It is great to be at Kent State University working with you and our students! I look forward to collaborating as we connect students with the many resources on campus to help them succeed. Whether you encounter a student whom you believe may need a referral to the Care Team, or a student who needs assistance connecting with the many student organizations on campus, please do not hesitate to contact me. I look forward to meeting you and our students and assisting in any way I can.

As we begin this academic year, I enjoy seeing students attending classes, engaging in campus activities, and participating in special events and programs. The more connected students are to their academic program and campus life, the more they will learn and develop during their college experience. According to Beloit College’s Mindset List for the Class of 2016, most of our traditionally-aged first year students were born in 1994. They do not remember the Major League Baseball strike in that same year; they like to obtain their news from sources like The Daily Show or YouTube; and they have never seen an actual airline ticket or bound encyclopedia.

Our students are ever changing and bring new expectations to college. So, take advantage of the resources in the Division of Enrollment Management and Student Affairs as we partner to promote student success. I look forward to working with you in this academic year.

Go Flashes,

Shay Davis Little, Ph.D.
Associate Vice President for Student Affairs and Dean of Students

Note: The full Beloit College’s Mindset List for the Class of 2016 can be viewed at http://www.beloit.edu/mindset/2016/

Recommended Steps for Dealing with Disruptive Behaviors in the Classroom

- Request student causing disruption to cease and desist
- Notify disruptor(s) of possible suspension and/or dismissal from class and possible action under the Code of Student Conduct
- If disruption continues, order disruptor(s) out of class and notify that failure to leave could result in student conduct sanction and/or criminal arrest
- If disruption continues, call University Police immediately
- Do not dismiss class unless there is concern for physical harm or if allowing students to remain would increase disruption
- Notify chair and/or dean of incident to coordinate and facilitate student conduct referral

The above-stated information is excerpted from Administrative Policy and Procedures Regarding Classroom Disruption, 4-02.2
Dear Faculty,

As the Student Ombuds, I have the unique responsibility of assisting students with resolving university-related concerns, complaints and grievances as well as consulting with all levels of the institution’s academic and administrative personnel. As a faculty member, you may contact my office relative to any student-related concern or for consultation regarding policies and procedures (both academic and non-academic) that include the conduct of students, classroom decorum, due process, academic progress, grade grievances, campus safety and catalog interpretation. We will work collaboratively to identify the appropriate action plan or resolution regarding your inquiry.

Should students approach you with a complaint or concern, you may refer them to the Office of the Student Ombuds by encouraging them to complete the Student Ombuds Intake Form (https://student.kent.edu/ombudsman). If students are unable to complete the online intake form, they may call 330-672-9494 to schedule an appointment or email directly at ombuds@kent.edu.

The policies and procedures that govern our university can be found in the Policy Register (www.kent.edu/policyreg/index.cfm), and specifically chapters three and four contain a majority of the academic and student conduct policies for your reference. Chapters five and six contain the revised policies for unlawful discrimination, harassment and sexual misconduct (5-16, 5-16.1 and 5-16.2) and the faculty code of professional ethics (6-17), respectively. I would also like to bring to your attention the administrative policy regarding student cheating and plagiarism (3-01.8) which has been updated and is currently effective.

I also assist with the interpretation of the academic policies in the University Catalog (www.kent.edu/catalog/2012/info/policies) as well as any departmental handbooks or documented procedures. As a reminder, I am here to serve our Kent State faculty, staff and undergraduate and graduate students enrolled in all colleges within our multi-campus system. When working with our office, you will receive timely, objective and strategic information in a confidential manner, and together we will navigate the appropriate resolution to each individual situation. I look forward to working with you and wish you much success as you begin the 2012-2013 academic year!

Sincerely,

Jennifer M. Kulics, Ph.D.
Student Ombuds

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### Administrative and University Policies with which KSU Classroom Faculty Should be Familiar

- **3-01.2** Administrative policy regarding class attendance and class absence
- **3-01.3** Administrative policy regarding non-discrimination and access to university programs for qualified students with disabilities
- **3-01.8** Administrative policy regarding student cheating and plagiarism
- **4-02** University policy regarding administration of student conduct
- **4-02.2** Administrative policy and procedures regarding class disruptions
- **4-02.3** Administrative policy and procedure for student academic complaints
- **4-02.5** Administrative policy regarding de-registration of students for reasons of mental health
- **8-01.4** Administrative policy and procedures for student complaints [Regional Campuses]
- **8-01.6** Administrative policy regarding administration of student conduct [Regional Campuses]

* Denotes revision of policy effective Fall 2012

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### Bookstore Bits

- **The University Bookstore** offers students multiple options to save money on textbooks, through its rental program (Rent-A-Text), ebook selection (*Cafescribe, Inkling, Copia*) and a large selection of used textbooks.
- **As a KSU faculty member**, you (along with university students and staff) are eligible to purchase a new computer or software at academic pricing.
- **The University Bookstore** is an Apple®-authorized Campus Store featuring Apple®-trained customer service professionals and the latest Apple® products (e.g., MacBooks®, iPods®, iPads®, and iMacs®).
- **By supporting the University Bookstore**, you are also supporting Kent State.
- **The University recently welcomed new Bookstore Director, Susan Aylward**, who comes to KSU from the University of Northern Kentucky. Susan can be reached at 2-1587 or saylwar1@kent.edu.

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2 EMSA: Building on Common Ground with Academic Affairs
Career Services collaborates with, and can assist, faculty in a variety of ways:

- **Request a Presentation** – Incorporate career planning into your syllabus and request a presentation by one of the Career Services staff members on a variety of topics.

- **Incorporate Career Activities** – Add a career focused activity as a class assignment and refer students to visit the Career Resource Library or to meet with a career counselor for career exploration, resume critiques, interview preparation, and more!

- **Attend a Job Fair or Event** – Encourage your students to attend one of our many events including job and internship fairs.

- **Invite an Employer to Class** – Contact Career Services and let us locate an employer and/or alumna who can give a presentation to your class.

- **Become a Faculty Internship Coordinator** – Serve as a resource for students seeking internships or who may have questions about academic credit.

- **Participate in Students@Work Program for On-Campus Supervisors** – The program helps students connect more meaningfully to work, school, Kent State and their future careers.

- **Forward an Internship or Job Posting** – Refer employers to our Employer Relations Team to maximize services to employers and increase exposure of openings to a diversity of students.

- **Refer Professional/Employer Contacts** – Let us introduce your employer contacts to our recruiting services to assist them with enhancing their relationships with the university and recruiting Kent State students.

Career Services is here for you. For an up-to-date listing of upcoming events and numerous faculty and staff resources, please visit [http://www.kent.edu/career/faculty.cfm](http://www.kent.edu/career/faculty.cfm)

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**K.S.U. Cares**

Did you know that a cross-divisional crisis management committee – *The Care Team* – meets weekly to review and develop appropriate intervention strategies for dealing with various student behaviors that may threaten the campus environment/safety (e.g., classroom disruption, drug/alcohol abuse, etc.)? To refer a student issue or concern to the Care Team, contact Shay Little at 2-4050.

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**CLASS EXCUSE POLICY**

University Health Services (UHS) does not provide written absence excuses for students who miss a class or deadline due to illness or injury. This policy reflects our commitment to maintaining confidentiality, encourage appropriate use of health care resources, and support meaningful dialogue between instructors and students.

UHS strongly encourages students to promptly notify instructors about absences caused by illness and injury, and to discuss with faculty how to fulfill their academic responsibilities. Such discourse is an important step toward adult independence.

In extenuating circumstances, such as a hospitalization or prolonged illness, UHS encourages students to contact the Student Ombuds at (330)672-9494 for guidance.

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**CLASSROOM SUPPORT**

The Department of Recreational Services invites and encourages faculty to become active members of the Student Recreation and Wellness Center (SRWC). Currently, 250 of your faculty colleagues are SRWC members. Doors open Monday - Friday at 6 a.m. and at 8 a.m. on weekends. A variety of fitness-related classes are offered during the lunch hour.

**Walking, swimming, Spinning®, racquetball, yoga, weightlifting, pilates, basketball, Zumba®, jogging, and more!**

‘Active Bodies . . . Active Minds’

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**SRWC Membership Fees**

<table>
<thead>
<tr>
<th></th>
<th>Individual (Full-time Employees)</th>
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<tbody>
<tr>
<td><strong>Annual</strong></td>
<td><strong>Monthly</strong></td>
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<tr>
<td>Paid-in-full</td>
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<tr>
<td>Monthly</td>
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<tr>
<td>Semi-monthly</td>
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<td>Bi-weekly</td>
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</tr>
<tr>
<td>No Contract</td>
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**About Individual (Full-time Employee) Memberships**: This membership type is designed for full-time employees. Fees are discounted to include the wellness benefit paid by the employee’s department.
‘Live and Learn’: Enhancing Student Success on Campus

Living-Learning Communities (LLC) are residential-based communities of students in the same residence hall who share similar academic or special interests. Students, faculty, and staff choose to participate in these groups with the intended purpose of enhancing in-class instruction with focused out-of-class learning experiences. Some LLCs include students taking co-registered or linked coursework.

For the 2011-2012 academic year, LLC students had a cumulative 2.95 GPA compared to 2.81 for students living in the residence halls, but not in a Living-Learning Community. On average, students in LLCs complete more credit hours per term and persist at a higher percentage rate.

The Department of Residence Services is continuing its LLC partnerships with academic departments for the 2012-2013 academic year.

Any questions regarding Living-Learning Communities can be directed to Lindsay DiPietro, Coordinator, Academic Partnerships and Initiatives, Department of Residence Services, at Ldipiet1@kent.edu.

Counseling Services available to Kent State University students include:

<table>
<thead>
<tr>
<th></th>
<th>University Psychological Services</th>
<th>Psychological Clinic</th>
<th>Counseling and Human Development Ctr</th>
<th>Townhall II</th>
<th>Coleman Professional Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON CAMPUS</td>
<td>DeWeese Health Center</td>
<td>176 Kent Hall</td>
<td>325 White Hall</td>
<td>155 N. Water Street, Kent</td>
<td>5982 Rhodes Road, Kent</td>
</tr>
<tr>
<td></td>
<td>2-2487</td>
<td>2-2372</td>
<td>2-2208</td>
<td>330-678-3006</td>
<td>330-673-1347</td>
</tr>
</tbody>
</table>

AN OPPORTUNITY FOR SERVICE

The Office of Student Conduct is frequently seeking interested faculty and staff to serve as Hearing Officers. All hearing officers are required to attend training and are appointed by President Lefton, Vice President Greg Jarvie, or the respective Student Governments. For questions or if you are interested in serving, please contact Todd Kamenash, Director, Office of Student Conduct (tkamenas@kent.edu) or Lisa Oddo, Coordinator, Office of Student Conduct (loodo1@kent.edu) at 2-4054.

Accommodations for Students

Student Accessibility Services (SAS) provides primarily academic accommodations to students with disabilities in order to ensure these students have equal access to their educational opportunities here at Kent. Accommodations are determined on a case-by-case basis after reviewing a student’s disability-related documentation and conducting an “intake interview” with the student. Common accommodations include extended time on tests/quizzes; a reduced distraction testing environment; and the ability to record lectures. Depending on the student’s specific disability, other accommodations may include note-taking assistance, texts converted to Braille or electronic formats, American Sign Language services, transcription and captioning services, etc.

Particularly for students with sensory impairments (e.g., D/deaf/hard-of-hearing [D/d/hoh] or blind/visually impaired), the use of existing and emerging classroom technologies can be challenging. For instance, courses that utilize audio/visual materials (e.g., YouTube clips, other videos, voice-over PowerPoints, etc.) in which D/d/hoh students are enrolled, will necessitate that material be captioned in order for these students to enjoy equal access to the course content. SAS can provide that captioning service, but generally requires at least a two – four week lead time and possibly longer, depending on the length and complexity of the material. SAS will typically notify faculty of a D/d/hoh student needing this accommodation and work with the faculty to ensure the materials are captioned if SAS receives sufficient advance notice.

If you are ever feeling a bit ‘under the weather’...:

...Do not despair. Faculty members, like all KSU employees, are eligible to be seen at University Health Services’ DeWeese Health Center. Convenient. Range of medical services. Board-certified clinicians. Confidential. On-line appointments available. Pharmacy. Insurance billing. Phone: 2-2322. For hours and additional information, visit http://www.kent.edu/uhs/index.cfm.

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~Content and design of this publication by the Office of the Vice President for Enrollment Management and Student Affairs ~