



# PART-TIME FACULTY HANDBOOK

Office of Academic Affairs

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## **PREFACE**

This Part-Time Faculty Handbook provides part-time faculty with an overview of the policies and procedures that pertain to their employment at King's College. The Academic Administration hopes that this manual will serve as a useful resource in assisting part-time faculty in negotiating their academic and professional lives as members of the King's College faculty. While much of the information contained herein may be found in other publications, there has been a significant attempt to modify the information to the specific concerns and needs of part-time faculty. In addition to this resource part-time faculty are encouraged to familiarize themselves with the King's College Catalog, the King's College Student Handbook, and the WebAdvisor Faculty Guide.

### **The College's Right to Revise the Content of this Manual**

The policies and procedures stated in this manual require continuing evaluation, review, and approval by appropriate College officials. All statements reflect policies or procedures in existence at the time this manual went to press or was posted on the College's webpage. The College reserves the right to change policies at any time and without prior notice.

### **Suggestions for the Next Edition**

Suggestions for the revision of any part of this resource manual should be addressed to:

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## **PART ONE: THE COLLEGE'S MISSION AND THE ROLE OF THE PART-TIME FACULTY**

A.

### **KING'S COLLEGE MISSION STATEMENT**

*(Adopted by the Board of Directors of King's College, October 7, 2006)*

#### **Mission**

King's College, a Catholic college in the Holy Cross tradition, provides students with a broad-based liberal arts education which offers the intellectual, moral, and spiritual preparation that enables them to lead meaningful and satisfying lives.

#### **History & Tradition**

King's College was founded in 1946 by the Congregation of Holy Cross to provide a liberal arts education to the sons of working class families. Building upon its historical roots, King's College seeks to attract and educate talented men and women from all backgrounds.

Holy Cross sponsorship and the Catholic intellectual tradition are important components of a King's education. Fr. Basil Moreau, C. S. C., founder of the Congregation of Holy Cross, expressed his vision of educating the whole person, both mind and heart, as the essential philosophy of all Holy Cross schools. In the words of its founding President, Fr. James Connerton, C.S.C., "King's teaches students not only how to make a living, but how to live."

#### **To Achieve Its Mission:**

- King's College welcomes students from diverse backgrounds and strives to educate them in a community committed to academic excellence, mutual respect, and social responsibility.
- Faculty members are committed to active student learning and excellent teaching as their main responsibilities.
- Faculty members engage in ongoing professional development and public scholarship to strengthen their primary role of teaching.
- Faculty, administration, and staff members share responsibility for working with students as advisors, coaches, counselors, and mentors to nurture the full development of students.
- The academic curriculum is complemented by co-curricular programs, organizations, and activities which contribute to the career, civic, cultural, personal, physical, moral and spiritual development of students.
- King's College encourages students, faculty, administration, and staff members to participate in their academic, professional, civic, cultural, and faith communities.

## **B. KING'S COLLEGE AND ITS PART-TIME FACULTY MEMBERS**

King's College values the essential contribution of its part-time faculty members to its mission. Part-time faculty members bring to our college community an important combination of discipline specific expertise and professional experience. The College employs part-time faculty in order to provide a sufficient and varied number of course offerings to our students, to supervise student practicums as well as to expose our students to faculty with specific professional and academic expertise.

Part-time faculty members are welcome to participate as fully as their schedule permits in the various aspects of life at King's College

## **C. CULTIVATING AN ATMOSPHERE OF ACADEMIC EXCELLENCE AND PROFESSIONAL ENGAGEMENT**

### **1. Teaching as the First Priority**

The first responsibility of all teachers at King's College is teaching. Accordingly each faculty member should strive to attain excellence in teaching by remaining current in their discipline, and aware of current trends in effective pedagogy. Part-time faculty are welcome to attend Faculty Development Day in early January as well as other professional development events sponsored by the College. In addition, every part-time faculty member reviews the feedback from the *Student Evaluation of Educational Quality (SEEQ)* forms with their department chair or CART Coordinator each semester.

### **2. Cultivating a Culture of Academic Excellence**

All faculty members are encouraged to support student pursuits of academic excellence. Part-time faculty are welcome to attend the Honors Convocation, Graduation, and Honor Society functions.

The faculty member shall observe all academic regulations stated in the *College Catalog*, this *Part-Time Faculty Handbook*, and other administrative directives.

### **3. Supporting a Culture of Professional Standards**

All faculty members are expected to recognize that the College exists to serve the education of students and their development as resourceful and responsible citizens. Faculty members should accordingly practice and elicit high standards of scholarship, honesty, courtesy, self-discipline, and community spirit.

Students are entitled to an atmosphere conducive to learning and to even-handed treatment in all aspects of the teacher-student relation. Faculty members may not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course. Students should not be

forced by the authority inherent in the instructional role to make particular personal choices as to political action or their own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs.

## **D. PERSONNEL RESOURCES**

### **1. Department Chair/Core Area Responsibility Team (CART) Coordinator**

The Department Chair or your CART Coordinator is your immediate supervisor. The Chair or CART Coordinator will assist you in all matters related to your teaching responsibilities and will periodically evaluate your teaching effectiveness. The Chair or CART Coordinator also serves as a resource for information concerning the ordering of textbooks and supplies.

### **2. Faculty Mentor**

If you wish or if your Department Chair or CART Coordinator deems it helpful you may choose or be assigned a faculty mentor to assist you in acclimating to accepted faculty procedures and developing effective teaching strategies. The mentor's role is formative and never evaluative.

### **3. Vice President for Academic Affairs**

The Vice President for Academic Affairs is the chief academic officer for the College. The Vice President is responsible for all aspects of the academic programs and is concerned with the quality of teaching on campus.

### **4. Associate Vice President for Academic Affairs and Dean of the Faculty**

The Associate Vice President for Academic Affairs and the Dean of the Faculty works closely with the faculty. Typically the Dean works directly with the Department Chairs; however, if you have a concern about any aspect of your work at King's that you do not feel comfortable discussing with your Chair or CART Coordinator, please feel free to make an appointment to meet with the Dean of the Faculty.

### **5. Director of the Office of Human Resources**

The Director of Human Resources is available to assist part-time faculty with concerns related to their contracts and other human resource issues.

## **6. Center for Lifelong Learning and Graduate Programs**

The Coordinator of Part-time & Graduate Programs and the Adult Undergraduate Advisor work out of the Center for Life-Long Learning. The Center oversees the courses offered in the Evening and Weekend Programs and is available to assist part-time faculty who teach in the Evening and Weekend Programs.

## **7. Director of CELT**

The Director of CELT (Center for Excellence in Learning and Teaching) is available to assist faculty in the development of the skills of effective pedagogy. The director may be invited by the instructor to observe their teaching and to make formative recommendations for improvement.

# **PART TWO: CONTRACTUAL INFORMATION**

## **A. THE NATURE OF A PART-TIME FACULTY APPOINTMENT**

A part-time faculty appointment is the result of a voluntary agreement of the College and faculty member that covers only the term or period of time designated. Neither party is obligated to offer or to accept another appointment for any subsequent term. Employment is always contingent upon enrollment. Classes that do not meet minimum enrollment standards may be cancelled. A class can be re-assigned to a full-time faculty member if one of his or her classes is cancelled. A part-time faculty contract for a course may be cancelled up to and including the last day of the first full week of classes.

Part-time faculty employment should not be construed as an avenue to full-time faculty appointment. Part-time faculty who meet the criteria established for full-time positions within an academic department, however, are eligible to apply for open positions.

## **B. THE ACADEMIC RANK OF PART-TIME FACULTY**

For personnel purposes, Part-time faculty members have the academic rank of Part-Time Instructor or Part-Time Adjunct Instructor. These appointments carry no obligation on the part of the College or the appointee for reappointment.

### *a. Part-Time Instructor Appointments*

Part-time instructor appointments are issued by the Vice President for Academic Affairs, usually for one or two courses in a single semester. They carry no obligation on the part of the College or the appointee for reappointment. Service rendered under these appointments does not count toward tenure.

*b. Adjunct Lecturer Appointments*

To reward a part-time instructor who has demonstrated excellent teaching and a commitment to the College by completing a minimum of four to six semesters of teaching, a department chair or CART coordinator may recommend the faculty member for an adjunct lecturer appointment. Adjunct lecturer appointments are part-time appointments issued by the Vice President for Academic Affairs (VPAA) on the recommendation of the department chairperson, CART Coordinator, or Dean acting in consultation with qualified faculty members.

In support of that recommendation, the department chairperson or CART coordinator should provide to the VPAA evidence of quality teaching, including two of the most recent classroom observations by the chair and/or the Associate Vice President for Academic Affairs & Dean of the Faculty or the Dean of the McGowan School of Business, and student evaluations from the previous four semesters of teaching, along with a statement of expectation that the faculty member will fulfill the duties stipulated for adjunct lecturer appointments. Recommendations for adjunct appointments should normally be submitted to the VPAA by August 1 to take effect in the fall semester and by December 1 to take effect in the spring.

Adjunct lecturer appointments carry no obligation on the part of the College or appointee for reappointment. Service rendered under these appointments does not count toward tenure. The responsibilities and duties of an adjunct lecturer are to:

- Teach at least six credits each semester.
- Attend department and/or CART meetings and activities
- Hold a minimum of four office hours each week
- Attend on-campus faculty workshops

Since these duties involve a greater commitment of time per week, salary is higher with this appointment. If the adjunct lecturer teaches fewer than 6 credits or additional credits (over 6), those credits are paid at the regular part-time rate.

**Adjunct Lecturer Scale**  
(adopted as of the Fall 2010 semester)

<u>Semester as Adjunct Lecturer</u>	<u>Level</u>	<u>Amount</u>
1-8 (4 years)	Entry	\$6,200
9-16 (8 years)	Step 1	\$6,600
17-24 (12 years)	Step 2	\$7,000
25-32 (16 years)	Step 3	\$7,400
33-40 (20 years)	Step 4	\$7,800
41-48 (24 years)	Step 5	\$8,200
49 +	Step 6	\$8,600

## **C. DISTRIBUTION AND RETURN OF CONTRACTS**

Part-Time faculty contracts are emailed to the King's email account of each instructor by the Office of Academic Affairs prior to the beginning of each semester. With contracts for the fall and spring semesters is a letter detailing the procedures to be followed concerning the signing of contracts and withholding tax forms. This letter also details the payment schedule for the upcoming semester. (N.B. Part-time faculty can designate the amount of withholding tax that they wish to have taken out of their pay. If no designation is made, the College will deduct the standard percentage.)

## **D. EVALUATION OF TEACHING**

Part-time faculty members are evaluated each semester by their students and on an intermittent basis by their department chair, program director, or CART coordinator. Toward the end of each semester, copies of the forms, *Student Evaluation of Educational Quality (SEEQ)*, are distributed to the faculty. The instructions for the administration and collection of the evaluation are provided together with the evaluation forms. A new part-time faculty member can expect to have his/her class observed by the department chair, program director, or CART coordinator during their first semester at King's.

After the data from these evaluations have been processed, the department chair, program director, or CART coordinator reviews the feedback from these evaluations with the individual faculty member.

# **PART THREE: ACADEMIC POLICES AND RELATED PROCEDURES**

## **A. GRADES AND EXAMINATIONS**

### **1. Grade Distribution**

In determining the course grade, no more than 50% may be allocated to "class work" (i.e. participation, discussion, attendance). Students are to be provided with a grading scale that includes the weight of particular assignments, and the type and level of work that conforms to a specific grade.

### **2. Make-up Exams**

Faculty members are responsible for the scheduling of make-up exams, which may be given at the discretion of the faculty member for legitimate reasons. Make-up exams may be scheduled for a variety of reasons including: documented illness, family emergency or death of a relative or close friend and for excused absence due to participation in a College-sponsored event. The following guidelines are presented to

ensure common practice in the administration of make-up exams so that academic integrity, proper testing conditions and oversight are safeguarded.

When a part-time faculty member has determined that a make-up exam is to be given the following procedure is recommended:

- The part-time faculty member arranges with the student a time and place for the faculty member to administer and proctor the exam. In this context, the faculty member is available, as during an in-class exam, to answer clarifying questions.
- If the part-time faculty member is not able to be present to administer and proctor the make-up exam, the faculty member arranges for the exam to be administered through one of two offices **depending on the time the course is taught**. The instructor ought to provide sufficient detail so that the staff member can answer clarifying questions concerning the structure and expectations for the examination.

Make-up exams may be scheduled as follows:

- **Evening and weekend classes:** the Center for Life-Long Learning
- **Day classes:** the Academic Skills Center (N.B. The Academic Skills Center oversees the administration of exams for students with special needs. The scheduling of make-up examinations will be accommodated by the Center after the needs of its students are met.) Please arrange for another faculty member to act as proctor.

### **3. Grade Records**

The grade records for your courses should be kept for a minimum of one year from the conclusion of the course. If you do not return the final exam or paper to your students, these exams and papers must be retained for one year. Students have the right to review their graded final exams and papers with you upon request.

### **4. Grades**

**A & A-:** These grades reflect exceptional interest and mastery of subject matter; the student has displayed initiative and creativity as well as superior insight in analyzing problems and synthesizing subject matter, and also manifests exceptional ability in integrating and applying this knowledge to other disciplines. The "A" grade carries with it 4.0 grade points per credit hour; the "A-" grade carries with it 3.666 grade points per credit hour.

**B+, B & B-:** These grades indicate evidence of intelligent fulfillment of course requirements; the student has demonstrated marked ability to communicate and apply more than merely the basic elements of a course and his or her initiative reveals unusual ability to generalize about course material and displays a marked degree of independence. A B+ is used to indicate

notable achievement of these goals. The "B+" grade carries with it 3.333 grade points per credit hour; the "B" grade carries with it 3.0 grade points per credit hour; the "B-" grade carries with it 2.666 grade points per credit hour.

**C+, C & C-:** These grades indicate a satisfactory grasp of course content; the student can apply and express basic concepts intelligibly and has shown no measurable deficiency in meeting requirements of the course work. A C+ is used to indicate notable achievement of these goals. The "C+" grade carries with it 2.333 grade points per credit hour; the "C" grade carries with it 2.0 grade points per credit hour; the "C-" grade carries with it 1.666 grade points per credit hour.

**D:** The grade of D indicates only passable achievement in course work and indicates areas of deficiency in basic course content; the student has fulfilled the minimum requirements of the course, thus making a failing grade unwarranted. The "D" grade carries with it 1.0 grade point per credit hour.

**F:** The grade of F indicates deficiency in so many elements of a course that the student's understanding of the course content is substantially impaired. The course must be repeated before credit can be obtained. The "F" grade carries 0 grade points per credit hour.

**F\*:** Failure in a Pass/Fail course.

*The following symbols are also used to indicate irregular grades:*

**IN:** Incomplete; usually given in the case of illness. Must be removed within a limited time, by the mid-term report date of the following semester at the latest, or it becomes an F.

**IP:** In progress; used for courses that legitimately extend beyond one semester, such as research or independent study courses. Completion is indicated by one of the regular grades reported in the following semester and credit is received at that time.

**P:** Pass in a Pass/Fail course

**U:** Unsatisfactory; no credit.

**W:** Approved withdrawal.

**W\*:** Approved withdrawal from a Pass/Fail course.

Records are evaluated through a Grade Point Average (G.P.A.). The average is obtained by dividing the total number of grade points earned by the total number of graded credits attempted. A G.P.A. of 3.40 for twelve hours of graded course work

places a full-time student on the Dean's List if he/she was a student at King's before Fall 2010. A G.P.A. of 3.50 is required for all other full-time undergraduates. An unsatisfactory G.P.A., as explained under "Academic Probation and Dismissal," will be considered by the Committee on Academic Standing. The average required for graduation is outlined under "Degree Requirements."

An F grade remains on the permanent record and is reproduced on all transcripts. The student who fails to receive a passing grade in a course may secure credit for that course only by repeating it and passing it. There is no second examination in any subject.

## **B. ATTENDANCE POLICY**

King's College regards student participation in class as essential to the learning process. Therefore, regular class attendance is required of all students. Excessive student absences are deemed to be an indication that the student may need some assistance to successfully complete his or her course work.

In general, the attendance policy for each course is determined by the instructor and stated on the course syllabus. Each instructor is expected to explain carefully the attendance policy for his or her own course, including the conditions under which missed course work may be made up and the number of absences permitted before penalties may be incurred.

Students should be aware that their names will be referred to the Associate Vice President for Student Success and Retention in the event of excessive class absences. Excessive absence is defined as absence from two day classes or two evening classes.

Absences due to serious personal illness, family emergency, participation in college-sanctioned activities, or other such compelling cause, normally will be deemed excused if supported by appropriate written documentation. If a student knows that a class must be missed, the instructor should be notified as early as possible in advance and arrangements made to complete the work. A student who will be absent from class due to participation in College-sanctioned activities is required to obtain documentation from the appropriate College office, faculty member, or staff person.

Instructors are expected to provide reasonable opportunity to students in making up examinations or other course work missed as a result of excused absences. Instructors are not required to give make-up exams or accept course work missed as the result of unexcused absences.

Occasionally, instructors schedule course work or examinations outside regular class hours, which can conflict with other obligations of students. In such cases the instructor shall provide students with excused absences, reasonable opportunity to make up the course work or examinations without penalty.

While the College sets no limit on the number of excused absences students are permitted as a result of participation in College-sponsored activities, it does expect students to act responsibly in choosing course schedules that minimize conflicts between academic and non-academic obligations.

Grievances arising from the implementation of class attendance policies may be redressed by means of the College's academic grievance procedure.

### **C. CLASS ROSTERS, MID-TERM AND FINAL GRADES, EARLY ALERT, EXCESSIVE ABSENCES**

Conformity to College policies and regulations in regard to the retrieval and proper submission of information related to your students is an essential aspect of effective teaching. All of the pertinent information concerning class rosters, and grading is found in the *WebAdvisor Faculty Guide* provided by the Registrar's Office. This guide is also available on the Registrar's webpage

(<http://www.kings.edu/academics/essentials/registrar>). The following guidelines provide general information concerning these important matters. Part-time faculty are encouraged to check their King's College e-mail account on a regular basis in order to remain updated concerning some of the procedures listed below.

#### **1. Class rosters**

Class rosters may be accessed through WebAdvisor at any time following the conclusion of registration for the next semester. The Registrar's Office sends an e-mail to faculty approximately one week before the beginning of the semester reminding them of the procedure for accessing their class schedule and rosters. Since the class rosters are periodically updated due to the addition or withdrawal of students from a course faculty are encouraged to access their class rosters at the conclusion of the Add period and of the Drop/Add period.

#### **2. Mid-Term Grades**

Mid-term grades are always due by 12:00 noon on a Wednesday in the middle of the semester. The date for each semester is posted on the Academic Calendar accessible on the College's webpage. The Registrar's Office sends an e-mail to all faculty announcing the approaching due date and providing information on the submission of grades and deficiency forms.

#### **3. Final Grades**

Final grades are always due by 12:00 p.m. noon on the Tuesday following the last day of final exams. The date for each semester is posted on the Academic Calendar accessible on the College's webpage. The Registrar's Office sends an e-mail to all

faculty announcing the due date and providing information on the submission of grades and deficiency forms.

#### **4. Early Alert for First Year Students**

Early Alert is the early assessment of first-year students. Professors are requested to notify the Academic Advisement Office regarding students experiencing difficulty as soon as possible after the third week of the semester. This early intervention assists a student in identifying potential problems. An early response to academic difficulties often makes a critical difference in a student's successful completion of a course. You will receive an e-mail from the Director of Academic Advisement each semester concerning this process.

#### **5. Excessive Absence Reports**

Excessive Absence Reports are submitted electronically to the Associate Vice President for Student Success and Retention.

An Excessive Absence is defined as absence from two (2) classes in the course of a semester. For evening classes excessive absence is defined as absence from two (2) classes.

The Early Alert/Excessive Absence Form is available online on the College's MyKing's web page under Academics, Academic Essentials, Registrar.

The Associate Vice President for Student Success and Retention usually will communicate to you the results of their attempts to contact the student in question. If the student continues to be absent from your course following the response you receive from the Associate Vice President for Student Success and Retention, please communicate this information to that office.

### **D. THE SYLLABUS**

#### **1. Writing a Course Syllabus**

The primary purpose of a syllabus is to communicate to students what the course is about, what the students will do and learn, what will be required of the students for them to successfully complete the course, and what students can expect from the instructor. An effective syllabus will achieve the following purposes:

- a. It increases student learning in the classroom. It guides student learning in accordance with faculty expectations and demonstrates to students that the instructor is interested in their learning.

- b. It decreases the number of problems, which arise in the course. Fewer misunderstandings arise when the expectations are explicitly stated.
- c. Writing and revising syllabi provides the instructor with the opportunity to reflect on both the form and purpose of their approach to teaching. It answers questions such as:
  - Why have the current goals, objectives, and content been selected?
  - Are there other teaching strategies that would be more effective for this course?
  - Are there more authentic and effective approaches to evaluate student achievement?

## **2. Syllabus Format**

Although it is unlikely an instructor will include all of the items listed below, they are identified for the instructor's consideration.

### **Basic Course Information**

- Course number and title
- The number of credits
- The term and year
- The day, time, and location of your class meetings

### **Instructor Information**

- Full name and title
- Email address
- Office location (if assigned)
- Office hours
- Office telephone number (if assigned)
- Home telephone number. A faculty member is not required to provide their personal telephone numbers to students. If a faculty member chooses to do so, please indicate any restrictions on its use.

### **Classmate Information**

Some instructors provide space in the syllabus for students to obtain and write names, telephone numbers or email addresses of at least two classmates they can contact if they miss a class or want to study together.

### **Course Prerequisites**

Some instructors list the knowledge, skills, or experiences they would like students to have or the courses they should have completed.

## **Text and Materials**

- Clearly provide information about which books, supplementary readings, and/or materials are required and which are optional. Also, instructors may want to tell students why these books/materials have been chosen and how the instructor expects them to be used.
- Textbook information should include the title, author, date, edition, and publisher.
- Information on supplementary readings should include detailed bibliographic information, whether the readings are required or only recommended, and where they are available.

## **Course Description**

At minimum, the *King's College Catalog* course description should be repeated. An introduction to the subject matter and how the course fits in the College or department curriculum is helpful to students. Some instructors may also want to expand on this section to tell students what instructional approaches will be used in class (i.e. lecture, discussion, group work, etc.).

## **Course Goals & Objectives**

Instructors should include a listing of course goals and objectives in their syllabi. Course objectives are statements describing what characteristics, qualities, abilities, or competencies the student should master by the end of the course. Clearly stated objectives provide a focus and motivation for learning.

## **Course Calendar/Schedule**

Including a complete course calendar in the syllabus helps students balance their time and meet the demands of the course. Students benefit from as much advance notice as possible for assignments, tests, special events, and other requirements for the course. Many instructors are concerned about legal liability if they depart from the calendar. They can include a statement that the schedule is tentative and subject to change with sufficient advance notice. Provide an updated calendar as needed.

## **Attendance**

At minimum, the *King's College Catalog* policy on "Attendance at Class" should be referenced. In addition, the specific details of your own attendance policy including grading penalties for classes missed should be explicitly stated.

## **Class Participation**

Students should be aware of the instructor's expectations for participation in class. Are students expected to participate actively in class? What does the instructor consider "active" participation and how is it assessed?

## **Missed Examinations or Assignments**

The syllabus should inform students whether exams and assignments can be made up and the procedures they are to follow.

## **Compressed Schedule**

The time at which the class will meet when the "Compressed Schedule" is in effect for severe weather should be noted. The instructor's policy concerning whether a test scheduled for such a day will be postponed or not should be stated.

## **Lab Safety/Health**

Some instructors include a short statement about these issues in the syllabus or provide a more detailed explanation in another document.

## **Academic Integrity**

At minimum, the syllabus should refer students to the policy on academic integrity outlined in the *King's College Student Handbook*.

## **Grading**

Many problems associated with assessment can be avoided by carefully detailing grading procedures in the syllabus. This section of the syllabus should contain the following components:

- Activities: a list of graded activities along with the weight of each activity.
- Computation: an explanation of how the final grades will be computed.
- Evaluation Criteria: a description of the criteria used to evaluate student work.
- Policies: all grading-related policies such as late work or incompletes.

Some instructors may want to include information about the appeals procedure as outlined in the *King's College Student Handbook*.

## **Disabilities**

The federal government requires that instructors make special accommodations for students who have a diagnosed disability that impacts on their ability to

learn the course material. A statement should be included in the course syllabus requesting students with certifiable disabilities to privately inform the instructor so that appropriate arrangements can be made with the Academic Skills Center.

### **Support Services**

A statement about instructional support services available through the Academic Skills Center at King's College is helpful for students.

### **Supplementary Materials to Help Students Succeed**

Faculty may want to consider providing one or more of the following:

- Hints on how to study, take notes, or succeed in class
- Glossary of terms used in the course
- References on specific topics for more in-depth study
- Bibliography of supplemental readings at varying levels of difficulty for students at all ability levels

### **3. Submission of Syllabi to Academic Affairs' Office and Department Chairs**

Each semester faculty are required to submit an electronic copy of their syllabi to their respective department chairs or CART coordinator who, after collecting all of their syllabi, forwards the electronic copies to the Office of Academic Affairs.

### **4. Syllabi for Core Curriculum Courses**

The CART approves a master syllabus for the category or for each course in the category. Designed for use by faculty, not students, such a syllabus contains the Introduction, Objectives and Goals approved by The Curriculum and Teaching Committee along with the CART's collective wisdom on specific content, teaching/learning strategies and assessment methods; the guidelines set a collegially determined level of consistency and individuality among sections of the same offering. Individual syllabi designed by faculty for students contain the Introduction, Objectives and Goals for the category and are shared among the CART. If you are teaching a Core course please request a copy of the Master Syllabus from your department chair or CART coordinator.

## **E. POLICIES REGARDING ASPECTS OF THE FACULTY/STUDENT RELATIONSHIP**

### **1. Students with Disabilities**

Students with learning disabilities are encouraged to make an appointment with their instructor during the first week of class to discuss possible accommodations. Faculty

are encouraged to work with the Academic Skills Center in determining appropriate and fair accommodations for students with disabilities.

## **2. Classroom Etiquette**

Students are expected to attend all classes and actively and cooperatively participate in group discussions, activities and assignments. Mere attendance is not sufficient. Classroom interaction is critical to professional growth and development. An atmosphere of mutual respect between faculty and students, as well as among students, is essential. Fundamental rules of etiquette ought always to be observed.

## **3. Student/Faculty Conduct in the Classroom**

The mission of King's College is to provide students with a broad based liberal education in the Catholic tradition, to offer intellectual, moral, and spiritual preparation for meaningful and satisfying lives, and to develop mutually beneficial and cooperative ties to the wider society. In light of its mission, and motivated by a deep concern for the welfare of its students, King's College expects its students to observe, both on and off campus, the conventional standards of behavior which are derived from the Judeo-Christian-Catholic tradition, which also are in accord with the sound reasoning of traditional philosophy and have been respected by countless persons of good will, regardless of their religious beliefs. In terms of classroom etiquette students are expected to:

- a. Come to class on time.
- b. Come to class prepared i.e., complete the assigned readings.
- c. Participate in class discussions and ask questions. Be involved in the class and show interest by engaging in eye contact with the instructor.
- d. Maintain a professional posture, and refrain from staring at the clock, or talking over the instructor.
- e. Respect their classmates, and learn their names for class discussions. Listen to their classmates' questions and comments.
- f. Never study for another exam or do work for another class.
- g. Never close their books or rustle their papers to signal the end of class.
- h. Call the instructor/professor by name: Dr. Smith, Professor Jones, Mr. Adams, or Ms. Myer.
- i. Never leave class, except in the case of an emergency, without receiving the permission of the instructor.
- j. Wait ten minutes before leaving a classroom if the instructor is late for class.
- k. Turn off cell phones and other electronic devices before the start of class

Faculty members are expected to recognize that the College exists to serve the education of students and their development as resourceful and responsible citizens. Faculty members should model self-discipline, interest, and community spirit.

Students are entitled to an atmosphere conducive to learning and to even-handed treatment in all aspects of the teacher-student relation.

## **F. STUDENT BILL OF RIGHTS AND RESPONSIBILITIES IN THE CLASSROOM**

Within the limits of its facilities, King's College shall be open to all students who qualify according to the admission standards. In addition, any student may apply for financial grants and academic scholarships in accordance with procedures set down by government guidelines and College policies. Students accepting admission are obliged to fulfill the academic and administrative requirements of the College.

At the beginning of the semester, students must be given a course syllabus which includes criteria for evaluation of performance and also the policy for attendance in class. All course assignments, such as term papers, research projects and field studies, must be included on the course syllabus.

Students shall have the opportunity to secure a review of their grades. After receiving the official grade report, students who wish a review should consult the faculty member first. Further consultation can be sought from the Office of the Vice President for Academic Affairs. Any action should be taken within the semester following the issuing of the grades.

Students shall have the right to examine all corrected tests, papers, work assignments and final examinations. For this reason, instructors are urged to return all test papers and work assignments. Final examinations should be retained by the professor for review by the student for one year.

Students shall have the opportunity to secure a review of a refusal to grant a degree and/or a refusal to transfer credit. These appeals shall be made through the Office of the Vice President for Academic Affairs.

Faculty should respect the rights of students with regard to views, beliefs and political affiliations expressed by students in the classroom.

In the exercise of academic freedom, students may pursue private research. As an individual and/or in collaboration with associations, they may study, exchange findings, and recommendations and publish material properly identified as to authorship.

## **G. ACADEMIC INTEGRITY POLICY**

The Academic Integrity Policy is included in this document as an appendix.

## **H. ACADEMIC GRIEVANCE PROCEDURE**

A student who has an academic grievance against a faculty member should discuss the matter with his or her academic advisor or with the Academic Advisement Office, if necessary, to clarify the proper procedure for handling it.

1. Prior to filing a formal grievance with the Academic Grievance Board, the following steps must be taken:
  - a. The student consults with the faculty member in question seeking a mutually agreeable solution to the issue at hand.
  - b. If the student is not satisfied with the response received from the faculty member, he or she meets with the department chairperson or program director to discuss the grievance. The chairperson or program director consults with the faculty member regarding the student's grievance and communicates to the student the outcome of that meeting.
  - c. If the student is not satisfied with the response received from the department chairperson or program director, he or she meets with the Associate Vice President for Student Success and Retention to discuss the grievance. The Associate Vice President refers the student to the appropriate office for registering the complaint. Otherwise, the Associate Vice President consults with the department chairperson or program director and the faculty member regarding the student's grievance and communicates to the student the outcome of that meeting.
  - d. If the student is not satisfied with the response received from the Associate Vice President for Student Success and Retention, having exhausted the preliminary attempts at a mutually agreeable solution, the student has the option of presenting his or her grievance to the Academic Grievance Board. The Associate Vice President for Student Success and Retention informs the student of the procedure to be followed in submitting a formal grievance to the Academic Grievance Board.
2. The procedure for filing a formal grievance with the Academic Grievance Board is as follows:
  - a. The student submits to the Associate Vice-President for Student Success and Retention a written report of the alleged grievance including copies of pertinent materials (i.e. exams, papers, course syllabus, assignment handouts, etc.). This must be done within one week of receiving the response of the Associate Vice President as outlined in step 1.d. above. A copy of this report is given to the faculty member who must submit a written response within one week of receiving it. The student receives a copy of this response.

- b. The Associate Vice President for Student Success and Retention refers the grievance to the Academic Grievance Board and provides the Board with copies of all the materials mentioned in step 2.a. above.
3. The Academic Grievance Board is composed of:
  - a. The Vice President for Academic Affairs who chairs the Board and rules on all matters dealing with the proceedings.
  - b. Two tenured faculty members and one tenured alternate elected annually by the faculty at large.
  - c. Two students and one student alternate, all from the senior class and with a minimum GPA of 2.5, chosen annually by Student Government. The Academic Coordinator of Student Government, if qualified, may be one of the student Board members. No student who has violated the College's academic integrity policy may serve on the Board.
4. The Academic Grievance Board proceeds as follows:
  - a. Within two weeks of receiving the written documentation, the Academic Grievance Board meets. The Board reviews the written documentation and may request interviews with the student and faculty member involved in the case if it deems them necessary. The student or faculty member may also request a meeting with the Board.
  - b. The Board deliberates in closed session and decides the issue by majority vote. Each of the five members has one vote. The deliberations of the Board and the vote are confidential.
  - c. The Vice President for Academic Affairs records the Board's decision, communicates it in writing to both the student and faculty member, and places a copy of the decision in their files.
  - d. Both the student and faculty member must comply with the Board's decision.
  - e. This concludes the appeals process.

## I. WITHDRAWAL FROM COURSES

It is presumed that a student will complete the courses for which he/she is registered. If necessary, a student may withdraw from a course but only within the first half of the semester as specified in the College calendar. The withdrawal procedure is initiated with the Director of Academic Advisement and must be completed within the permitted

period. A grade of W is given for approved withdrawal. If a student unofficially withdraws from a course, a grade of F is incurred.

### **Late Course Withdrawals**

To grant a late course withdrawal to one of your students there must be extenuating circumstances. Changing of a major, poor performance, lack of time, or possible failure are **not** considered sufficient reasons to warrant a late withdrawal. If a student approaches you concerning a late course withdrawal, please contact the Associate Vice President for Student Success and Retention.

## **PART FOUR: PROFESSIONAL POLICIES AND PROCEDURES**

### **A. ACADEMIC FREEDOM**

King's College stands committed to the principles of academic freedom and has endorsed the guidelines of the American Association of University Professors (AAUP) on this subject. Faculty members are entitled by the mastery of their discipline and scholarship to present their subjects freely inside and outside the classroom. Faculty members are not entitled to bring material that is unrelated to their subject intrusively and persistently into the classroom, and faculty members are expected to present the subject matter of their course as announced to their students and approved by the faculty in its collective responsibility for the College's curricula.

Because academic freedom has traditionally included the faculty member's full freedom as a citizen, most faculty members face no insoluble conflicts between the claims of politics, social action, and conscience on one hand, and the claims and expectations of their students, colleagues and employing institutions on the other. If such conflicts become acute, however, and a faculty member is compelled to prioritize civic and moral obligations over the fulfillment of substantial academic obligations, the faculty member should either request a leave of absence or resign the academic position. Faculty members are citizens, members of a learned profession and of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and as educational representatives they should remember that the public may judge their profession and their institution by their utterances and actions. Hence, at all times faculty members should be accurate, they should exercise appropriate restraint, they should show respect for the opinions of others, and they should make it eminently clear that they do not speak for the College.

### **B. FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 and COLLEGE POLICY ON STUDENT RECORDS**

King's College students, as provided by statute, may review any official records, files, and data directly related to them that are on file in the administrative offices. The files

include identifying data, academic work completed, grades, family background information, disciplinary referrals, references, ratings, or observations. (References, ratings, or observations completed before January 1, 1975 are not available to students, nor are confidential recommendations collected by the Placement Office under a waiver by the individual.) Requests to review the aforementioned documents should be made in writing to the appropriate College official. In all cases other than disciplinary, address requests to: Office of the Registrar, King's College, Wilkes-Barre, PA 18711.

Direct requests to view disciplinary referrals should be directed to the Associate Vice President for Student Affairs and Dean of Students at the same address. The records, files, or data will be made available no later than 45 days from the time the written request is received.

Student records, files, or data will be available to outside individuals or agencies only after King's receives written authorization for release from the student. Exceptions include circumstances involving:

1. Accrediting organizations
2. Student's application for, or receipt of, financial aid
3. Cases of emergency, if the information is necessary to protect the health and safety of the student or other persons
4. Individuals who have obtained court orders or subpoenas
5. Certain government officials carrying out lawful functions
6. School officials with legitimate educational interests; a school official is a College employee in an administrative, supervisory, research, or support staff position.

In accordance with the USA Patriot Act, under court order, the College will release educational records to federal law enforcement agents investigating terrorist acts, without the consent of students.

Directory information includes the student's name, address at home, on-campus or off-campus telephone numbers, date and place of birth, campus email address, photo, and major field of study; dates of attendance, degrees, and awards received; and the previous educational institution attended by the student.

Students requesting directory information not be released without their prior consent must file written notification by completing the Request for Privacy Form available in the Academic Advisement Office. The "no information release" designation applies to all information listed above and to all persons making an inquiry about the students. Requests for privacy are kept on file in the Academic Advisement and Registrar's Offices.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by King's College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

A student, as provided by statute, may request in writing a review of any information that he or she feels may be inaccurate or misleading. In accordance with the provisions of the statute, an appropriate administrative officer of the College who does not have a direct interest in the outcome must conduct the review.

Materials will be reproduced at a cost of .50 cents per page for records and \$10.00 for a transcript.

## **C. SEXUAL HARASSMENT POLICY**

Title VII, Section 703 of the Civil Rights Acts of 1964 and Title IX of the Education Amendments of 1972 (Higher Education Act) state that the College will provide employees and students an environment free from any harassment based upon their race, color, religion, sex, age, marital status, national origin or disability. The College believes that sexual harassment is intrinsically harmful and corrupts the integrity of the educational process. The College is committed to maintaining an educational environment that is fair, responsible, and free from unsolicited and unwelcome sexual overtures.

Based on the Equal Employment Opportunity Commission's guidelines, the College defines sexual harassment as follows:

Unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or learning performance or creating an intimidating, hostile or offensive work or learning environment.

It is the policy of the College that an act of sexual harassment is prohibited conduct at the College subject to disciplinary action by the College. Procedures in cases of alleged sexual harassment are available at

<http://departments.kings.edu/hr/PolicyManual/EmployeeManual.htm>

## **D. SMOKING POLICY**

In light of increased evidence regarding the dangers of passive smoking, the College is instituting a change in its current smoking policy. The following changes are intended to provide adequately for the health, comfort, and safety of all members of the College community in the workplace.

“Smoking” is defined as the burning of a cigarette, cigar, pipe, or other smoking material. Under the College's policy, a person should not ordinarily be exposed to the harmful effects of passive smoking, except by personal choice. Smoking is prohibited in all

College buildings, within 20 feet of entrances to College buildings, in the immediate vicinity of windows and air intakes, and in all College-owned or -leased vehicles.

Smoking is permitted outside of College buildings beyond the 20 feet entrance perimeter. However, it is expected that those who choose to smoke beyond the perimeter will respect others by doing so in appropriate general areas of campus. Receptacles will be placed in outdoor areas on campus where smoking might occur. To maintain the beauty of the campus grounds, smokers should use the available receptacles and never use the sidewalks or lawns as substitutes. Periodic reviews will be conducted to ensure that passive smoke does not become problematic in any outdoor area.

Enforcement is the shared responsibility of the entire College community. All requests to comply with this policy should be courteous and respectful, as befits a community of friends, teachers, students, and coworkers. While members of the community are expected to police themselves, violations should be reported to the Director of Human Resources and/or the Director of Residence Life, who have a special responsibility to see that these rules are enforced. Failure to comply with this policy may result in disciplinary action.

King's College seeks to promote the health and wellness of all its students, employees, and campus visitors. Information on smoking cessation is available through the Human Resources Department and the Student Health Center.

## **E. ALCOHOL AND DRUG POLICY**

The College is committed to providing and maintaining a work environment which is conducive to maximizing the productive contributions and safety and health of its employees. In order to accomplish this purpose, every employee is responsible for supporting and cooperating with all policies and laws that promote a safe and healthful work environment, including the requirements of the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

Employees who are experiencing work-related or personal problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek, counseling help through the Employee Assistance Program. The College provides EAP Services that will confidentially consult with you. Information about EAP services can be found on the Human Resources webpage, Benefits Book or in the Human Resources office. Additional referrals may also be available through the Human Resources Office. Any disclosure from the employee to a Human Resources representative will be kept confidential and will not have any influence on performance appraisals. Job performance alone, not the fact that an employee seeks counseling, is to be the basis of all performance appraisals.

Any employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment (see Leave of Absence Policy). The employee will not be permitted to return to work until certification is presented to the Human Resources Department that the employee is capable of performing his/her job. Failure to cooperate

with an agreed upon treatment plan may result in discipline, up to and including termination. Participation in a treatment program does not insulate an employee from disciplinary action for violations of this or other College policy.

The College will not tolerate and prohibits using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia); being under the influence of alcohol or an illegal drug; possessing or consuming alcohol. An exception is made for alcohol at selected social events.

Any College employee determined to have violated this policy may be subject to disciplinary action up to and including dismissal. In addition, employees may be subjected to criminal penalties under the legal sanctions applicable under local, state, and federal law for the unlawful possession or distribution of illicit drugs or alcohol. These may include any or all of the following: mandatory related education program, loss of driver's license, fines, imprisonment. Employees must notify the Director of Human Resources in writing of any conviction of a workplace crime occurring on or off the College premises while conducting College business no later than five days after such conviction. (This requirement is mandated by the Drug Free Workplace Act of 1988.)

## **F. EQUAL EMPLOYMENT OPPORTUNITY**

King's College is committed to equal opportunity in employment, educational programs, and activities without regard to race, national or ethnic origin, religion, gender, marital status, sexual orientation, age or disability in accordance with applicable laws.

King's College values the benefits of diversity. We are committed to creating a community which recognizes the inherent value and dignity of each person. As a community, we actively promote an awareness of and sensitivity toward difference of race; national or ethnic origin; religion; gender; marital status; sexual orientation; and age and disability among our students, faculty, administration, and support staff.

This policy applies to all terms, conditions and privileges of employment, education, and activities, including, but not limited to the following: hiring, probation, admission, training, placement, employee development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, employee facilities, and termination and retirement.

The goal of the procedures outlined below is to ensure that non-discrimination is a reality at King's College and that no person in the College community is subjected to such unlawful conduct. All members of the College community can assist in the furtherance of this goal by ensuring that complaints of discrimination are directed promptly to the departments or individuals who have been designated to receive them, in accordance with these procedures.

Any employee, student, or applicant for employment or admission, who believes that he or she has been subjected to any form of unlawful discrimination, may make a complaint.

Unlawful discrimination includes sexual harassment as well as harassment based on an individual's membership in any other legally protected category. The College will conduct a fair and impartial investigation of all such complaints with due regard for the rights of all parties. Retaliation against any individual who has made a complaint of discrimination, or who has cooperated in the investigation of such a complaint, is unlawful and in violation of College policy. The purpose of these procedures is to ensure that all complaints of discrimination are thoroughly and fairly investigated by authorized College officials.

Any complaint of discrimination should be referred to one of the departments or individuals who are responsible for receiving or investigating such complaints. Any employee who receives a complaint, but who is not specifically designated to formally handle such a complaint, is responsible for directing the complainant or otherwise referring the complaint to the appropriate individual. All complaints, either verbal or written, must be referred to the appropriate office. Procedures in cases of discrimination are available at <http://departments.kings.edu/hr/PolicyManual/EmployeeManual.htm>

## **G. RESEARCH INVOLVING THE USE OF HUMAN RESEARCH PARTICIPANTS AT KING'S COLLEGE**

The King's College Institutional review Board (IRB) reviews all research involving humans as participants prior to its initiation. Anytime faculty, students, and staff are planning to conduct research with human participants, submission to the IRB is required prior to beginning any advertising, recruitment, or research procedures. Some activities that involve human subjects may not be considered research and may be exempt from submitting a full protocol. Even when a project is exempt from review, the primary investigator must file the correct exempt form with the IRB. Additional information may be obtained at [http://www.kings.edu/mykings/Institutional\\_review\\_board](http://www.kings.edu/mykings/Institutional_review_board)

## **H. COMPUTER USE**

College computing resources are to be used exclusively to advance the College's mission of education, research and public service. Faculty, administration and staff may use them only for the purposes related to their responsibilities for providing instruction, carrying out of their duties as employees, their official business with the College, and other College-sanctioned or authorized activities. The use of College computing resources for commercial purposes including any sort of solicitation is prohibited, absent prior written permission of the appropriate College official(s). Unauthorized commercial uses of College computing resources jeopardizes the College's relationships with network service providers and computer equipment and software vendors and tax exempt status.

The College acknowledges that occasionally faculty, administration and staff use College computing resources assigned to them or to which they are granted access for non-commercial, personal use. Such rare, personal, non-commercial uses are permitted by faculty, administrators and staff if they are not excessive, do not interfere with the

performance of any faculty, administrators or staff members, do not interfere with the efficient operation of the College or its computing resources, and are not otherwise prohibited by this policy or any other College policy or directive. Any such rare personal use is NOT permitted during the employee's working hours. Decisions as to whether a particular use of computing resources conforms with this policy shall be made by the Executive Director of Information and Instructional Technologies in consultation with the Vice President for Academic Affairs if the use involves faculty or student academic matters, by the Office of Student Affairs if the use involves non-academic student use, and by the Department of Human Resources if the use involves administrators or staff.

The complete Responsible Use of Information Technologies policy is available on-line at <http://departments.kings.edu/hr/PolicyManual/EmployeeManual.htm>

## **I. PRIVACY AND CONFIDENTIALITY**

King's College reserves the right to inspect and examine any King's College owned or operated communications system, computing resource, and/or files or information contained therein for College related reasons. As such, there should be no expectation of privacy.

When sources outside the College request an inspection and/or examination of any King's College owned or operated communications system, computing resource, and/or files or information contained therein, the College will treat information as confidential unless anyone or more of the following conditions exist:

- When approved by the appropriate College official
- When authorized by the owner(s) of the information
- When required by federal, state or local law
- When required by a valid subpoena or court order

Note: When notice is required by law, court order, or subpoena, computer users will receive prior notice of such disclosures (viewing information in the course of normal system maintenance does not constitute disclosure). The complete Responsible Use of Information Technologies policy is available online at <http://departments.kings.edu/hr/PolicyManual/EmployeeManual.htm>

## **PART FIVE: GUIDE TO CAMPUS OFFICES AND SERVICES**

### **A. Academic Advisement Center (room MU-95, Ext. 5872)**

The Academic Advisement Center is the headquarters for the freshman and transfer student advisement programs. Any student wishing to change his/her major or minor should visit this office.

### **B. Academic Skills Center (room MU-94, Ext. 5841)**

The Academic Skills Center offers the following learning assistance services:

- Free peer tutoring in Core and major subjects
- Academic skills workshops in the areas of time-management, note taking, reading/reasoning skills, study methods, and test taking
- Individualized learning assessments
- Disability services.

### **C. Bookstore (Phone: 570-208-4700)**

The Barnes and Noble College Bookstore is located just off Public Square on South Main Street. A 10% discount on most purchases is offered to faculty and staff upon presentation of a College ID card. Faculty should contact their department chair or program director concerning procedures for obtaining complimentary desk copies of adopted texts from the publisher. Information on ordering textbooks can be obtained from the department chair or bookstore manager.

### **D. Building Codes**

The following letter codes are used to identify the buildings on campus:

A	Administration
AL	Alumni Hall
AUD	Administration Auditorium
BH	Benaglia Hall
CH	Chapel
CM	Campus Ministry Center
EH	Esseff Hall
FH	Flood Hall
H	Hafey-Marian Hall
HC	Holy Cross Hall
HH	Hessel Hall
KOTS	King's on the Square
L	Corgan Library
LA	Lane House
LH	Luksic Hall
MC	McGowan Building

MU	Mulligan Physical Sciences Center
OH	O'Hara Hall
P	Parente Life Sciences Center
SF	Sheehy-Farmer Campus Center
SCAN	Scandlon Gymnasium

## **E. Calendar of Events**

Academic, Alumni, and Experiencing the Arts calendars may be found on the King's College Web site, <http://www.kings.edu>. Select "Calendars" on the site index. In addition, the Association for Campus Events (A.C.E.) publishes a calendar every semester which is available in the Sheehy-Farmer Campus Center.

## **F. Check Cashing**

As a service to faculty and staff, the Business Office will cash checks up to \$50.

## **G. Class Cancellations**

All class cancellations need to be communicated to the Academic Affairs office so they can be posted electronically (web and campus TV). When cancelling a class, send an e-mail to [classcancellations@kings.edu](mailto:classcancellations@kings.edu) or [classcancellations@kings.edu](mailto:classcancellations@kings.edu) (you may use one L or 2 in the word cancellations).

Please put 'class cancellation' in the subject line. Avoid using terms such as 'today' and 'tomorrow.' While you may be sending the message after close of business (4:30 p.m.) for 'tomorrow' we see the message the next day which adds confusion; please use the day of the week and/or the date. In your email include the following information:

- your name
- date(s) of the cancellation
- class number (e.g., Core 101)
- time of the class
- reason for the cancellation (the reason will not be posted)

Also receiving your cancellation e-mail message are the Hafey-Marian Assistant, the McGowan Building Assistants, and Part-Time and Graduate Programs.

If you do not have e-mail access from where you are, call the Academic Affairs Office at 570-208-5895 with your cancellation.

## **H. Class Lists and Teaching Schedules**

Class lists and teaching schedules are available on-line through Web Advisor. Please consult the Web Advisor Handbook distributed by the Registrar's Office. At the beginning of each semester all faculty are required to verify the status of the students attending their classes.

## **I. Compressed Schedule**

In the event of weather related emergencies, information regarding closing of the College or implementation of the compressed schedule can be obtained from local radio and television stations or through the College severe weather hotline at 570-208-5979 or on the College's website.

### **Compressed Class Schedule**

<u>Monday, Wednesday, Friday</u>		<u>Tuesday, Thursday</u>	
35 Minute Periods		50 Minute Periods	
10 minutes between classes		10 minutes between classes	
Regular	Compressed	Regular	Compressed
8:00	10:00	8:00	10:00
9:00	10:45	9:30	11:00
10:00	11:30	11:00	12:00
11:00	12:15	12:30	1:00
12:00	1:00	2:00	2:00
1:00	1:45		
2:00	2:30		

During inclement weather, as an alternative to the compressed schedule, the College may choose to open at noon, remaining on a regular class schedule. This option will preserve the afternoon and evening schedule, and allow an extra two hours for road and weather conditions to improve.

Decisions regarding inclement weather will be based on weather forecasts, campus conditions and the conditions surrounding the College. The College recognizes that our commuting students come from a wide geographic area and that road conditions can vary greatly throughout Northeastern Pennsylvania. Common sense and good judgment should act as a guide as to whether or not students can get to the College, or if a departure from campus earlier than closing time is required.

The decision concerning the cancellation of Evening Classes will be made by 4:00 p.m. The decision concerning weekend classes will be made by 6:00 a.m.

### **Final Examination Compressed Schedule**

If the College is closed, the examinations for **DAY CLASSES** will be held on the Saturday at the end of final examination week. If a compressed schedule is in effect, examinations will be held as follows:

- 8:00 a.m. exams will begin at 10:00 a.m.
- 10:15 a.m. exams will begin at 12:05 p.m.
- 1:00 p.m. exams will begin at 2:10 p.m.
- 3:15 p.m. exams will begin at 4:15 p.m.

If the College is closed when an **EVENING FINAL EXAM** was scheduled, the exam will be given on **FRIDAY** evening at the regular time and place that the class meets.

## **J. Computing Services and E-mail Accounts**

Computing Services are located on the third floor of the McGowan building. They install and set up the computers on campus, maintain the physical components, and add and update software. They also provide instructional and technical support, and are responsible for Internet access and e-mail. A help desk is available to assist you with any computer problems you may have.

The College establishes an e-mail account for each new part-time faculty member. Please contact the help desk—HELP (ext. 4357)—to obtain information regarding your e-mail account, and the information you need to log on to the computers in the classrooms, and labs at the College. The Registrar's Office will contact you about the use of Web Advisor.

Once you begin using your King's email account, the help desk can be reached at [help@kings.edu](mailto:help@kings.edu). If you need more information on any aspects of computing services visit the College Web site at <http://www.kings.edu/mykings>

## **K. Dining Services**

Meals are available in several locations on campus:

- **Susquehanna Room** (Sandella's) in the Administration Building
- **Connerton's Café and Marketplace** in the Sheehy-Farmer Campus Center
- **Leo's on Mane** (Wholly Habeneros, King's Creamery) in O'Hara Hall
- **Zime** in King's on the Square (KOTS)

The hours are on the King's website under Dining Services; operating hours for breaks and summer will be sent via e-mail. Coffee and tea are free to members of the faculty and staff in the Valley Room located in the basement level of the Administration Building. Connerton's Café and the Susquehanna Room offer discounts to faculty and staff for premium coffees and tea.

Meals in the Sheehy-Farmer Dining Room are on a fixed price cash basis for faculty and staff. Options at all other food service locations are *a la carte*.

There is a Faculty/Staff Meal Plan available for Marketplace that may be used whenever it is open during the academic year. The meals are good until they are used up and can be renewed as often as you like. In addition, King's Cash, our debit card program, is available and it offers a 10% discount in any dining location. Please contact the Dining Service Office at Ext. 5833 for additional information.

## **L. Emergencies**

In the case of a major medical crisis (e.g., seizure, stroke, heart attack, etc.) or accident, dial 911 immediately. Then notify the switchboard by dialing "0" and provide

information for a response by Campus Security, Student Health Center or ERT and wait with the person until help arrives. If a minor medical incident occurs (e.g. sickness, nausea, vomiting, etc.), someone should accompany the individual to the Student Health Center located in André Hall on North Street for proper medical attention. The usual Center hours are Monday-Friday 8:30 a.m. – 4:30 p.m. On weekends or in the evening call the switchboard by dialing “0” from any campus phone to reach the Emergency Response Team and Campus Security.

Fire alarms should always be considered emergencies. All classrooms and offices should be evacuated immediately. Do not lose time trying to find out if it is a false alarm.

## **M. Emergency Procedures for Disabled Students**

In the event of an emergency, a faculty member assists in the disabled student’s evacuation from his/her classroom. Evacuation procedures tailored to the individual student’s needs should be addressed before classes begin. The Academic Skills Center considers scheduling options during registration to accommodate disabled students.

## **N. Gym Privileges**

The Scandlon Gymnasium is open to all students, faculty and staff members. However, teams have first access. Lockers are available, but you will need to provide your own lock. The College is not responsible for any lost belongings. A College ID card is required. One guest per card is allowed.

The gymnasium’s regular hours during the Fall and Spring semesters when the College is in session are available on the King’s website.

## **O. ID Cards**

King's College ID card is available from the Office of Residence Life. This card will provide access to library borrowing services, the gym, discount tickets to King's Theatre productions, and a 10% discount on most items at the Barnes and Noble Bookstore. Upon completion of service to the College the card holder is asked to return the College ID to the Office of Academic Affairs.

## **P. Keys**

### **1. To Buildings**

Ordinarily, unless special arrangements are necessary due to departmental needs (e.g. biology faculty have 24-hour, 7 days/week access to laboratories), you will not be issued keys to the buildings on campus. For building access outside normal hours (see Building Hours), contact the Safety and Security department through the switchboard. A security guard will check your identification and gladly let you into your building. Security requests that you call the switchboard (dial 0 from any

campus phone) and notify them when you are leaving the building. King's College ID access is available to certain buildings by use of a card reader system. Contact the Office of Safety and Security for any additional information.

## **2. To Offices**

Your department, in conjunction with the Facilities Department, will provide you with keys to your office and other rooms necessary for your instructional or scholarly endeavors.

## **3. To Classrooms**

Maintenance is generally responsible for unlocking classrooms before the start of a normal school day. Exceptions to this include rooms with extensive and expensive instructional equipment that requires increased security. In these cases, instructors who use these rooms will unlock them as needed using keys provided by their department.

## **Q. Library**

The D. Leonard Corgan Library located on Jackson St. maintains a collection of videos and computerized databases in addition to its book and periodical collections. The library catalog and many of the library's electronic databases can be accessed from any computer on campus. Faculty members can place books on reserve for course assignments and can request formal group instruction on use of the library's resources tailored to specific assignments for their classes.

For additional information on library hours and services consult the College Web site at <http://www.kings.edu>. Select "Academics" and then "Library."

## **R. Mail**

Part-time faculty who teach in the Business School and the Mass Communications Department have their mailboxes in McGowan Hall. Mailboxes for part-time faculty who teach in the Education Department are located in O'Hara Hall. The remaining part-time faculty mailboxes are located in the Center for Lifelong Learning located on the first floor of the Administration Building.

## **S. Media Services**

A variety of audio/visual equipment is available for use in the classroom. Many classrooms are equipped with a TV, VCR, CD and audio cassette players, projectors (ceiling mounted, overhead, and slide), and a computer with Internet access. Camcorders are available for in-class videotaping. Portable computers and projection units are available for overnight and weekend loan. Requests for longer term loans will be addressed on an individual basis. For more information, call help line at ext. 4357.

## T. Offices

### 1. Administrative Offices

Most offices are open Monday - Friday: 8:30 a.m. - 4:30 p.m. (4:00 p.m. in summer).

President	Administration Building, 5th Floor
Academic Advisement Center	Mulligan Building, Ground Floor
Academic Affairs	Administration Building, 3 <sup>rd</sup> Floor
Academic Skills Center	Mulligan Building, Ground Floor
Achievement Plus (formerly Act 101)	Administration Building, 6 <sup>th</sup> Floor
Admissions	Hessel Hall, 134 N. Franklin St.
Alumni	Administration Building, 5 <sup>th</sup> Floor
Athletics	Scandlon Physical Education Center Annex
Bookstore	South Main St. (Off Public Square)
Business Office	Administration Building, 1 <sup>st</sup> Floor
Campus Activities	Sheehy-Farmer Campus Center, 1 <sup>st</sup> Floor
Campus Ministry	McCormick Campus Ministry Center
Career Planning and Placement	Administration Building, Lower Level
Community & Service Learning	Shoval Center, 171 N. Franklin St.
Computing Center	McGowan Building, 3rd Floor
Conference and Events	Sheehy-Farmer Campus Center, 1 <sup>st</sup> Floor
Counseling Center	Administration Building, 6 <sup>th</sup> Floor
Distance Learning	Hafey-Marian Hall, 6 <sup>th</sup> Floor
Diversity	Sheehy-Farmer Campus Center, 1 <sup>st</sup> Floor
Facilities and Procurement	Alumni Hall, Basement
Financial Aid	107 N. Franklin St.
Graduate Programs	Administration Building, 1 <sup>st</sup> Floor
Grants (Institutional and Academic )	Administration Building, 3 <sup>rd</sup> Floor
Honors Program	Hafey-Marian Hall
Human Resources	181 North Franklin Street
Institutional Advancement	Administration Building, 5 <sup>th</sup> Floor
Institutional Research	Administration Building, 2 <sup>nd</sup> Floor
Internships (Career Planning)	Administration Building, Lower Level
Lifelong Learning (Center for)	Administration Building, 1 <sup>st</sup> Floor
McGowan School of Business Dean	McGowan Building, 2 <sup>nd</sup> Floor
Media Services	Hafey-Marian Hall, 6 <sup>th</sup> Floor
Post Office	Mulligan Building, Ground Floor
Print Shop	Holy Cross Hall, Lower Level

Public Relations	108 N. Franklin St.
Purchasing (Facilities and Procurement)	Basement, Alumni Hall
Registrar	Administration Building, 1 <sup>st</sup> Floor
Residence Life	Sheehy-Farmer Campus Center, 1 <sup>st</sup> Floor
Safety and Security	Luksic Hall, Basement
Student Affairs	John Lane House, 1 <sup>st</sup> Floor
Student Health Center	André Hall, North Street
Student Success and Retention	Administration Building, 3 <sup>rd</sup> Floor
Study Abroad	112 N. Franklin Street
Volunteer Services	Shoval Center, 171 N. Franklin St.
Women's Resource Room	Library, Court Level
Writing Center	Mulligan Building, Ground Floor

## 2. Faculty Offices

Accounting	McGowan Building, 1 <sup>st</sup> Floor
Athletic Training	King's on the Square (KOTS)
Biology	Parente Building, 3 <sup>rd</sup> Floor
Business Administration	McGowan Building, 2nd Floor
Chemistry	Administration Building, 3 <sup>rd</sup> Floor
Computer and Information Systems	McGowan Building, 3 <sup>rd</sup> Floor
Computer Science	Administration Building, 4 <sup>th</sup> Floor
Criminal Justice	Hafey-Marian Hall, 3 <sup>rd</sup> Floor
Economics	McGowan Building, 3 <sup>rd</sup> Floor
Education	O'Hara Hall
English	Hafey-Marian Hall, 4 <sup>th</sup> Floor
Environmental Studies	Rear, 174 N. Franklin St.
Exercise Science	King's on the Square (KOTS)
Finance	McGowan School of Business, 2 <sup>nd</sup> Floor
Foreign Languages and Cultures	Hafey-Marian Hall, 5 <sup>th</sup> Floor
Health Care Administration	McGowan Building, 2 <sup>nd</sup> Floor
History	Hafey-Marian Hall, 3 <sup>rd</sup> Floor
International Business	McGowan Building, 3 <sup>rd</sup> Floor
Marketing	McGowan Building, 2 <sup>nd</sup> Floor
Mass Communications	McGowan Building, 4 <sup>th</sup> Floor
Mathematics	Administration Building, 4 <sup>th</sup> Floor
Neuroscience	Parente Building, 1 <sup>st</sup> Floor
Philosophy	Hafey-Marian Hall, 5 <sup>th</sup> Floor
Photography	Hafey-Marian Hall, Lower Level
Physician Assistant	King's on the Square (KOTS)
Physics	Mulligan Building, 1 <sup>st</sup> Floor
Political Science	Hafey-Marian Hall, 2 <sup>nd</sup> Floor
Psychology	Parente Building, 1 <sup>st</sup> Floor

ROTC	110 N. Franklin St.
Sociology	Hafey-Marian Hall, 3 <sup>rd</sup> Floor
Speech	McGowan Building, 4th Floor
Sports Medicine	King's on the Square (KOTS)
Theatre	Mulligan Building, Ground Floor
Theology	Hafey-Marian Hall, 4 <sup>th</sup> Floor

### 3. Institutes

Center for Excellence in Learning & Teaching (CELT)	Hafey-Marian Hall, 6 <sup>th</sup> Floor
Ethics and Public Life	McGowan Hall, 2 <sup>nd</sup> Floor
Public Policy & Social Research	Hafey-Marian Hall, 2 <sup>nd</sup> Floor

### U. Office Services

Administrative assistants work throughout the College either in centralized pools or individually in departments. Generally administrative assistants' services include document preparation, photocopying, procuring and organizing college services or the services of off-campus providers, and assistance with mailing, faxes, e-mailing, etc. Your department chairperson will know whom you should contact.

### V. Office Supplies

You are entitled to receive any supplies necessary to complete your instructional and administrative tasks. Requests for supplies may be made through your department chair, program director or any administrative assistant. The faculty assistant offices in Hafey-Marian Hall and the McGowan School of Business maintain storerooms of the most commonly used office supplies (i.e. pens, pencils, notepads of all types, binders, markers, index cards, Post-It™ notes, staplers/staples, tape, paper clips, etc.). Items not available on campus should be requested through your department chair or program director.

### W. Parking

Part-time faculty who teach in the **evening or on weekends** are welcome to park in the Holy Cross and McGowan parking lots. These lots open for general use after 3:00 p.m on weekdays and all day on Saturday.

Part-time faculty who teach **during the day** can request a College issued parking permit from the Security Office. The faculty member will be assigned to a parking lot and given a key card for access. A \$25.00 deposit, refundable upon leaving employment at the College, is required at the time the card is issued. A \$25.00 fee is also charged to replace lost cards. Parking assignments are based on seniority. Parking assignments may be upgraded periodically due to turnover and retirement. The attached map (see Appendix B) shows the parking lots available. Questions concerning parking should be addressed to the Office of Safety & Security, ext. 5926.

Additional information concerning employee parking at King's can be accessed at:  
<http://departments.kings.edu/hr/PolicyManual/EmployeeManual.htm>

## **X. Post Office**

All incoming and campus mail is received at the College post office on the first floor of the Mulligan Building. Part-time faculty members have mailboxes in the Center for Lifelong Learning, the McGowan Building or the Education Department (O'Hara Hall). Faculty, staff, and students may purchase stamps and mail packages from the College post office which accepts packages up to 70 lbs.

## **Y. Religious Services**

Every year King's College holds a Convocation Mass at the beginning of the fall semester, a Mass to celebrate Patron's Day the third Sunday in November, and a Baccalaureate Mass on the Saturday of graduation weekend. Other Masses are held as follows:

<u>Daily Mass:</u>	Monday - Friday: 12:05 p.m.
<u>Sunday Masses:</u>	11:00 a.m. and 8:00 p.m.
<u>Holy Day Masses:</u>	12:05 p.m. and as announced

## **Z. Room Reservations**

Meeting room reservations are made by using the online room request form. Technology and refreshments, if needed, can be ordered at the same time.

## **AA. Safety and Security Service**

Anyone wishing to be escorted from his/her office to another building or a parking lot, especially after dark, should dial "0" and request the service which will be provided by a security officer. Anyone remaining in a building after regular operating hours should inform campus security of his/her presence in the building and intended time of departure.

## **BB. Switchboard**

A switchboard operator is on duty 24 hours a day during the academic year and from 7:00 a.m. to 11:00 p.m. in the summer. From campus phones dial "0" to reach the switchboard operator, "9" for an outside line. Employees can be reached directly by dialing their extension number after the caller has reached the College number 570-208-5900.

## **CC. Women's Resource Room**

The Millie Lawson Women's Resource Room on the Court Level of the Library maintains a library of materials related to Women's Studies.

## **DD. Writing Center**

Faculty can refer students to the Writing Center which offers professional and peer-tutorial assistance with research papers, analytical essays, or other Core or major writing assignments. Hours are posted on the door and no appointment is necessary. The Center is located on the Ground Floor of the Mulligan Physical Sciences Center.

## **EE. Photocopying and Printing**

You may use any photocopy machine on campus; however, to do so, you will need an access code for each machine. Contact the administrative assistants for your department to obtain these codes. Photocopying is available in the Center for Lifelong Learning on the first floor of the Administration Building Monday-Thursday until 6:30 p.m. Printers are available in various locations on campus. Some are in rooms requiring a key for access. A color printer is located in McGowan 302. Any computer on campus can print to this color printer after you call the Help Line (ext. 4357) to release the printout. A full-page flatbed scanner is available in McGowan 120. Other scanners may be available in individual departments.

## **FF. CELT (Center for Excellence in Learning and Teaching)**

The Center for Excellence in Learning and Teaching is located on the sixth floor of Hafey-Marian Hall. The director of the Center, a member of the King's faculty, serves as a resource person to assist faculty by providing resources for the development of effective pedagogy. The assistance provided by this office to faculty is formative and not evaluative. The CELT webpage, which contains its contact information and helpful information on pedagogy, can be accessed at

[http://www.kings.edu/academics/resources/center\\_for\\_excellence](http://www.kings.edu/academics/resources/center_for_excellence)

## **GG. Library Services**

The Corgan Library is staffed by a well trained and highly competent staff who are willing to work with the faculty to facilitate scholarly research, and to provide resources for student research projects. A reference librarian can be reached at ext. 5649. The Library webpage, <http://www.kings.edu/academics/library>, contains numerous academic resources including access to on-line databases and catalogs.

## **HH. Counseling Center**

College students experience important emotional, moral, and professional discovery and growth while earning their academic degrees. The goal of our counseling services is to: assist

students with any difficulties in their personal development; help students discover in themselves their own strengths and values—personal, social, spiritual—and apply these to their inner-self organization, their relationships, their life goals, their work, and their studies.

All students have access to qualified and competent professionals from a local external agency, all of whom are capable of providing students with short-term equitable, sensitive and confidential support. These counseling services are provided in a comfortable and private office environment on campus at no charge to the student. The professional counselor is responsible for student charting and record keeping; and a student's written permission is required to release information to other relevant parties. Upon consultation(s) with a student, should the professional counselor deem necessary an in-depth or long-term therapy arrangement of counseling services, the student will be referred to an appropriate professional practice.

Faculty are encouraged to refer students to the Counseling Center. Part-time faculty are also encouraged to consult with their department chair, program director or CART Coordinator for advice on the referral of students.

## PART SIX: CAMPUS DIRECTORY

FOR INFORMATION ABOUT	GO TO	LOCATED IN	OR CALL
Academic Advising	Office of Academic Advisement	Mulligan Hall, Lobby	Ext. 5872
Academic Grievances	Academic Affairs	Admin. Bldg., 3 <sup>rd</sup> floor	Ext. 5895
Academic Records	Registrar's Office	Admin. Bldg., 1 <sup>st</sup> floor	Ext. 5870
Achievement Plus (formerly Act 101)	Achievement Plus Office	Admin. Bldg., 6 <sup>th</sup> floor	Ext. 5708
Adult Study Programs	Center for Lifelong Learning	Admin. Bldg., 1 <sup>st</sup> floor	Ext. 5865
Automobile Registration	Security & Safety Office	Luksic Hall, Basement	Ext. 5926
Books	Barnes & Noble	7 South Main Street	570-208-4700
Calendar of Events	Conference &Events Office	Campus Center, Main Level	Ext. 5807
Career Information	Career Planning & Placement Office	Admin. Bldg., Lower Level	Ext. 5874

<b>FOR INFORMATION ABOUT</b>	<b>GO TO</b>	<b>LOCATED IN</b>	<b>OR CALL</b>
Cash	Automatic Teller Machine	Campus Center, Main Level	
Class Schedules	Registrar's Office	Admin. Bldg., 1 <sup>st</sup> Floor	Ext. 5870
Clubs and Organizations	Campus Activities	Campus Center, Main Level	Ext. 5966
Community Service	Shoval Center	171 N. Franklin St.	Ext. 5608
Computer HELP Line	Computing Center	McGowan Hall, 3 <sup>rd</sup> Floor	Ext. 4357 (HELP)
Continuing Education	Center for Lifelong Learning	Admin. Bldg., 1 <sup>st</sup> Floor	Ext. 5865
Counseling	Counseling Center	Admin. Bldg., 6 <sup>th</sup> Floor	Ext. 5873
Dining Service	Dining Service Office	Campus Center, 2 <sup>nd</sup> Floor	Ext. 5833
Diversity Issues	College Diversity Office	Campus Center, Main Level	Ext. 5898
Email Accounts	Computing Center	McGowan Hall, 3 <sup>rd</sup> Floor	Ext. 4357
Experiencing the Arts	Student Affairs Office	John Lane House	Ext. 5875
Facilities	Facilities Office	Alumni Hall, Basement	Ext. 5805
Food	Marketplace Connerton's Café	Campus Center, 2 <sup>nd</sup> Floor Campus Center, Lower Level	
	Susquehanna Room (Sandella's Café)	Admin. Bldg., Lower Level	
	Leo's on Mane	O'Hara Hall	
	Zime	King's on the Square (KOTS)	
FYE (First Year Experience)	Campus Activities	Campus Center, Main level	Ext. 5802
Handicapped Students	Academic Skills Office	Mulligan Hall, Lobby	Ext. 5800

<b>FOR INFORMATION ABOUT</b>	<b>GO TO</b>	<b>LOCATED IN</b>	<b>OR CALL</b>
Health Services	Student Health Center	André Hall, North Street	Ext. 5852
Honors Program	Honors Program	Hafey-Marian, 5 <sup>th</sup> Floor	Ext. 5781
I.D. Cards	Residence Life Office	Campus Center, Main Level	Ext. 5856
Intercollegiate Athletics	Athletic Director	Physical Education Annex	Ext. 5855
Internships	Career Planning and Placement	Administration Building, Lower Level	Ext. 5874
Library, Hours and Information	Circulation Desk	D. Leonard Corgan Library	Ext. 5840
Mass on Campus	Campus Ministry	Chapel of Christ the King	Ext. 5890
Meal Plan Enrollment	Residence Life Office	Campus Center, Main Level	Ext. 5856
Meeting Rooms, Reservations	Conference and Events	Campus Center, Main Level	Ext. 5807
Multicultural Issues	College Diversity Office	Campus Center, Main Level	Ext. 5898
Music Programs	Music Director	Chapel of Christ the King	Ext. 6044
Parking	Security Officers on Duty	Luksic Hall, Basement	Ext. 5926 or Switchboard “O”
<b>PUBLICATIONS:</b> The Crown (newspaper) The Regis (yearbook) The Scop (literary magazine)	Student Media Suite	Campus Center, Main Level	
Publicity	Public Relations Office	108 N. Franklin St.	Ext. 5957
Radio Station	WRKC	Campus Center, Lower Level	Ext. 5931

<b>FOR INFORMATION ABOUT</b>	<b>GO TO</b>	<b>LOCATED IN</b>	<b>OR CALL</b>
Recreation Facilities	Scandlon Center Game Room	Gym Campus Center, Lower Level	Ext. 5855
Religious Events	Campus Ministry	Chapel of Christ the King	Ext. 5890
ROTC	ROTC Office	110 N. Franklin St.	Ext. 5820
Security	Security Officers on Duty	Luksic Hall, Basement	Switchboard "O" or Ext. 5926
Snack Bar	Connerton's Café	Campus Center, Lower Level	
Student Government	Campus Activities Suite	Campus Center, Main Level	
Study Abroad	Study Abroad Office	112 N. Franklin St.	Ext. 5986
Study Skills/Tutoring	Academic Skills Center	Mulligan Hall, Lobby	Ext. 5841
Summer Session	Center for Lifelong Learning	Admin. Bldg., 1 <sup>st</sup> Floor	Ext. 5865
Tutors	Academic Skills Center	Mulligan Hall, Lobby	Ext. 5841
Volunteer Opportunities	Shoval Center	171 N. Franklin Street	Ext. 5608
Widmann Art Gallery		Campus Center, Main Level	
Writing Skills	Writing Center	Mulligan Hall, Room 97	

# APPENDIX A

## King's College Academic Integrity Policy

### **PREAMBLE**

Academic integrity, why does it matter?

Rules, if left unexplained, seem arbitrary. As a student, you might ask of the rules immediately following this preamble, “Why should I follow them?” An obvious answer is, “To avoid getting caught and punished.” But saying that you should follow rules so that you don’t get into trouble doesn’t really justify why all of the dos and don’ts exist in the first place. Do these rules serve any significant purpose?

This preamble suggests that they do. There are good reasons for you, and for your fellow students, to care about the practice of academic integrity in our community, King’s College.

### **Why Have a Policy?**

Students who are caught, say, copying text word for word off of a website commonly respond in one of two ways.

The first is “I didn’t know that what I did counts as plagiarism.” This plea is true—but only in some cases. Faculty should be charitable to students, recognizing that, at least in some instances, a student needs to be taught about plagiarism, not punished for committing it. In fact, the administration and the faculty at King’s have a real and living responsibility to indicate, as clearly as possible, what expectations—for citation, for doing work independently—it places on its students. This explains in part why there is an Academic Integrity Policy. This policy states—in print, for all students to see—what the basic guidelines of academic integrity are, as well as what will happen if these guidelines are violated. King’s College also expects faculty—in First Year Experience, CORE 110: Effective Writing, class syllabi, and classroom discussions—to define, in greater detail, with more precision, what it means for a student to live up to the standards of academic integrity.

All this said, faculty members are not under an expectation to be naïve. Pleading ignorance is, of course, the age-old tactic of the guilty, and in some cases the claim “I didn’t know” simply isn’t plausible: “Did you really think that your theology professor, who asked you to reflect upon the works of Saint Augustine, really only wanted to see whether you have enough computer expertise to Google ‘Augustine’, cut text from a website, and paste it into a Word document?” Not plausible. Faculty will be permitted to assume that a student who has taken First Year Experience and CORE 110: Effective Writing has at least basic knowledge about what plagiarism is and that his knowledge of the standards of academic integrity will increase during his career at King’s College. This is to say that each student is expected to take responsibility for her own education, actively aiming to understand what it means to be a good student.

The second plea plagiarizing students frequently make is “I didn’t realize that copying text is such a big deal.” This preamble indicates not so much what academic integrity is than why King’s College thinks it matters. What follows is a brief discussion of why cheating is “such a big deal.”

### **Is There Any Learning Going On?**

The first word to say about academic integrity is this. The Academic Integrity Policy is intended to serve, first and foremost, the central goal of King’s College: to provide liberal arts education in the Catholic Christian tradition. As a student at King’s College, you have chosen to be a part of an academic community, a community with several commitments: first, to seek the truth, with each other, and with thinkers across the world and across human history; second, to help you, the student, become a thoughtful, well-informed person, a person who has the critical bearing and basic cultural information necessary to address difficult professional, scientific, moral, political, religious, and existential questions as they arise in the run of a normal human life; and third, to prepare you to make fruitful contributions to public life in a democratic society. To some readers, these words will sound high-minded, but this is the well-publicized mission of the College you have chosen to be a part of.

The Policy, you might notice, attempts to discourage cheating. Please realize, though, that there is so much more to being a good student—a person with academic integrity—than not cheating. If you do not read what your instructors assign, if you do not reflect carefully upon these readings, if you do not edit, and re-edit, and re-edit, your written work, if you do not seek out challenging courses to take (as opposed to “easy A’s”), you are not going to become the well-informed and thoughtful person a liberal arts education is designed to produce.

The Policy emphasizes cheating because cheating undermines the goals of liberal learning in a particularly obvious and direct way. In cheating, little or no learning is accomplished. To engage in liberal learning is to be a part of a grand conversation over several years; a conversation that is messy, strange, difficult to sum up, and full of competing voices and ideas about so many topics. To say the very least, copying chunks of a paper off of a website—without citation, and without having gone through the admittedly arduous task of trying to organize the relevant material in a natural, flowing way, to stave off objections that might occur to a sensitive reader, to levy evidence for your central thesis—isn’t taking part in this conversation, it is merely pretending to do so.

Someone might argue that students would be less inclined to cut corners if their journey through a liberal arts education were less strenuous. To minimize cheating, King’s could make the road easier for students to traverse—more comforting, less challenging. The College could choose not to ask you to confront challenges to, and to defend, your most heartfelt beliefs and values. But that would be to give up far too much; it would be to give up on the high aspiration at the heart of liberal learning. Education would be less interesting, less transformative, and not worth the several years of labor and significant tuition you have decided to spend at King’s.

### **What Kind of Person Do You Want to Be?**

Cheating speaks to character. It's dishonest: to cheat is to turn in work that is not yours under the pretense that it is. It also raises other questions about a person's character. Does the cheat mean to say that she doesn't care to learn? But that signals a lack of curiosity. Is it that she thinks she already knows everything worth knowing? But that signals a lack of humility. Is it that the cheat doesn't think she is able to do the work; that she is not up to the task of learning? But that signals a lack of self-confidence. We take it that these kinds of considerations, some of them moral, will speak to many students. There are, of course, people who do value being honest, intellectually curious, and humble. Cheating, we suggest, isn't for them—and so, maybe it isn't for you.

### **Is It a Victimless Crime?**

Cheating is sometimes regarded as a victimless crime. But this simply isn't true. Cheating gives the cheater unfair advantages. He saves time and energy. If the cheater hands in an assignment better than he would be able to produce by his own native ability and effort, he negatively affects the professor's evaluation of the work of other students, for faculty often, if not inevitably, make comparative judgments about the work of students, and grade accordingly. The cheater's better grade might give him future scholarship or employment advantages over other students.

Furthermore, the student who cheats puts students who do not in a bad situation. When the student who does not cheat recognizes that others do, she naturally wonders whether her good behavior has serious practical costs: "Are the cheats getting better grades than I am? Are they going to have a higher GPA? Going to be offered the job I want? Is cheating something I need to do to keep up?" In this way, one cheat becomes the father of another. Cheating also erodes the academic reputation of our college; when the cheater, ill-prepared for his work environment, does poorly at his job, future King's students lose out in the job market. Cheating is not a victimless crime; it has effects upon the entire College community of students, staff, and faculty.

### **Pride in Your Degree**

Cheating steals away future benefits from the cheater herself. Take the long view. If you get a college degree, you should take significant pride in it. It's a real accomplishment. Of course, even if you have cheated along the way, you might well receive a degree—"the piece of paper"—at the end of your academic career—cheating, after all, is not always caught. And the degree, even if it is not deserved, might well open up tangible career opportunities for you. But if you have cheated along the way, you will not be able to see yourself as having earned either the degree or the job it leads to. Cheating thus cheapens your degree and undermines the proper pride you might otherwise feel. Doing your own work in college, then, is a way to secure for your future self a well-founded feeling of self-esteem.

There are also, we think, some rather deep reasons why it is prudent for you to submit to the rigors and demands of a liberal arts education, even though it is not easy. Cheating undermines self-confidence. A person who has subjected her own beliefs and values to scrutiny and has discovered that they have stood up to the test of reflection will naturally and properly feel confident in those views. She is "her own person," with her own views, and with the self-

possession that comes with having gone through the rigors of a liberal arts education. She really is ready for much of what the world will throw at her. If you have cheated, if you have not submitted to the discomfort of hard thinking, can you be so sure you will be?

### **A Final Word**

All this said, the Academic Integrity Policy establishes minimal expectations for behavior. Student cheating will not be tolerated. As mentioned, there is so much more to being a good student than simply not cheating. A good student wants to learn; works hard; expects faculty to challenge her; respects fellow students; has passionate convictions, but is open to thinking critically about them. Also, students are not the only group on campus expected to live up to the standards of academic integrity. The faculty and administration are under an obligation to take your education seriously, too. When it comes to academic integrity, we are a community; each of us has the opportunity to gain immensely from cooperation, mutual commitment, and a love of learning; and each of us has important standards—among them, standards of academic integrity—to live up to.

King's College cannot force you to care about liberal learning, and there are serious limits upon what faculty can do to inspire you to value it. King's College extends the invitation; it is yours to accept, or not. You are free, that is, not to scrutinize your most cherished beliefs, to put in a half-hearted effort, so long as you receive passing grades. You are not free, however, to violate this Academic Integrity Policy without suffering the consequences described below.

### **Part I. The Educative Process of the Student**

In order for the students to value academic integrity, understand its relation to ethical behavior, and learn the actions academic integrity demands of students, an educative process is required. The education in the value of academic integrity has begun with your reading of the preamble of this policy; actions required of people with high standards of academic integrity will be laid out in Part II of this policy.

In the courses First Year Experience (CORE 090) and CORE 110: Effective Writing this educative process is continued. You will be asked to reflect on and use rules of academic integrity when writing papers, completing online tutorials, and other activities. Early in your King's matriculation and after familiarizing yourself with the content of this Academic Integrity Policy, students will be invited to sign the Academic Integrity Pledge that indicates an understanding of academic integrity and a promise to maintain high academic standards. This pledge is only a promise to maintain high academic standards; all King's College students are bound by this Academic Integrity Policy regardless of signing the pledge. This pledge will be kept in a student's file in the office of the Associate Vice President for Student Affairs /Dean of the Students.

Students of King's College who have not taken nor are required to take either CORE 110 or FYE, transfer and graduate students for example, will be required to read, upon registration to the College, the Academic Integrity Policy and familiarize themselves with good practices of

academic integrity. Once these students have done so, they will be invited to sign the Academic Integrity Pledge.

The educative process of the student does not end with understanding the College Academic Integrity Policy and signing the Academic Integrity Pledge early in their matriculation as King's College students; course syllabi and lessons taught by members of the King's College faculty will continue to further clarify and enhance the meaning of having high academic standards.

Finally, the students who need to be educated the most in the correct practice of academic integrity are those that behave in a way that calls their integrity into question. The bulk of this policy is written to deal with these specific students.

## **Part II. Positions and Responsibilities of King's College Academic Integrity Policy**

### **A. Student**

The student is responsible for being aware of and following the Academic Integrity Policy as stated in the student handbook; this includes completing the training in academic integrity in the First Year Experience (CORE 090).

In order for faculty members to accurately perform their duty of fostering and evaluating the individual academic progress of each of their students, they need to assume laboratory reports, examinations, essays, themes, term papers, and similar requirements submitted for credit as a part of a course or in fulfillment of a college requirement are the original works of the student. Put simply, a violation of academic integrity is an action where a student tries to violate this assumption of the faculty member.

The following guidelines are intended to help students be aware of and faculty make final decisions about levels of violation and penalty concerning Academic Integrity. Penalties are determined by the instructor, but may be appealed by the student according to the Academic Integrity Policy.

**A low-level violation minimally affects a student's final grade, because the assignment value and/or penalty imposed (such as lowering of a student's grade on the work in question) consist of a small portion of the overall work required for the course.**

Examples of low level violations of academic integrity: A student

1. looks at another student's paper during a quiz.
2. looks at a unauthorized electronic device (e.g. cell phone, computer) for answers during an examination.
3. submits an assignment (e.g. lab report, essay, take-home exam) with some passages nearly identical to another student's.
4. omits necessary citations.
5. uses citations improperly.
6. uses exact wording from a source without quotation marks.

7. provides false information to seek special consideration or privilege (excused absences, postponement of an exam or due date of papers or project, etc.).

**A mid-level violation substantially affects a student's final grade, because the assignment value and/or penalty imposed (such as giving the student no credit for the work in question) consist of a considerable portion of the overall work required for the course.**

Examples of mid-level violations of academic integrity: A student

1. copies from another student during an exam.
2. submits the same work for one course that has already been submitted in another without the permission of all involved instructors.
3. submits an assignment in which several sources have not been properly cited.
4. submits an assignment in which several passages are similar to another student's assignment.
5. provides false information about attending a cultural event.
6. receives or attempts to receive assistance not authorized in the preparation of any work.
7. fabricates data on experiments or sources for research.

**A high-level violation results in a student receiving a grade of F in the course; possible further sanctions may be determined by the Academic Integrity Officer.**

Examples of high level violations of academic integrity: A student

1. uses unauthorized copies of tests, answer sheets, books, notes, calculators, computers, "cheat sheets" or similar means during a quiz or exam.
2. provides false information (including forging signatures on relevant documentation) about completing field hours and/or internships.
3. submits another student's assignment as their own.
4. submits an assignment (e.g. lab report, essay, take-home exam) with a high degree of similarity to another student's assignment.
5. submits an assignment (e.g. lab report, essay, take-home exam) in which significant portions of work have been plagiarized or fabricated.
6. obtains, without authorization of the instructor, answers from another student's assignment (e.g. exam, quiz, computer or paper).
7. takes or attempts to take, steal or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including tests, examinations, grade change forms, grade reports, roll books, reports, etc.
8. attempts to or actually sells, gives, lends, or otherwise furnishes to another student unauthorized assistance in preparation of any work or questions or answers to any examination scheduled to be given at some subsequent date or time offered by the College.

Repeat offenses in any category of violation as monitored by the Academic Integrity Officer may also result in further sanctions.

#### *B. Faculty Member*

A crucial member of the academic integrity process is the individual faculty member. The faculty member is responsible for handling low and mid level violations of academic integrity as informally as possible, yet in accordance with the procedures in this policy. Faculty members should make every effort to resolve the situation individually with the student. Faculty should match the punishment to the offense and are encouraged to emphasize the instructional value of such situations over the punitive. If the faculty member believes a student committed a high level violation of the Academic Integrity Policy the faculty member should give the student an F for the course.

To fulfill their role of upholding academic integrity at King's College, faculty members of the College shall:

1. Be as clear as possible in outlining what constitutes unauthorized outside assistance in a particular class or discipline. Instructors can rely on the methods described in Part I of this policy to delineate unauthorized usage that spans many, if not all, disciplines.
2. Be as clear as possible in describing what citation and referencing practices are to be used for submitted work.
3. Honestly judge the level of the academic integrity violations that occur in their classes into **low-, mid- or high-levels as described above in Part II, A.**
4. Use good judgment when assigning sanctions to academic integrity violations.
5. Make a reasonable attempt to discuss with a violating student both the sanction given and the reason the student violated the rule.
6. Submit an Academic Integrity Report to the Academic Integrity Officer (see Part III of this policy) in all but the most minor cases of academic dishonesty indicating the violation, the sanction, the level of the infraction, and reason(s) for assigning the level in order to respect the adherence of the rest of the student body to the Academic Integrity Policy.
7. Keep all evidence regarding student infractions in a place that will maintain the confidentiality of the student.
8. Engage in practices that minimize the opportunities for students to engage in practices that violate the Academic Integrity Policy. An example would be to proctor online exams.

#### *C. Academic Integrity Officer (AIO)*

The AIO will be a tenured professor or promoted professional specialist faculty member appointed for a period of two years. A faculty member will be nominated for this position by

the Faculty, and this nominee will be confirmed by the Associate Vice President for Academic Affairs/Dean of the Faculty with input from the Vice President for Academic Affairs.

The AIO's responsibilities include:

1. Making sure the Academic Integrity Pledge signed by every King's College student is filed with the Associate Vice President for Student Affairs/Dean of the Faculty.
2. Filing and monitoring all academic infractions and requesting a meeting with any student who receives a compilation of infractions. The infractions that necessitate a meeting between the student and AIO include:
  - Any three low-level violations throughout a student's career at King's College
  - Any two mid-level violations throughout a student's career at King's College
  - Any high-level violation
3. Serving as advisor and consultant for faculty on issues of academic integrity. The AIO will maintain examples of academic integrity violations and different levels of sanctions given that may be used by faculty when considering sanctions. These examples are to be used for reference and clarification. The faculty consulting role of the AIO may involve asking a faculty or staff member for clarification of a submitted Academic Integrity Report, or a clarification regarding a failure to submit an Academic Integrity Report.
4. Placing students whose actions imply a blatant disregard for the College's Academic Integrity Policy into the College Judicial System. These actions may be either 1) a single high-level violation of the Academic Integrity Policy or 2) a compilation of many violations of the Academic Integrity Policy. If a student is placed into the College Judicial System due to a compilation of many non-major violations, the AIO must compile the relevant individual violations into a single high-level violation. For the details of the workings of the College Judicial System, please see that policy. In brief, the AIO can find a student in violation or not in violation of a high-level violation of the Academic Integrity policy and, if found in violation, be subjected to one of the following sanctions:
  - Academic integrity probation
  - Suspension from the College
  - Dismissal from the College

The student can appeal this verdict with a hearing and decide if the hearing and possible re-sanctioning will be conducted solely by the AIO (Administrative Disposition) or by the Academic Integrity Hearing Board (Judiciary Disposition). In either case, the student can be found in violation or not in violation and, if found in violation the sanction cannot

- be more severe than the original sanction. The verdict of either the administrative or judicial disposition can be appealed to the Vice President for Academic Affairs.
5. Investigating claims of students regarding another student violating the Academic Integrity Policy of the College.
  6. Placing a copy of all Academic Integrity Reports in a student's official file in the office of the Associate Vice President for Student Affairs/Dean of Students.
  7. Conferring with the Associate Vice President for Student Affairs/Dean of Students about students who violate both the Academic Integrity Policy and Student Conduct Code of King's College.
  8. In the event that the faculty member accusing a student of violating an academic integrity rule is the AIO:

The Associate Vice President for Academic Affairs/Dean of the Faculty will appoint a designee to meet with the student (see AIO responsibility #2).

The Associate Vice President for Academic Affairs/Dean of the Faculty will appoint him/herself or a designee to serve as AIO if the student is referred to the College Judicial System by the AIO designee.

*D. Academic Integrity Hearing Board*

See College Judicial Process. This is the board made up of three students and two faculty members that hears serious cases of violations of academic integrity if the student decides on Judiciary Disposition of his or her case. Student and faculty members will be appointed to the Academic Integrity Hearing Board on a rotating order from the Student Judiciary and Faculty Judiciary, respectively (see College Judicial Process) provided there is no conflict of interest.

*E. Associate Vice President for Academic Affairs/Dean of the Faculty (AVPAA)*

The AVPAA confirms the Faculty AIO nominee, with input from the VPAA.

*F. Vice President for Academic Affairs (VPAA)*

The VPAA is responsible for giving the AVPAA input in confirming the AIO. The VPAA also provides for the highest level of appeal in the College Judicial System regarding sanctions for high-level violations of the Academic Integrity Policy. The VPAA may interview any person who might have a bearing on the case. The decision of the VPAA will be sent to the AIO, the faculty member, and the student. The Vice President for Academic Affairs also selects members of the Faculty Judiciary. Finally, the VPAA is responsible for providing resources to train the AIO in the completion of his or her duties.

*G. Official Student Advisor*

Once a student has been referred to the College Judicial System, he or she may choose a member of the faculty or staff to act as his or her official advisor (typically the Associate Vice President for Enrollment and Academic Services). Students can, of course, informally seek advice from any faculty or staff member for dealing with the Academic Integrity Officer, Judicial Board, or a sanctioning staff or faculty member.

**Part III. Filing and Monitoring of Student Violations**

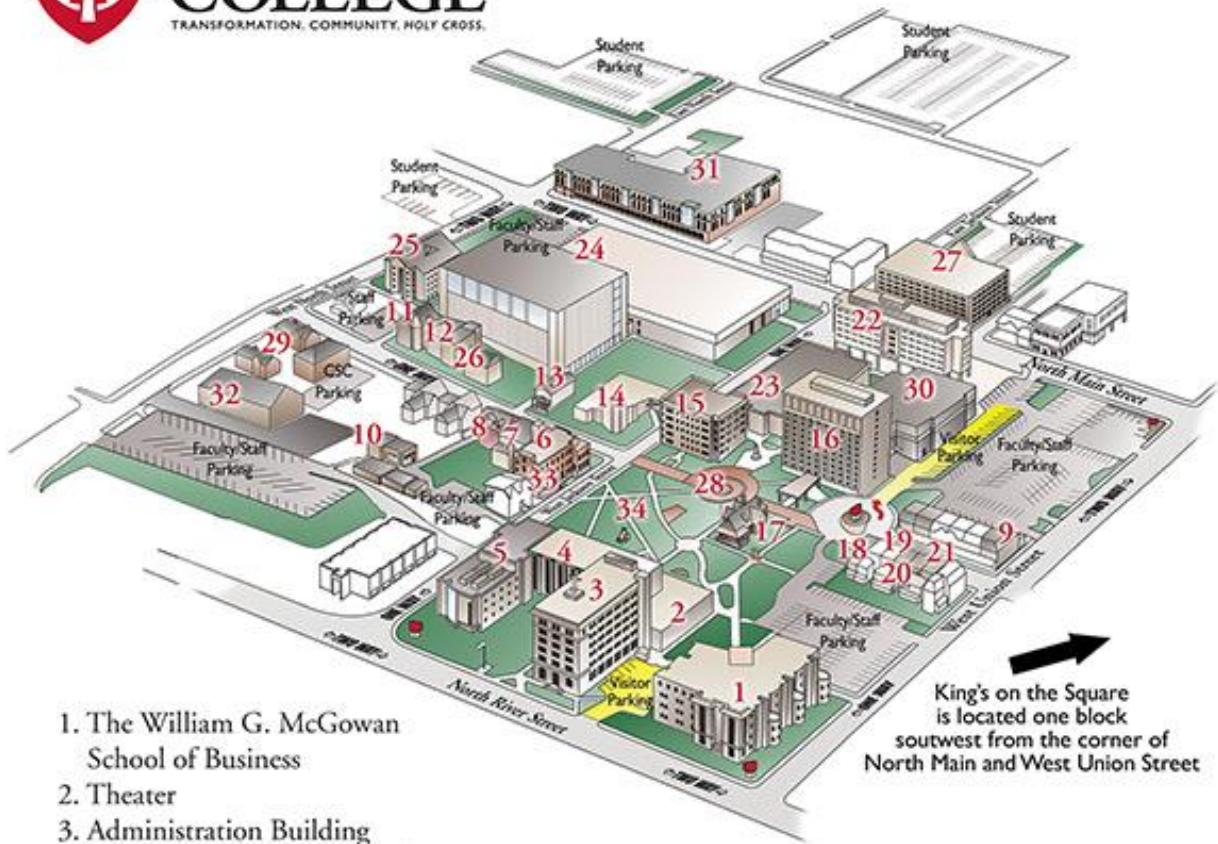
1. Faculty should submit an Academic Integrity Report to the AIO in all but the most minor cases of academic dishonesty. On the form, the instructor describes the violation, the sanction, the level of the infraction, and reason(s) for assigning the level. A place on this form is reserved for a student to agree or disagree with the information, but a student's signature is not required for submission.
2. These forms are kept in a secure file in the office of the AIO. Following the guidelines set out in Part II, section C, #2, the AIO will set up a meeting with the student to discuss his or her infractions. Failure to meet with the AIO can be interpreted as reason for further sanctions by the AIO. The AIO will also place a copy of all Academic Integrity Reports in a student's file in the office of the Associate Vice President for Student Affairs/Dean of Students; a student's file in the office of AVPSA will serve as the official repository for non-registrar student records to be reported out for official requests.
3. If the AIO believes enough violations are in the student's record to imply a blatant disregard for the College's Academic Integrity Policy, the AIO will meet with the student to discuss the imposition of sanctions described in Part II, section C, #4. During this meeting, the student has officially entered the College Judicial System. The results of this meeting (or any hearing requested for appeal) are placed into a student's Registrar file.
4. The Academic Integrity Reports of an individual student will be expunged 4 years after graduation or 4 years after separation from the College, which is same destruction protocol followed for the student's record in the office of the Associate Vice President for Student Affairs/Dean of Students.

## APPENDIX B



**KING'S  
COLLEGE**

TRANSFORMATION. COMMUNITY. HOLY CROSS.



1. The William G. McGowan School of Business
2. Theater
3. Administration Building
4. Mulligan Physical Science Center
5. Charles E. & Mary Parente Life Sciences Center
6. Marie Luksic Hall
7. John J. Lane House
8. Kilburn House
9. Financial Aid
10. Environmental Studies
11. Intern Housing
12. Moreau House/Student Housing
13. Sherrer House
14. J. Carroll McCormick Campus Ministry Center (Chapel)
15. Hafey-Marian Hall
16. Holy Cross Hall
17. Hessel Hall
18. Athletic Recruitment Center
19. Study Abroad and Honors Program
20. Public Relations
21. College Property
22. Esseff Hall
23. D. Leonard Corgan Library
24. Scandlon Physical Education Center
25. Leo Flood Hall
26. Human Resources
27. Alumni Hall
28. Monarch Court
29. Moreau Court
30. Sheehy-Farmer Campus Center
31. Thomas J. O'Hara Hall
32. André Hall (Student Health Center)
33. Office of Campus Safety and Security
34. O'Connor Park