls below 2.00 should make a positive effort to improve their academic performance. Such students should devote their entire attention and energies to their studies by improving study habits and concentrating on such basic skills as composition, reading and mathematics.

*President's List*

In recognition of an extremely high level of academic excellence, a President's List is compiled each academic semester. To qualify, students must have a grade point average in the semester of 4.00 and must have completed 15 or more credit hours (all of which must have regular letter grades) by the end of that semester. This notation will be printed on students' official transcripts.

*Dean's List for Full-time Students*

In recognition of academic excellence, a Dean's List for Full-time Students is compiled each academic semester. To qualify, students must have a grade point average in the semester of 3.40 or greater and must have completed 12 or more regular letter-graded credit hours by the end of that semester. This notation will be printed on students' official transcripts.

*Dean's List for Part-time Students*

A Dean's List for Part-time Students is compiled after spring semester grades are issued. To qualify, students must have a grade point average of 3.40 or greater in 12 or more regular letter-graded hours taken during the previous summer, fall and spring semesters. Such students must have registered for fewer than 12 hours in each of the semesters under consideration. This notation will be printed on students' official transcripts.

*In Good Academic Standing*

Students with a cumulative 2.00 grade point average or above are in good academic standing. Students with a cumulative grade point average below 2.00 are placed on academic probation. Different areas of the institution may also establish criteria for good standing as appropriate for each area.

*Semester Warning*

Students who receive a grade point average of less than 2.00 in any given semester will be placed on "SEMESTER WARNING".

*Midterm Warning*

Students who receive a midterm grade point average of less than 2.00 will be placed on "MIDTERM WARNING".

*Academic Probation*

Students who fail to maintain a cumulative grade point average of 2.00 will be placed on academic probation. This probation signifies that the cumulative performance is below the minimum university requirement for graduation. Students on probation will be notified by their college/campus dean's office. In addition, the following students will be placed on probation:

1. Students readmitted to the university after being dismissed because of poor scholarship.
2. Transfer students whose records at all previous institutions do not meet the minimum grade point average requirements of Kent State University.

Probation is not a penalty but an emphatic warning to the students that the quality of work must improve if they are to obtain the minimum grades required for graduation. Students placed on probation must show considerable improvement in classwork or they will be dismissed from the university. Students must reduce the course load as prescribed by the academic dean, in no case exceeding 15 hours. The students also should reduce participation in social and extracurricular activities.

Students are removed from probation only when the work meets the grade point average and other requirements stated above.

*Dismissal*

Students whose academic performance indicates little chance of obtaining the minimum grades required for graduation will be dismissed from the university.

Specifically, the academic dean may dismiss:

1. Students on probation if the work is not improving sufficiently to indicate good likelihood of obtaining minimum grades required for graduation.

2. Freshmen or first-semester transfer students with less than .50 average at the end of the first semester.
3. Freshmen at the end of the second semester with less than a 2.00 cumulative grade point average unless the students have maintained a 2.00 average for the prescribed course load during the second semester.
4. Sophomores and above with less than a 2.00 cumulative grade point average who are not meeting probationary expectations or who are not making prescribed progress in their major program.
5. Failure to make adequate progress toward completion of program of study (including but not limited to excessive withdrawals; failure to meet conditions of admission, major requirements or degree requirements).

*Please Note: For further information concerning the conditions of probation and dismissal, consult your college office.*

Students not meeting the above conditions will be subject to academic dismissal and should expect to be away from the university for a minimum of 12 consecutive months. Dismissed students may not register for any coursework at Kent State University, including its Regional Campuses. This notation will be printed on students' official transcripts.

#### *Reinstatement*

**Reinstatement** after dismissal from Kent State University is neither automatic nor guaranteed. Students may be reinstated only if they provide convincing evidence of probable academic success if permitted to return to the university. Students who have previously accumulated a substantial number of credit hours or an excessive quality point deficiency should expect that reinstatement is not likely to be approved. For programs with selective admission requirements, specified certification standards, or additional program and graduation requirements, reinstatement may be impossible.

Application for reinstatement may be made either through the academic dean of the college, school or Regional Campus from which the students were dismissed, or through the academic dean of the new college, school or Regional Campus to which the students wish to transfer. Such application should include convincing evidence of the students' motivation to continue and of their specific efforts during the period of dismissal to eliminate previous weaknesses. The dean's office will provide authorization for required testing. After evaluating the test results, the Application for Reinstatement and all supporting materials, the dean will inform the students whether they have been reinstated.

Students who are reinstated are automatically placed on probation until good academic standing (2.00 or greater overall) is attained. Academic requirements will be determined by the *Catalog*-in-force at the time the students re-enroll at the university.

If students under dismissal intend to enroll in coursework elsewhere before applying for reinstatement to Kent State University, advising should first be obtained from the office of their academic dean. Coursework taken elsewhere may not be applicable to specified Kent State University degree programs, and enrollment may affect the students' potential use of the Rule for Recalculation of First-Year Grade Point Average, the Academic Forgiveness Policy or the Course Repeat Policy.

*Please Note: For further information concerning reinstatement, consult your college office.*

#### **COURSE REPEAT POLICIES EFFECTIVE FALL 2007\***

*\*Effective Spring 2008 the following Course Repeat and Rule for Recalculation of First-Year Grade Point Average policies were revised. The new policies are listed in the following section titled Course Repeat Policies—Effective Spring 2008.*

#### *Repeating a Course*

Students may repeat for credit any course they have failed. Both grades are counted in the cumulative grade point average.

Students may repeat a course already passed for additional credit if it is identified as repeatable in the *Catalog* course description.

Students also may repeat other courses already passed with the approval of the academic dean in order to meet specific graduation requirements, but the hours earned the second time do not, under any circumstances, count toward graduation.

#### *Rule for Recalculation of First-Year Grade Point Average*

Students may repeat any course or courses taken at Kent State University during their first year in which a grade of C-, D+, D, F, NF, SF or U was received and use only the second grade in the calculation of the cumulative grade point average. Each course may be repeated only once under this policy. The application of this regulation is subject to the following provisions:

- For the purpose of this rule, the first year shall be considered the first 30 attempted hours at any college or university.
- Repeat of the course must occur no later than the term in which the student reaches 60 attempted hours.
- The course must be repeated at Kent State University.
- The course must be repeated for a letter grade, including S/U, but not pass/fail.
- All grades will appear on the students' official transcripts.

- Only the grade received for the repeat of the course will be used in the calculation of the cumulative grade point average.
- Recalculation of the students' cumulative grade point averages will occur automatically at the end of the semester in which students complete the repeated course.
- All eligible courses will be included in the recalculation. If students do not want an eligible course included, notification must be received by the University Registrar no later than the Late Registration/Schedule Adjustment Deadline.
- All grades will be counted in determining grade point average for graduation with institutional honors and may also be counted for admission to specific programs, for admission to graduate programs, or for admission to other institutions. These computations are independent of the cumulative grade point average as it appears on the transcript or student grade report.
- Credit for a repeated course will apply only once toward meeting degree requirements.
- This regulation originally became effective for students admitted and first enrolled for the Fall 1981 Semester. This revision is effective for the Fall 2005 Semester.

#### **COURSE REPEAT POLICIES EFFECTIVE SPRING 2008**

Students may repeat courses taken at Kent State University subject to the following provisions:

1. Students may repeat a course already passed for additional credit if it is identified as repeatable in the *Catalog* course description. Some academic units place a limit on the total number of credits that may be earned in a given repeatable course. For credit limits on specific courses, see the *Catalog* course descriptions or consult your advisor.
2. Students may repeat for credit any upper-division (30000- and 40000-level) courses they have failed. All grades earned are counted in the cumulative grade point average.
3. Students may repeat upper-division (30000-40000 level) courses already passed with the approval of the academic dean in order to meet specific graduation requirements, but the hours earned the second time do not, under any circumstances, count toward graduation. All grades earned are counted in the cumulative grade point average.
4. Students may repeat lower-division (10000-20000 level) courses, and the university will use only the highest grade in the calculation of the cumulative grade point average. Lower-division course repeat with recalculation is subject to the following provisions:
  - The course must be repeated at Kent State University.
  - The course must be repeated for a letter grade, including S/U, but not pass/fail.
  - All grades will appear on the official transcript.

- Only the highest grade received for the course will be used in the calculation of the cumulative grade point average.
- Recalculation of the students' cumulative grade point average will occur automatically at the end of the semester in which students complete the repeated course.
- All eligible courses will be included in the recalculation.
- All grades will be counted in determining grade point average for graduation with institutional honors and may also be counted for admission to or progression in specific programs, for admission to graduate programs or for admission to other institutions. These computations are independent of the cumulative grade point average as it appears on the transcript or student grade report.
- Credit for a repeated course will apply only once toward meeting degree requirements.
- The university is not obligated to offer courses so that students can repeat them.
- This policy does not apply to variable content courses that are repeatable for credit, such as special topics courses, individual investigations, practicums, internships, etc. For information about which courses are repeatable for credit, refer to *Catalog* course descriptions.
- This policy is effective beginning with the Spring 2008 Semester.

#### **ACADEMIC FORGIVENESS POLICY**

##### *PURPOSE*

The Academic Forgiveness Policy pertains only to former Kent students returning to the university as undergraduate students after a significant absence. It provides them an opportunity to have their academic standing reflect the increased maturity and improved level of academic performance gained since the interruption of studies at Kent State. Specifically, once the returning students have demonstrated the ability to sustain a satisfactory level of academic performance following their return, all grades of C-, D+, D, F, NF, SF, M and U earned during the previous Kent State enrollment will be disregarded in the cumulative calculations of hours attempted, quality points earned and grade point average.

##### *ELIGIBILITY*

The Academic Forgiveness Policy is available to returning students who meet one or more of the following criteria:

1. Former students who have not been enrolled at Kent State University for a period of at least two calendar years during which time the students have been enlisted in the U.S. Armed Services, as documented by a copy of DD 214 (available to students returning fall 1974 or later).

2. Former students who have not been enrolled at Kent State University or any other accredited institution of higher education for a period of at least three calendar years (available to students returning spring 1975 or later).
3. Former students who have not been enrolled at Kent State University for more than three calendar years who may have taken credit coursework at another institution of higher education, but for whom there are at least three consecutive calendar years during which the students were not engaged in study at an institution of higher education (available to students returning fall 1979 or later).

#### *PROCEDURE*

The established university and collegiate procedures and criteria for readmission or reinstatement apply to all students, including those who may be eligible for the application of the Academic Forgiveness Policy.

Prior to the completion of 15 hours of graded academic coursework since their return to Kent State, former students who meet one of the three eligibility criteria indicated above may request the application of the Academic Forgiveness Policy to their academic record by submitting a written petition to the dean of the college or independent school in which the students enrolled upon returning to Kent State. The records of the students will then be reviewed by the appropriate dean at the conclusion of each term following the students' return.

If the students maintain a GPA of at least 2.00 through the term that encompasses the 15th hour of graded coursework after returning to the university, the Academic Forgiveness Policy shall be implemented and the following steps taken with regard to the students' academic record: (1) all courses in which grades of C-, D+, D, F, NF, SF, M or U were received in the previous period of Kent State enrollment will be retained on the academic transcript, with the notation "Forgiveness Adjustment"; and (2) all cumulative calculations of hours attempted, quality points earned and cumulative GPA also will be adjusted.

If the students fail to maintain a 2.00 average for the first 15 semester hours of graded coursework following return to the university, the eligibility period shall be extended to the term which encompasses the 30th semester hour of graded academic coursework after the students' resumption of study at Kent State. If, at this point, the students' GPA since their return has attained the 2.00 level, the Academic Forgiveness Policy will be implemented; if not, eligibility for the Academic Forgiveness Policy shall have expired.

#### *EXCEPTIONS/EXPLANATIONS*

The Academic Forgiveness Policy is nonselective. It applies to all grades below C (2.0), with the exception of courses taken on a pass/fail basis, that were earned in the previous period of Kent State University enrollment, or to none.

In the event that a course for which the students previously had received a "passing" grade of C-, D+ or D is required for the degree program the students are pursuing, the students must retake this course unless the dean of the college in which the students are enrolled approves a suitable substitution.

The original GPA (unadjusted by the application of the Academic Forgiveness Policy) will be used in determining eligibility for university, collegial, departmental or professional honors or other recognition based upon the entirety of students' undergraduate academic career and record of academic performance.

Former students returning to the university may request the application of the Academic Forgiveness Policy to their record only once in their career at Kent State and within only one of the criteria of eligibility.

The Academic Forgiveness Policy applies only to coursework formerly taken at Kent State University and only to the students' Kent State transcript. It is available only to undergraduate students and applies only to a student's standing toward an undergraduate degree program of the university.

The dean of the college, independent school or Regional Campus in which the students are enrolled at the time of initial eligibility for application of the Academic Forgiveness Policy (the term which encompasses the 15th hour of graded coursework since returning to Kent State) shall determine all questions as to eligibility for, and application of, the Academic Forgiveness Policy.

#### **STUDENT RECORDS**

Kent State University policy #3342-5-08.101 (for administering and maintaining student education records) is in compliance with the Family Educational Rights and Privacy Act of 1974. The general principles of Kent State University's policy, subject to some exceptions, are as follows:

1. Educational records are defined as those records, files, documents and other materials that contain information directly related to the students and are maintained by a college, school, department, office or other university organizational subdivision or by a person acting for the university or any of its subdivisions. Other "educational records" include the official academic record (Office of the University Registrar),

advisement records (college or school office), discipline records (Judicial Affairs), and placement bureau records (Career Services Center).

2. Students have certain rights of access to this information.
3. After reviewing their individual file, students may challenge a perceived inaccuracy, misleading statement or other perceived violation of their privacy or other rights.
4. The university has certain responsibilities to protect this information with the exception of directory information. Directory information includes the student's name; local and permanent address; telephone listing; e-mail address; class standing; enrollment status; major field of study; dates of attendance; degrees and awards received; high school graduated from; most recent previous educational agency or institution attended; participation in officially recognized activities and sports; weight and height (if a member of an athletic team).
5. Students may restrict the publication and release of directory information by filing a written request with the Office of the University Registrar or by completing the online form on Web for Students®.
6. The complete policy regarding the collection, retention and dissemination of information about students is available in the Office of the University Registrar.

### TRANSCRIPTS

Copies of a transcript of your academic record are available at no charge by requesting them in person, by mailing a request to Kent State University, Office of the University Registrar, P.O. Box 5190, Kent, OH 44242-0001 or by accessing Web for Students® for the online transcript request form. Transcripts will be processed upon receipt and will be mailed within two business days. Please allow extra processing time at the beginning and ending of each semester. For additional information on ordering transcripts, please refer to the Office of the University Registrar Web site, [www.registrars.kent.edu/home](http://www.registrars.kent.edu/home). All financial obligations with Kent State University must be satisfied before a transcript is released.

### ALTERNATIVE ACADEMIC CREDIT

#### *Transient Work at Another University*

Kent State University students who wish to take coursework at another accredited institution of higher education must receive the prior approval of the academic dean of the appropriate unit if the student intends to apply this coursework toward the Kent State University degree program.

Transient work by students who are on probation, dismissed or in the last 30 hours of a degree program may be restricted by the students' college or school. All credits granted for transient work will

be translated into semester hours. Grades received for transient work are not transferred; only credit hours are transferred. Credit is transferred only for grades of C or higher.

Students are reminded that no more than 18 semester hours of transient work may be approved. Approvals for transient attendance are valid for one term only (quarter, semester, etc.) at other institutions and are subject to all restrictions of the dean of their college.

#### *Credit-By-Examination (CBE)*

Students who can demonstrate ability and knowledge in a particular subject area may earn credit in certain courses without enrolling in them. This is done by taking a special examination or performing a special assignment, or both, through the appropriate department. Courses available for CBE are listed at <http://career/kent.edu>. An examination fee of \$30 per credit hour is assessed by Academic Testing Services (ATS) in the Career Services Center. Credit hours, but not letter grades, are awarded for Credit-By-Examination. Students who wish to pursue CBE must complete the CBE application (available at ATS) to gain the appropriate college and department permission.

#### *Advanced Placement and CLEP*

Students may also qualify for academic credit by other methods of examination, such as the Advanced Placement Program (APP) and the College Level Examination Program (CLEP). Further information on APP may be obtained from the dean of the Honors College, 330-672-2312; CLEP information may be obtained from Academic Testing Services in the Career Services Center, 261 Michael Schwartz Center, 330-672-2360, or at <http://career.kent.edu>.

#### *Correspondence Courses*

Kent State University does not offer correspondence courses. However, the university will accept up to 11 semester hours of correspondence work from an accredited institution, provided each course is completed with a grade of at least C and is applicable to the students' degree program. Correspondence credit does not count toward the final year of required work in-residence.

### DISTANCE LEARNING

Kent State University offers hundreds of distance-based and educational technology courses. By incorporating technologies such as videoconferencing and the World Wide Web, Kent State has expanded learning opportunities for students throughout the eight-campus network. Courses offered via the Web are available anytime, anywhere, throughout the world.

Distance-based courses are offered by many departments. For additional information and an up-to-date listing of courses, check the online *Schedule of Classes* at [www.registrars.kent.edu/home](http://www.registrars.kent.edu/home).

**SECURITY AND PRIVACY OF E-MAIL**

Kent State University employs various measures to protect the security of its computing resources and its users' accounts. Users should be aware, however, that the university cannot guarantee the absolute security and privacy of data stored on university computing facilities. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, changing them regularly and backing up critical files when appropriate. Do not keep confidential mail files on your account; delete them or download them to a PC and encrypt them.

Users also should be aware that the use of university computing resources is not completely private. While the university does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the university's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other such activities that are necessary for the normal operation of service. The university may also specifically monitor the activity and accounts of individual users of university computing resources, including individual log-in sessions and communications without notice when (a) the user has voluntarily made them accessible to the public, as by posting to a Web page; (b) it reasonably appears necessary to do so to protect the university from lia-

bility; (c) there is reasonable cause to believe that the user has violated, or is violating, university policy; (d) an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or (e) it is otherwise required or permitted by law. Any such individual monitoring, other than that specified under "(a)," required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by the vice president for information services/chief information officer or his/her designees. Communications made by means of university computing resources are generally subject to Ohio's Public Records Statute to the same extent as they would be if made on paper.

**RESPONSIBLE USE OF TECHNOLOGY RESOURCES**

Access to technology is essential to the university's mission. However, access to technology is a privilege that requires faculty, staff, students and all users of university computing resources to use technology resources responsibly. See [www.kent.edu/policyreg/](http://www.kent.edu/policyreg/) for the university's responsible use and e-mail privacy policies. These policies provide general standards and may be supplemented with additional policies from units that operate their own computers or networks, provided such policies are consistent with this policy. Responsible use includes avoiding illegal downloading of music or video files and the sharing software that supports illegal downloading.