



Kennedy-Western University

Student Handbook

Welcome

On behalf of the entire staff and adjunct faculty team of the University, we would like to take this opportunity to welcome you to Kennedy-Western. We are committed to making your academic journey one that is rewarding and successful. Our staff and faculty are certain that by the time you complete this program, you will have developed a stronger sense of self-confidence, as well as the competitive skills necessary for taking that next step within your career. Our purpose is to maintain a high level of academic integrity, while at the same time providing you with the flexibility and convenience that only distance education can offer. We look forward to working with you.

The purpose of this handbook is to guide you through various processes within the University's system. We suggest that you read through this handbook as soon as possible and contact your Student Advisor with any questions you may have afterwards. The student handbook will give you a descriptive overview of all the aspects of the program, from the first steps to take once you enroll with Kennedy-Western University, all the way through to the graduation process. This guide will be an extremely helpful tool to refer to throughout the course of your education with us.

We wish you luck on your new endeavor,

The Student Services Staff

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General Information

Academic Integrity

Distance-learning is clearly an accepted form of cost-effective education for working professionals. The growth and importance of the Internet is furthering the distance-learning concept daily and making independent study education accessible to more and more individuals. Employers are aware of the fact that attending a classroom university is not possible for a significant portion of their workforce, yet they recognize the corporate benefits that a career-related degree program can bring to their employees. For this reason, over 800 companies such as Hewlett-Packard, 3M, General Electric and General Motors, pay for all or a portion of their employees' tuition at Kennedy-Western University.

Established in 1984, Kennedy-Western University has become one of the largest non-residential degree programs in the country, offering academic quality comparable to that of a traditional classroom university. To ensure the integrity of the University's academic programs, Kennedy-Western has attracted a remarkable group of academicians whose educational credentials meet the highest possible standard. These academicians serve in the capacity of adjunct faculty, and use the same standards they set for students in their own classrooms. In essence, students at Kennedy-Western have the opportunity to work with professors from regionally accredited universities without ever stepping into the classroom.

Kennedy-Western University guarantees that its curriculum is comparable in academic quality and substance to that found in any college or university in the United States. Curriculum, as defined in this statement, includes learning objectives and accompanying textbooks.

The selection of the Kennedy-Western curriculum is central to the University's philosophy of providing the adult learner with quality post-secondary education. The University regularly reviews the curricula of major universities within the United States. As with our textbooks, course offerings are regularly updated to remain current with the most recent trends and theories in higher education.

Student Services

The [Student Services Department](#) assists the enrolled student with all aspects of the program from the first course through Alumni programs.

The dedicated Student Services Staff consists of:

- Department Director
- Student Advisors
- Faculty and Curriculum
- Processors and Administrative Assistants
- Final Paper Processors
- Graduation Review Processor
- Registrar

Student Advisors

As soon as students have completed the Admissions process, they will have a [Student Advisor](#) assigned to them. A Student Advisor is the student's main point of contact throughout the duration of the program and assists with any questions, concerns or problems that may arise. The Student Advisor will contact the student after the first two sets of [course materials](#) have been sent to review the information found in this handbook.

Program Timeframe Requirements

Programs at Kennedy-Western University are self-paced. Self-paced is defined as having no formal required classroom attendance and allowing for academic work to be submitted as personal and professional commitments allow. [Enrollment](#) begins when the student is accepted into the University. This is indicated by the date on the student's [acceptance letter](#).

As stated on the [Certification Page](#), students enrolled in a degree program have up to 18 months from the date of registration to complete degree requirements. Students who are in a [combined](#)/sequential program have up to 18 months per degree program from the date of registration or upgrade to complete degree requirements. Minimum completion time is one academic year per program. An academic year is defined as 9 calendar months.

In the event a student requires additional time to complete their program, a petition may be submitted for an extension. Reasonable circumstances normally result in the approval of petitions. [Program Extension Requests](#) must be submitted in writing to the Student Advisor. [Program Extension Fees](#) of \$100 per month will be applied if students go over the given [timeframe](#).

Correspondence with the University

Please make sure that your name and [student identification number](#) are on all paperwork, checks, transactions, voicemail and e-mail to the University.

Your Student Advisor will contact you shortly after your first two sets of course materials have been sent to introduce themselves and answer any questions you may have about your program. Detailed telephone contact information for key University personnel may be found in the [Phone Directory](#) at the end of this document. Please print this list and refer to it as needed throughout the course of your studies.

Kennedy-Western University's mailing address is as follows:

Kennedy-Western University
501 Marin Street, Ste. 200
Thousand Oaks, CA 91360-4260

Visiting the University

Any student who desires to visit the University during the course of his or her program is encouraged to do so. Kennedy-Western University will reimburse up to \$300 of the student's coach airfare, which will be paid upon the final payment of tuition. This amount does not include traveling expenses or hotel accommodations. The reimbursement is for airfare only. Upon arrival, Students must have their ticket stub or receipt available to ensure efficient processing of the reimbursement. If you are interested in visiting the University, please contact your Student Advisor to make arrangements or to obtain more information.

**PLEASE NOTE: ALL STUDENT VISITS ARE BY APPOINTMENT ONLY
AND MUST BE BOOKED AT LEAST TWO WEEKS IN ADVANCE.**

Conduct of Students

The personal behavior and ethical conduct of each Kennedy-Western University student impacts, positively or negatively, the climate and reputation of the institution. Therefore, it is imperative that each student act with integrity and respect towards all members of the University community at all times.

The following constitutes grounds for disciplinary action up to and including expulsion:

- Cheating or plagiarism in connection with coursework or Final Projects
- Forgery, alteration or misuse of University documents
- Knowingly furnishing misleading or false information
- Obstruction or disruption of the educational process, administrative process or other University functions
- Engaging in lewd, indecent, obscene, threatening or abusive behavior toward a member of the University community
- Soliciting or assisting another toward any act which would subject a student to disciplinary action

Disciplinary Action

In the event a student is caught cheating or plagiarizing the student will be sent a letter from the University Registrar notifying the student that they have been placed on academic suspension.

The student will have fourteen (14) business days from the date they received the letter to respond to the allegation of cheating/plagiarism and to state their grievance in writing to the University.

If a response is not received from the student within fourteen (14) business days, a formal letter of expulsion will be sent to the student.

If a response is received from the student within the fourteen (14) business day timeframe, the Board of Governors will schedule the response for review. The board will reach a decision

based on all of the information provided. If the student wishes to appeal the decision, the student has the final option of requesting a formal disciplinary hearing.

If a response is received from the student after fourteen business days, the student's only recourse for appeal is to request a formal disciplinary hearing.

PLEASE NOTE: DETAILED INSTRUCTIONS ON REQUESTING A FORMAL DISCIPLINARY HEARING ARE AVAILABLE FROM THE REGISTRAR'S OFFICE.

Student Grievance Policy

When a student has a grievance with either an employee or a procedure of Kennedy-Western University, that student should attempt to resolve the matter informally with the employee directly or with the employee implementing the procedure. If a resolution is not made, the next step would be to speak with the direct supervisor in charge. An attempt to resolve the matter should be completed within fourteen (14) business days from the date when the issue first arose. If the University does not provide a resolution within those fourteen business days or the student is not satisfied with the solution, a formal grievance can be placed within ten (10) business days thereafter.

Student grievances must be submitted in writing and signed by the student. The grievance must contain the student's address and phone number, a detailed statement of the issue in question, whether informal procedures were available and completed, and any resolution that was provided. It is the student's responsibility to keep the University updated as to the appropriate address and contact information to use throughout the grievance process.

If the student will be assisted by a lawyer or some other form of legal council, the student must submit the name of the individual and a signed statement authorizing the individual to receive copies of relevant student records and correspondence regarding the grievance.

When the University has received the student grievance, it will be forwarded to the Director of Student Services. That individual will review the grievance and then present it to the Board of Governors. The Board of Governors will review the information provided by the student and will make a final resolution in regards to the grievance. This resolution could be similar to that of the informal resolution, however the Board of Governors' decision is the final decision.

The grievance will be resolved within fourteen (14) business days from receipt of the formal grievance from the student. Once the resolution has been determined, a letter will be sent to the student with a summary of the issue(s) presented by the grievance and a conclusion regarding the resolution of the grievance.

Financial Obligations to the University

Tuition

Tuition is the sole responsibility of the student, notwithstanding any third party arrangements and/or agreements. Tuition does not include textbooks or additional fees. The student may view the pending or satisfied obligation status of their tuition payments on the Kennedy-Western University website by clicking on the following link: http://student.kw.edu/registrar/tuition_status.asp or by clicking on the Registrar link and then going to the Tuition Status link on the left side of the screen. Your Student Identification Number and password are required to log in to the Student Services Website.

All student services are provided on the basis that financial obligations are current. Therefore, services such as Final Examinations, booklists, transcripts and graduation processing will be withheld until all tuition and fee obligations are paid. If the student is unable to make their payment on time, they need to contact their Student Advisor.

The University will withhold services to students with delinquent accounts after 30 days. Students will be suspended for delinquent accounts over 60 days. To reactivate the program within 90 days of suspension, all past due tuition must be made current. To reactivate after 90 days of suspension, a \$50.00 reactivation fee and a \$50.00 reevaluation fee is required. Students will then be reevaluated and will be subject to a possible increase in tuition and/or academic requirements.

Tuition is generally paid on a monthly basis; however, if the student prefers, it may be sent in full to the University just as a student would send a regularly scheduled payment. The University will reflect the payment accordingly in the student's records and they will no longer receive tuition due statements.

Tuition is not transferable. If a student ceases their enrollment in a degree program for any reason, any tuition paid toward their program may not be transferred to another Kennedy-Western University student, either existing or future.

If a student believes that he or she does not owe either all or a part of the unpaid financial obligation, they should contact their Student Advisor. The Student Advisor will review the pertinent information, including any information the student wishes to present. The student will then be advised of any conclusions with respect to the debt(s).

Tuition Reimbursement Statements

If students require a [Tuition Reimbursement Statement](#) for their employer, we ask that they please notify their Student Advisor. To receive a Reimbursement Statement, the course must be completed with a passing grade. Tuition Reimbursement Statements are sent out automatically upon the completion of each course along with the [grade notification](#) sheet.

Supplemental Fees

Supplemental fees are fees that are not included in the student's tuition. These fees are payable at the time of service.

Additional fees may include:

Course Fees:

- [Examination Retake](#)
- [Additional Courses](#)
- [Tutorial Tape Rentals](#)

Final Paper Fees:

- Binding (Mandatory for M.S. & Ph.D. students)
- Final Paper Return (B.S. only-Optional)
- Copyright (Optional)
- [Accelerated Review](#) (Optional - Final Paper only)

Graduation Fees:

- [Graduation Review](#) (Mandatory for all students)
- Attestation of diploma or transcript (Optional)
- [Transcripts](#)

A Student Services Fee slip with current fees can be located on the Student Services Website www.student.kw.edu. Just click on the Administration section and then click on the File Download Center. (Adobe Acrobat Reader software is required to load this form. Adobe Acrobat Reader software can be downloaded from the following website: (<http://www.adobe.com/products/acrobat/readstep.html>)). Once the form has loaded, print the form and fill out all of the required information. Mail or fax it to the address/fax number listed at the bottom of the form.

Student Services Website

The Kennedy-Western University online Student Services site contains both administrative and academic content and utilities. It is very important for students to familiarize themselves with the Student Services Website, as it is an invaluable tool where students will discover a wealth of information that will be very helpful during their program. Click on the following link to view the website: www.student.kw.edu.

Logging on to the Student Services Website

On the first page of the website there is an area to log in. New users will need to create a password. If you are an existing student and have not set up a new password, or you are new to the site, click on the link that says: "If you are a new student, please create your password here." A form will then come up on the screen. You will be asked to enter a password that you will then use to access the Student Services website. Since you are creating a new password, you will need to enter your student I.D. number and last name, and verify your personal information.

As an added safety precaution, when initially creating your password you will be asked to set up a challenge/response phrase, which can be used to retrieve your password if it is lost or forgotten. You specify the question. A good tip is to choose a personal or trivial question where only you would know the answer. If you forget your password, the system will ask you the question you created. If you provide the answer that matches your own question, you will be allowed to change your password. Once you have successfully created a password and filled out the form, you may submit it and proceed to the website. The next time you log onto the website, you will enter the site immediately upon entering your student I.D. and password.

Website Categories

The different sections of the website include:

My Courses: Students can monitor the status and progression of each course in which they are enrolled as they proceed through the program. In addition, students may view course descriptions and [upload](#) their [Proposal/Final Paper](#) under this feature.

KWEL: The Kennedy-Western University Electronic Library (KWEL) is an Internet service offered to Kennedy-Western University students. KWEL is the general heading under which academic and curriculum support content is organized. There are links to helpful resources available on the Internet that offer a vast array of resources outside of Kennedy-Western University, such as: educational sites; government and university sponsored library services; newspaper and publication archives; industry and trade organizations; and research data banks. KWEL allows the student to view sample Final Papers that other students have written as well as find helpful resources.

KWU Community: There are many interesting elements to this component of the Kennedy-Western University website. The KWU Community is an area in which students can log on to various discussion boards and chats and exchange information from their peers and professors. The [Virtual Student Union](#) was designed as a forum for Kennedy-Western University students to exchange ideas and information in a discussion board format. The student union is divided into several topical groups. Students also have the option to start/join a [Study Group](#). Another wonderful aspect to the KWU Community is the [Interactive Online Faculty and Final Project](#)

Chats. These chats are conducted in a real-time format between Kennedy-Western University adjunct faculty and students. Finally, there is an [Open Forum Chat](#) available for students to discuss or share ideas and information with their peers in real-time.

Administration: This is the area where students can request various options including [course materials](#), [Final Examinations](#), and [Tutorial Assistance](#).

Knowledge Base: This covers frequently asked questions and information regarding [Online Testing](#). It also has a section entitled "14 Steps to Matriculation." This is a link that allows the student to download a helpful article on how to successfully graduate from Kennedy-Western University.

Registrar: In this section, students may request changes to courses and personal information, make [tuition payments online](#), and request [transcripts](#) and [Education Verifications](#).

Online Study Groups

[Study Groups](#) are online chats designed for students to join together in study. Kennedy-Western University's staff and faculty members do not moderate these chats. The chat forum provides a means for students to discuss specific courses with other students enrolled in the same course. It gives students assistance in the course and a new perspective on the coursework. The Study Chats are what the Kennedy-Western students make of them.

With the use of a convenient Study Group Calendar, students may create appointments for study group chats that other students can join. Later, when the appointment date arrives, the students who have joined that group can enter into "Study Group Chat" to discuss the selected course material.

Once the student is ready to join a study group chat, they can choose any day on the calendar to create the study group appointment (or to sign up for a session). Once they have clicked on the day, they should then select the course, and set a time. The student will receive a confirmation e-mail shortly after which will contain the link that leads them to the correct study group page. When the day of the session arrives, they should simply click on this link at the correct time and then select "Go to", and they will automatically be entered into the session.

If students have any questions regarding Study Groups they should go to the FAQ site on the Student Services Website, found at the following link: <http://student.kw.edu/kwucommunity/studygroups.asp>. This FAQ page will answer questions on topics such as how to use the calendar, how to create an appointment, and how to delete an appointment.

Online Moderated Chats

Faculty Moderated Study Chats

Interactive online events allow Kennedy-Western University staff and faculty the opportunity to assist students with a number of topics. This type of chat creates a virtual classroom environment. Through participation in these online events, students are able to have their questions addressed in a convenient, real-time forum. Online chats are extremely helpful for a student who wants one-on-one time with their peers and professor. Students have the option to ask questions regarding [course materials](#), [textbooks](#), or even express any concerns they may

be having with the course. The Faculty Moderated Study Chats are currently offered approximately every 4 weeks and are hosted by a specific faculty member in a specific major. Each chat is for a specific major, however, anyone interested in that area of study may join the chat as well.

Please see the home page on the Student Services Website www.student.kw.edu for an up-to-date schedule of upcoming chats. To reserve a spot for an upcoming chat, please send an e-mail to facultychat@kw.edu. Please state which chat you are interested in, your name and your student I.D. number. You will be sent instructions approximately 3-4 days prior to the chat. If students are unable to attend a study group, they may obtain transcripts of previous chat sessions or follow along with chat sessions in progress on the Student Services Website by clicking on KWU Community/Lecture Transcripts.

Final Project Chats

Final Project Chats are offered each month. They are moderated by Kennedy-Western University Final Paper Processors and on occasion, Kennedy-Western University adjunct faculty members. These chats are a great place for students to have questions answered in regards to their Final Project. Students can also find out what questions other students may have in regards to the process. The dates and times for the upcoming Final Project Chats are posted on the homepage of the Student Services website.

To participate, simply e-mail the University at facultychat@kw.edu. Please state which chat you are interested in, as well as your name and student I.D. number. You will be sent instructions on how to log on and join the discussion approximately 3-4 days prior to the scheduled chat.

Open Forum Chat

The [Open Forum Chat](#) is a tool ideal for students who would like to share thoughts, opinions or advice with their peers. Open Forum Chats are not moderated by Kennedy-Western University staff or adjunct faculty. The Open Forum Chat provides a convenient way for students to communicate with one another over the Internet in a real-time format. Open Forum Chats are different from typical discussion boards and e-mail because as soon as a message is posted on the message board, other members that are logged into the Open Forum site can view and respond to the message immediately.

The Virtual Student Union

The [Virtual Student Union](#) was designed as a forum for Kennedy-Western University students to exchange ideas and information. The chats offer the chance for Kennedy-Western University students and alumni to have discussions about a variety of topics ranging from current events in specific industries, upcoming developments in specific fields, course-related topics, and study tips. The Virtual Student Union also offers a unique opportunity for students to voice their opinions regarding juggling a professional lifestyle and the demands of higher education. This website feature can be quite useful for the Kennedy-Western University student.

The Virtual Student Union provides a flexible way for students to join a discussion board anytime of the day, seven days a week. As a Virtual Student Union participant, students may jump into any discussion, voice their opinion or add a helpful comment at any time.

Joining the Virtual Student Union

The Virtual Student Union can be found online at: <http://student.kw.edu/kwucommunity.asp>. Once you are linked to the website, you will see a variety of topics listed. These topics range from Business Minded discussions, to Computer Enthusiasts to even a convenient Job Posting Board.

1. Choose the topic of the discussion board that you are interested in joining. At this point you have entered the discussion board area and have the option to join in on the discussion and post a message, or you can choose to read messages that other students have written.
2. To post a message, look to the right-hand side of the screen and click on "Post new message." You may add any message you desire. However, Kennedy-Western University asks you to please follow the Virtual Student Union guidelines.
3. As a member, there are other options on the right-hand side of the screen that you can explore, such as: Profile, Register, Preferences, FAQ and Search.

Virtual Student Union: Guidelines

Topic. When you post a reply to a message, ask yourself, "Does the subject line describe the contents of my message?" If the answer is no, you probably want to revise your message, modify the subject, or start another thread. Often a topic thread will evolve into a friendly chat on some other unrelated topic. This is good because it's part of what makes these discussion boards active communities. When the discussion has moved away from the original topic to the point that it is likely no longer of interest to the greater community, please move the conversation to e-mail.

Make a contribution. Don't be in a rush to post information. It is recommended that you take your time looking at existing threads and becoming familiar with the issues a group deals with. Read existing articles before posting your question. You may find that your question and its answer have already been posted. This does not imply that you should hesitate to introduce a new thread. We just ask that you follow an existing thread rather than restating a previously voiced topic.

Communicate with the widest possible audience. English is the primary language of the Virtual Student Union groups. Non-English posts are not discouraged, but users should understand that posting in English gives one's message the widest exposure. Users posting non-English messages are encouraged to include a brief English translation.

Be respectful of others. The purpose of these groups is for users to help each other. Please do not disrupt or interfere with the groups. Everyone is entitled to his or her opinion, even if you disagree.

Keep quoted text to a minimum. When quoting a previous post, edit out the non-relevant parts of the message. A good rule of thumb is that there should not be more quoted text than original text. Do not re-post an entire message in order to indicate your agreement. This is known as a "Me too!" message. If you include quoted text in your message, be considerate and clean up the margins and line breaks in the quoted material.

Do not flame or abuse other users. Do not make personal attacks on other users. If you disagree with someone's post, speak to their points and ideas, not to their character. For example, criticism of spelling or grammatical errors in a message is considered flaming. We encourage our members to be interesting and informative. However, do not post anything that is libelous, abusive or hateful, an invasion of anyone's privacy, harmful to other users, or harmful to the educational goals of Kennedy-Western University.

Do not advocate or engage in unlawful activities. Do not use the Virtual Student Union groups for unlawful purposes. Do not post anything that encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, state, national or international law or regulation.

Do not post copyrighted material without permission of the author.

Do not make requests for assistance via e-mail. Do not contact users via e-mail unless specifically requested to do so. The preferred method for seeking assistance or clarification is via the forum. This makes it possible for other people to benefit from the answer to your question as well. In the same vein, do not request that responses be sent to you via e-mail. The information generated in these groups is intended to benefit all parties. If you are asking an on-topic question, the answer to your question will most likely be of interest to others in the group.

Post your question to the single most appropriate group. Do not cross post your message to many groups. If you can't determine which group is the best, say that in your post, and ask someone to suggest which group would be better.

PLEASE NOTE: MESSAGES FOUND IN VIOLATION OF THESE GUIDELINES ARE SUBJECT TO CANCELLATION WITHOUT NOTICE.

Curriculum

Kennedy-Western University prides itself in providing top quality courses prepared by qualified and professional faculty in each discipline. Our faculty, who also teach at major traditional universities, and our efficient curriculum review process, ensure the integrity, quality and credibility of Kennedy-Western University's programs. Our courses, exams, textbooks and faculty are the same as those utilized in recognized traditional universities. In addition, as soon as we learn of a change in the status of one of our [textbooks](#), whether it is out of print, discontinued or available in a new edition, we immediately require a text replacement and [course revision](#). Students that are currently [active](#) in the existing course continue with the same textbook, materials, and curriculum, but all students who have not yet begun their study are automatically bumped up to the next version of the course, in which they utilize updated textbook(s) and/or course materials.

Course selection should be tailored to the student's career objectives and/or personal goals. All current courses are listed in the Course Description Catalog. The catalog can be downloaded from the student website at: <http://student.kw.edu/administration/filedownload.asp>.

Course Approvals

A faculty member will contact all Bachelor-level students in the Engineering and Computer Science majors to review course selection and ensure that the math requirements can be met. Please allow extra time for this process. Engineering majors in all fields except Safety Engineering and Quality Control must be proficient in Calculus, depending on the coursework selected. If math competency is determined to be less than that required to successfully complete coursework, the faculty member may suggest either a fundamental course or a refresher course in Pre-calculus, Calculus or Statistics and Probability.

Prerequisites may or may not be necessary depending on the student's skills and background. For Safety Engineering and Quality Control students, proficiency must be demonstrated in Statistics and Probability in order to successfully complete the coursework. To assist students with the mandatory skills, [tutorial video rentals](#) are available for Calculus 1 and 2 and Statistics. The rental cost is \$25.00 for two weeks. To rent the Calculus videos please contact the Tutorial Processor at 1-800-635-2900, ext. 225. To pay for the rental, please download and complete a [Student Services Fee slip](#) from the website and fax it to the Tutorial Processor at 805-379-1092.

Course Materials

The course materials for the first two courses are automatically sent upon completion of the enrollment process. However, those students requiring course approvals must allow extra time before receiving course materials. These course materials include the course outline, [textbook information](#), the [Practice Examination](#) and answers.

PLEASE NOTE: KENNEDY-WESTERN UNIVERSITY E-MAILED COURSE MATERIALS ARE CURRENTLY DELIVERED IN .ZIP FORMAT. TO UTILIZE THE MATERIALS, YOU WILL NEED TO HAVE WINZIP SOFTWARE INSTALLED ON YOUR COMPUTER. THIS SOFTWARE IS FREE, AND IS AVAILABLE FOR DOWNLOAD. PLEASE LOOK TO THE [FILE DOWNLOAD CENTER](#) SECTION OF THE KENNEDY-WESTERN UNIVERSITY STUDENT SERVICES WEBSITE FOR MORE INFORMATION.

THERE IS ALSO A POSSIBILITY THAT .ZIP ATTACHMENTS COULD BE BLOCKED BY A NETWORK FIREWALL. BEFORE SIGNING UP FOR E-MAIL DELIVERY OF COURSE MATERIALS, PLEASE CHECK WITH YOUR SYSTEM ADMINISTRATOR TO DETERMINE WHETHER .ZIP ATTACHMENTS CAN BE RECEIVED.

The University is continually updating courses and textbooks. Students should expect that course descriptions and texts could be revised at any time in any section of the curriculum. For this reason, textbooks and course materials will only be assigned for two courses at any one time. This ensures that the student will receive the most current textbooks for every course. Students may elect to study one course at a time, or they may study for both courses simultaneously.

PLEASE NOTE: THOSE STUDENTS WHO HAVE TAKEN MORE THAN 120 DAYS TO COMPLETE A SINGLE COURSE MUST CONTACT THE UNIVERSITY TO CONFIRM THE STATUS OF THE COURSE.

Course materials must be received before proceeding with any course or before purchasing textbooks. Even though a student is enrolled in a course, it does not mean that they are active in the course. [Enrollment](#) in a course indicates that the student has selected the course(s) on their course selection sheet. For a student to be [active](#) in a course, they must have received the course materials that are sent from Kennedy-Western University. Course materials may not be sent when the course is under [revision](#). Click on the following link to request course materials: http://student.kw.edu/administration/reg_coursematerial.asp.

PLEASE NOTE: IT IS THE STUDENT'S RESPONSIBILITY TO REQUEST SUBSEQUENT COURSE MATERIALS. COURSE MATERIALS WILL NOT BE SENT AUTOMATICALLY AFTER THE INITIAL TWO COURSES.

All Kennedy-Western University courses are the equivalent of 3 units unless otherwise noted. Students may take extra courses after the required courses for their major are satisfied. The tuition fee for additional courses is \$300 per course.

Practice Examination

The Practice Examination is an abbreviated version of the Final Examination. It consists of the types of questions students may expect to find on the Final Examination. The answers to the Practice Examination are included so that students may check their proficiency. The Practice Examination is not to be turned in; it is merely a means of measuring progress and providing results that would indicate areas requiring improvement or further concentration. Many students use the Practice Examination as an indicator of their readiness for the Final Examination.

Textbook Information

Kennedy-Western University faculty members actively participate in our curriculum reviews and textbook selection. These processes are integral to the development of curricula as well as the maintenance of quality courses. Our group of curriculum reviewers considers every course offered by Kennedy-Western University and selects textbooks currently in use at traditional universities throughout the country. The reviewers critique the curriculum in regards to appropriate, applicable and current information based on modern trends, new legislation and curriculum requirement changes.

Kennedy-Western University does not provide textbooks. Students may purchase textbooks through our [University Book Vendor](#), who is familiar with all of our curriculum requirements. To offer added convenience for our students, the University's textbook vendor's website is linked to the Kennedy-Western University Student Services website.

Students also have the option to purchase their textbooks at any bookstore that participates in textbook sales. When ordering from an unauthorized bookseller, please ensure that all of the textbook information matches what was provided in the course materials, including the textbook title, author(s), publisher(s), [ISBN #](#)'s, and edition.

In order to ensure that the educational materials are the most current editions available, students will receive text information for only two classes at a time. When they submit an exam request for the second course, they may request the course materials for the subsequent two courses. It is important not to purchase textbooks for a course until the receipt of the corresponding course materials. This measure prevents students from purchasing a book for a course that is under revision or unavailable. The textbook information for each course is located on the first page of the Kennedy-Western University course outline.

Textbook Vendor Information

We have contracted with one of the largest mail order textbook vendors in the country, a reputable bookseller that currently serves thousands of individual students nationwide. The company is [MBS Direct](#), a wholly owned subsidiary of MBS Textbook Exchange, Inc., one of the largest distributors of used and new books in the nation. With over 7 million books in their Columbia, Missouri facility, they created the MBS Direct program to help us provide our students with easy and convenient access to books and supplemental materials.

In effect, our relationship with MBS Direct enables students to get their books directly from the vendor's inventory. This means they have more control over their textbook orders, more options on the delivery of their books, and assurance that their books will be available when they need

them. This ultimately results in cost savings, convenience, reliability and better service for our students.

Here's how it works:

- MBS Direct maintains a current list of our courses and the books/materials for those courses.
- Students access the Virtual Bookstore at <http://www.mbsdirect.net/> and select their school name, site or program and course number, or they may call MBS Direct at 800-325-3252 to order the books.
- Payments are made through credit card: Visa, MasterCard, Discover, or American Express.
- Most orders are shipped within 24 hours.
- MBS operators are available to take your call as follows:

Monday-Thursday, 7:00a.m. to 10:00p.m.
Friday, 7:00a.m. to 6:00p.m.
Saturday, 8:00a.m. to 5:00p.m.
Sunday, 12:00p.m. to 4:00p.m.
(CST)

We recommend that students order via the Virtual Bookstore for convenience and cost savings. The Virtual Bookstore can be accessed 24 hours a day, 365 days a year. In addition, students receive a 20% discount on UPS air shipping.

We recommend that students keep the URL listed above in a convenient place for easy access when they are ready to place their textbook order. MBS Direct will inform students of the availability of used books and optional materials, and will allow them to determine the best method for shipping.

USED BOOKS: While students may purchase new books, MBS makes every effort to maximize the number of used books available, providing students in upwards of a 25% savings.

DELIVERY: Textbooks are delivered via UPS by one of three methods: Ground, Second Day Air, or Next Day Air. The student pays the current UPS rate based on weight of the package and where the package is being shipped. Federal Express and Priority Mail are also available.

TEXTBOOK BUYBACK: The MBS website is provided for students wishing to sell their books back upon completion of a course www.mbsdirect.net. Students interested in selling books back may do so by contacting MBS to determine the current value of the book. MBS will send a check directly to the student for the value of any books they purchase from the buyback.

PLEASE NOTE: HAVE THE ISBN NUMBER READY WHEN CORRESPONDING WITH THE TEXTBOOK VENDOR. THE ISBN NUMBER IS A UNIQUE IDENTIFICATION NUMBER MARKED ON THE BACK COVER OF EVERY BOOK. THIS IDENTIFYING NUMBER WILL ENSURE THAT YOU RECEIVE THE CORRECT BOOK AND EDITION FOR THE COURSE.

Courses Under Revision

The University is continually upgrading the textbooks used in each curriculum. This is done to provide students with the most current reading material available in subject areas that are constantly changing as a result of technological changes in the respective disciplines. Therefore, the University reserves the right to modify its courses through additions or deletions as new texts are adopted. To keep our course materials and textbooks current, courses are periodically revised. The completion time for this process varies.

If students choose not to wait until the revision has been completed, we recommend that they select a different course in which to enroll. Please visit “Change Coursework” on the website in the Registrar section for more information on this feature: http://student.kw.edu/registrar/change_coursework.asp.

However, if a student chooses to wait for a revised version of a course, they will be responsible for watching for the release of the new version on the website. Once the revision of the course is complete, the student must request the course materials to be sent to them via mail or e-mail.

PLEASE NOTE: COURSE MATERIALS ARE NOT SENT AUTOMATICALLY AFTER THE COURSE REVISION IS COMPLETE; THE STUDENT’S REQUEST IS REQUIRED.

Optimal Method of Study

Kennedy-Western University recommends that students begin their study by reviewing the course outline for each course. The course outline will describe the optimal method of study and inform students of what to expect on the Final Examination. Students should first read or scan through the course text lightly from cover to cover. This will give them a sense of the depth and breadth of the test material and of the author’s perspective. This method will allow the material to become part of their subconscious memory so that it will be easier to understand and remember when they later study the information in depth.

In addition to the above, and to prepare students for the [Final Examination](#), Kennedy-Western will provide a [Practice Examination](#). Remember that if you encounter difficulty during your coursework, request [Tutorial Assistance](#) on the Student Website in the Administration Section.

Tutorial Assistance

Tutorial Assistance allows students unlimited, one-on-one assistance with the faculty. It provides students with the opportunity to discuss any questions regarding course content or Practice Examinations. Students are encouraged to contact the University if their studies are hindered by queries relating to the course materials or textbook(s). All queries are fielded through Kennedy-Western University.

PLEASE NOTE: STUDENTS ARE NOT PERMITTED TO CONTACT THE FACULTY WITHOUT FIRST REQUESTING TUTORIAL ASSISTANCE FROM THE UNIVERSITY.

Upon receiving a request for tutorial assistance, we contact the faculty with pertinent information and it is then the faculty’s responsibility to contact the student within one 1 to 5 days via phone, fax or e-mail and answer the questions promptly and efficiently.

PLEASE NOTE: IF THE FACULTY DOES NOT CONTACT THE STUDENT WITHIN 5 WORKING DAYS THE STUDENT SHOULD CONTACT THE TUTORIAL ASSISTANCE PROCESSOR AT 800-635-2900 X. 225.

Tutorial Assistance is available both for courses and the Final Project on the website in the Administration section: <http://student.kw.edu/administration/tutorialassist.asp>. Tutorial Assistance is available for a course up to the point of requesting the Final Examination. Tutorials are permitted after Final Examinations only in the instance of a failed exam. In the event that the student is requesting Tutorial Assistance for a failed exam, they should contact the Tutorial Processor at the above number.

Change of Coursework

A change of coursework offers a student the opportunity to exchange courses from within the student's major. A student also may petition to add a new course from outside their major for an additional course fee of \$300.00. When a student selects a course from outside their major it will not count towards the degree requirements.

Students may request a change of coursework on the Student Services Website. This petition is subject to approval. You may access the website by clicking on the following link: <http://student.kw.edu/registrar.asp>.

Change of Major

Students may request a change of major. Changing majors outside of the original department requires a re-evaluation, additional fees, and updated documents. Students may be subject to an increase in tuition and academic requirements.

Students may request a change of major on the Services Website. This petition is subject to approval. You may access the website by clicking on the following link: <http://student.kw.edu/registrar.asp>

PLEASE NOTE: UPON ENROLLMENT IN A KENNEDY-WESTERN UNIVERSITY PROGRAM, THE STUDENT IS NOT PERMITTED TO CHANGE THEIR DEGREE LEVEL.

Final Examinations

Final Examinations are required for all courses. The entire course grade is determined by the Final Examination grade. Each course has one Final Examination covering the required course material. Exams consist of a combination of multiple-choice and true/false questions. However, at the graduate level, some exams may consist of essays, case studies or analyses. At the doctorate level, all exams will consist of essay questions. There is no set format for a Final Examination, but it is usually similar to the [Practice Examination](#).

Please make certain that the textbook title(s), author(s), and ISBN Number(s) of the textbook(s) indicated on the exam match that of the textbook for your course. In the event there is a discrepancy please contact your Student Advisor immediately.

Once students have completed their study for the first course, they may request their Final Examination on the Student Services website http://student.kw.edu/administration/exam_req.asp in the Administration section. They can usually choose between two convenient methods for taking their course exam: [Proctored Examinations](#) or [Online Testing](#).

PLEASE NOTE: IT IS THE STUDENT'S RESPONSIBILITY TO ENSURE THAT THE CORRECT FINAL EXAMINATION IS REQUESTED AND RECEIVED FOR EACH COURSE. IF YOU HAVE RECEIVED AN EXAMINATION THAT DOES NOT MATCH YOUR COURSE INFORMATION, CONTACT YOUR STUDENT ADVISOR IMMEDIATELY.

Proctored Examinations

Due to the nature of our program, it is required that all Final Examinations that are not available in an online format be administered and monitored by a proctor. The proctor will sign a document verifying that the student has not exceeded the time limit for the exam nor used materials other than those allowed during the testing process.

A [proctor](#) may be a supervisor, librarian, local teacher or clergyperson. Proctors do not need to possess advanced degrees in order to administer Kennedy-Western University examinations. Kennedy-Western University stipulates that subordinates, family members, personal friends or other Kennedy-Western University students are not eligible to proctor the exams. Requests for Proctored Examinations will be processed within 48 hours upon receipt of the student's request and sent directly to the chosen proctor. These exams must be administered within 10 days after the date of receipt.

PLEASE NOTE: IT IS THE STUDENT'S RESPONSIBILITY TO NOTIFY THE UNIVERSITY IF THEIR PROCTOR DOES NOT RECEIVE THE EXAM MATERIALS WITHIN 7-BUSINESS DAYS OF THE EXAM REQUEST DATE OR, IF FOR ANY REASON, AFTER THEIR PROCTOR RECEIVES THE EXAM, THE STUDENT IS UNABLE TO TAKE IT WITHIN THE 10-DAY TIME LIMIT.

IF THE EXAM THAT IS E-MAILED TO THE PROCTOR HAS ANY ERRORS OR PROBLEMS PLEASE CONTACT YOUR STUDENT ADVISOR. IN THE EVENT THAT THE EXAM DOES NOT HAVE AN ANSWER SHEET, ANSWERS SHOULD BE WRITTEN ON THE EXAM OR ON A SEPARATE PIECE OF PAPER.

Upon completion of the exam, the proctor is responsible for returning the exam materials, associated answer sheets and the proctor verification statement to the University for grading. We request that the proctor retain a copy of the student's exam answers and Proctor

Verification Form until the student receives the grade notification sheet. All exams must be completed within 10 days of receipt. The return date is located on the My Courses page of the student website. Students requiring additional time may request an [Examination Extension](#) through their Student Advisor.

PLEASE NOTE: FAILURE TO RETURN THE EXAM WITHIN THE TIMEFRAME STIPULATED WILL RESULT IN AN AUTOMATIC FAIL.

Once the University has received a student's completed Proctored Examination, it is then forwarded to the Exam Processor. Grading time varies with each exam. Exams that have been sent to a faculty member for grading require 3 to 4 weeks. The graded Proctored Examinations will be returned to the student along with the grade notification sheet, which includes percentage, letter grade and grade points for the course. In the event that a student wishes to **challenge their grade**, they will be required to submit a copy of the exam to the University along with the challenge within 30 days of receipt of their grade.

PLEASE NOTE: STUDENTS ARE REQUIRED TO RETAIN EACH EXAM WITH THEIR RECORDS FOR THE DURATION OF THEIR PROGRAM.

Online Testing

The second method of taking exams, if available for the particular course, is with Kennedy-Western University's proprietary Online Testing Software. Online tests do not require a proctor. Currently, Online Testing is available for all Bachelors' level courses and a majority of Master's level courses. Please refer to the course materials, or the My Courses section on our student website, to find out which courses have online exams.

Students receive the Online Testing Program from Kennedy-Western University. Students must install this program on their PC in order to take online exams. The software is also available for download on the website at: <http://student.kw.edu/knowledgebase/welcome.asp>.

Students request their exam from the website under Administration. The exam is subsequently forwarded to the student via e-mail. The student then **imports** the test with the Online Testing Program. The Online Testing Program features encryption, randomization and audit and time controls to help ensure the validity of the testing process. Upon completion of the exam, the Online Testing Program forwards the exam to Kennedy-Western University via e-mail. Only then will the Online Testing Program grade the exam for the student.

The Online Testing Program contains two sample tests to help students familiarize themselves with the software. It is highly recommended that students take at least one of these sample tests so that they can get a feel for the Online Testing experience.

The student must ensure that they will be free from all interruptions before they open the Final Examination that has been e-mailed to them. Once the Final Examination has begun, the exam runs throughout its duration and closes out when the time expires, regardless of whether the student has completed their online exam or not. Similar to Proctored Examinations, students are required to complete and return Online Tests within 10 days of receipt.

Each online test is comprised of questions and text-specific references by chapter. Graphic and audio materials may also be integrated to enhance the test content. Online test content follows the same guidelines provided under the [Final Examination](#) section of this handbook

PLEASE NOTE: AN INTERNET CONNECTION IS REQUIRED FOR ONLINE TESTING REQUESTS AND DELIVERIES. HOWEVER, THE EXAM IS TAKEN OFFLINE VIA THE ONLINE TESTING SOFTWARE.

Detailed troubleshooting information and Frequently Asked Questions for the Kennedy-Western University Online Testing Software can be found on the Student Services Website under Knowledge Base. Please refer directly to this resource with any questions or concerns. It is important to review the information for Online Testing in the [Knowledge Base](#) section on the website before requesting an exam. Information regarding system requirements, and detailed information on importing, taking, and returning the exams is included on the website.

If students choose to take their exam from a different computer than their usual location, they must install the Online Testing Software on that computer. Then, they must change their e-mail address on the student website, in the Registrar section, to the address to which they would like the exam to be sent. They may then submit their request for the exam. Once the exam is received and imported successfully, they may go back to the website and switch their e-mail address back.

PLEASE NOTE: THE ONLINE TESTING SOFTWARE CAN BE DOWNLOADED FROM THE “FILE DOWNLOAD CENTER” IN THE ADMINISTRATION SECTION OF THE STUDENT WEBSITE. STUDENTS MUST VERIFY THAT THEIR SOFTWARE IS THE CURRENT VERSION. THE WEBSITE PROVIDES SOFTWARE PATCHES TO UPGRADE IF NECESSARY.

When the test is completed, the student will send it back via the Internet Direct Connect option or by e-mail. An e-mailed confirmation from Kennedy-Western University will then be sent to the student within twenty-four hours. This message will include a confirmation number that must be entered into the program in order to obtain a grade report. After selecting the ‘Edit/ Confirm KWU Test Receipt’ option, copy the confirmation number from the e-mailed confirmation of your grade results (highlight it and press <ctrl+c>, and paste it into the Online Testing program (<ctrl+v>).

Do not re-[import](#) an exam over an existing exam until that exam’s status reads “Finished and Graded”. Doing so will result in the inability to print out a grade report.

PLEASE NOTE: IN THE EVENT THAT THE TEST IS RE-IMPORTED, IT WILL BE WITHIN THE UNIVERSITY’S DISCRETION TO DETERMINE THE EXAM’S OUTCOME ON A CASE-BY-CASE BASIS.

Resending A Completed Online Test

If a situation occurs where the student needs to resend a completed Online Test and experiences problems resending the completed exam through the Online Testing Program, they are required to follow the instructions below to manually resend the completed exam.

- Create a new e-mail addressed to StudentOLT@kw.edu.
- Go to Insert File, or the attachment paperclip.
- Look in the C:\ Drive, go to Program Files, Kennedy-Western University, Online Testing, and then double click on the file that contains the exam you wish to send.
- A blue box with the letters “OLT” will appear with your student I.D. number at the end of the file name. As an example, the attachment could read “cNBUS100v6s0000000”.
- Insert the file into your e-mail and select Send.

If you are experiencing difficulty in returning your exam, contact the Examination Processor at 800-635-2900 ext. 136

PLEASE NOTE: UNDER NO CIRCUMSTANCES SHOULD YOU ATTEMPT TO RE-IMPORT THE EXAM. RE-IMPORTING WILL RESULT IN THE LOSS OF YOUR PREVIOUS TEST RESULTS.

Grading System

The University uses the following grading system:

A= Excellent	90% and above	4 grade points
B= Above Average	80-89%	3 grade points
C= Average	70-79%	2 grade points
F=Fail	69% and below	0 grade points

PLEASE NOTE: A GRADE BELOW C IS A FAIL. PASS GRADES ARE NOT INCLUDED IN THE CALCULATION OF GRADE POINT AVERAGES. HOWEVER, PASS GRADES DO RECEIVE COURSE CREDIT.

Retaking an Exam

It is not the policy of the University to allow students who have received a passing grade to retake their exams. If the student would like to review the exam with the professor who graded it, Kennedy-Western University will make arrangements for the student to speak with this faculty member through the form of a [grade challenge request](#).

If a student does not receive a passing grade, the student may re-take the exam when they feel more confident about the material. The retake grade will reflect a "P" for Pass or an "F" for Fail. Pass grades will receive credit for the course.

Should the student fail to receive a passing grade on the re-test, they will be required to take a different course. Re-take exams are limited to 40% of a student's overall coursework. If you are unable to calculate this percentage, please contact your Student Advisor. Students exceeding this ratio must complete an additional course in which they obtain a letter grade.

If students require a letter grade for graduation requirements, reimbursement purposes or if they fail the make-up exam, they will be required to take another course from their major for an additional \$300.00 fee. All retake exams must be taken with a proctor. The student must submit another request for the exam form, a proctor mailing label, and a fee slip for the retake fee of \$50.00.

PLEASE NOTE: ONLY ONE RETAKE IS ALLOWED PER COURSE, AND THE TOTAL RETAKES CANNOT BE MORE THAN 40% OF THE STUDENT'S TOTAL COURSES.

Grade Challenges

In the event that the student wishes to contest or dispute a graded exam, they may submit a [grade challenge](#). A grade challenge is a request to have an exam re-evaluated by the faculty member regarding areas that the student believes to have been graded inaccurately. The student is responsible for submitting proof documenting that their answers are correct. This is done by taking a Xerox copy of the paragraph(s) from the text supporting the answer(s), indicating which problem they correspond to, and presenting a short written case for them if they feel it is necessary. The faculty member who graded the exam will review the challenge and will notify the University if a grade challenge results in any warranted additional points being awarded to the student with a clear explanation as to how and why the determination was reached. As a matter of policy, the decision of the faculty member is final. The University notifies the student within 3-4 weeks of any change in the original score that would indicate a different letter grade.

To submit a grade challenge:

1. Photocopy the page(s) in the textbook that substantiates the answer that was marked incorrect.
2. Highlight the applicable information on the photocopied page(s).
3. Photocopy your answer(s) to the exam.
4. Include in memo format detailed information to support the reasoning for each of the problems with the question(s).
5. Enclose a copy of your exam.
6. Send all of the above to:

Kennedy-Western University
Attn: Tutorial Processor
501 Marin Street, Ste. 200
Thousand Oaks, CA 91360-4260

Final Project

All Kennedy-Western University students are required to complete a Final Project, which includes an approved Final Paper Proposal and a Final Paper. Students enrolled in a Bachelor's degree program are required to complete a Final Paper, those enrolled in a Master's degree program are required to submit a [Thesis](#), and Doctorate-level students are required to write a [Dissertation](#). In this document, the terms "Final Paper Proposal," "Proposal" and "Final Paper" apply to all degree level Final Projects: the Final Paper, Thesis and Dissertation.

The grading of the [Final Paper Proposal](#) and [Final Paper](#) is on a Pass/Fail scale only. However, a student may request a letter grade in order to obtain corporate tuition reimbursement. For this purpose, a letter grade can be assigned. If a letter grade is desired it must be requested at the time the paper is submitted for review. The grade will not be included in the overall G.P.A., nor will it appear on the official transcript.

Students may begin working on their Final Project as soon as they enroll in the program. The University suggests that students complete two courses before beginning the Final Project. This allows students the opportunity to become familiar with the coursework portion of their program. Upon completion of the first two courses students should request [The Final Paper Guidelines](#) handbook or CD for the [Final Project](#).

Planning Your Paper

Topic Selection

Students may select a topic of their choice, keeping in mind that it must be related to their specific major. Company projects can be acceptable and meet Final Project requirements if the project is done exclusively by the student and within the time frame of their academic study at Kennedy-Western University. Students should consider choosing a subject that they are already familiar with or that is perhaps related to their professional responsibilities. A new or unfamiliar topic may cause significant delays in the completion of the paper. Students are encouraged to choose a topic that interests them, perhaps one that they can discuss knowledgeably for at least an hour.

Students are required to request [Tutorial Assistance](#) before starting the writing process. This allows the faculty to assist with the Final Project topic selection and helps students avoid extensive research on a topic that may be too broad or too narrow in scope. All Tutorial Assistance must be filtered through the University. Students may not contact faculty directly.

All Final Projects must be original works and must be written either concurrent with coursework or subsequent to coursework. Final Projects that are any type of collaborative effort may not be used since the Final Paper must be entirely the student's own work. The material must be presented according to Kennedy-Western University's Final Paper standards and guidelines.

Data Collection

After the topic has been selected, students should consider creating both a hard copy and an electronic file to collect information on their subject. They should gather any related information that comes across their path such as newspaper clippings, magazine or journal articles, website links, books, interviews, documentaries, etc. They should review the collected material to screen out duplicate information and to help narrow the scope of their topic. These files will become valuable resources for writing the paper and developing the reference list.

Formatting Your Paper

Students who are ready to begin working on the Final Project should request the [Final Paper Guidelines](#). This comes in a handbook or a CD and is a useful tool that provides guidelines, detailed format instructions, a work plan checklist and examples of each section of the Final Project.

Students who have misplaced the Final Paper Guidelines CD or handbook should contact the Final Paper Processor at 1-800-635-2900 ext. 285 or ext. 292 to request a replacement copy. Any papers that do not conform to Kennedy-Western University's guideline requirements will be rejected. Therefore, it is imperative for students to become familiar with and adhere to Kennedy-Western University's guideline requirements.

The minimum number of required pages for each Final Project is as follows:

- Bachelor of Science – Final Paper – 75 pages
- Master of Science – Thesis – 100 pages
- Doctor of Philosophy – Dissertation – 150 pages

Only the text between Chapters 1-5 contributes to the page length requirements; front/end matter, tables, charts, figures, or graphs, etc. do not apply. Students may view sample Final Papers on our student website at: <http://student.kw.edu/kwel/finalpaper.asp> or by navigating to www.student.kw.edu, clicking on KWEL, and clicking on Student Final Papers.

Assistance With The Final Project

Any time students have questions or concerns regarding their Final Project, Kennedy-Western University encourages them to contact the University.

For *format* related questions, please contact the Final Paper Department at 1-800-635-2900 ext. 285 or 292.

For *content* related questions, please request Tutorial Assistance and a faculty member will contact you. [Tutorial Assistance](#) is available on the website under the Administration section: <http://student.kw.edu/administration/tutorialassist.asp>.

Elements of the Final Paper/Proposal

The Final Project is submitted in two stages: the Final Paper Proposal and the Final Paper. The proposal is an introduction to the topic, a review of related literature and a description of the research methods employed in the paper. The Final Paper includes all of the elements of the proposal with the addition of a data analysis and conclusion/recommendation section.

Final Paper Proposal Consists of:

Title Page
Table of Contents
Chapters 1- 3
Bibliography

Final Paper Consists of:

Title Page
Abstract
Table of Contents
Chapters 1- 5
Bibliography

Submitting the Final Project

The Final Paper Proposal and Final Paper can be submitted to Kennedy-Western University for approval in one of two ways:

Electronic upload – A student should [upload](#) one complete file only (all documents within the Final Project) instead of sending individual documents. A student can upload their project on the student website: www.student.kw.edu. Click My Courses, Final Project and follow the instructions provided.

By mail - submit a hardcopy (on paper) with a copy saved on a 3 ½” disk or CD-ROM.

Mail to:

Kennedy-Western University
501 Marin Street, Ste. 200
Thousand Oaks, CA 91360
Attn: Final Paper Department

Final Paper and Proposal Review Process

The timeframe for the review process can take up to 8 weeks. For the student’s convenience, an optional accelerated review of the Final Paper is available. The [accelerated review](#) reduces the review time to approximately 3-4 weeks. There is an associated fee for this option. Contact the Final Paper Processors for the amount of the fee.

PLEASE NOTE: THE PROPOSAL REVIEW CANNOT BE ACCELERATED.

The Final Paper Proposal Review

The Final Paper Proposal must be reviewed and approved before the Final Paper can be submitted. Upon receipt, the proposal is initially reviewed by a Final Paper Processor to verify that all format requirements have been met. If the proposal meets the University’s format requirements, it is forwarded to a faculty member for content review. Moreover, the proposal is sent to an anti-plagiarism service to ensure that the student’s sources have been properly cited. Once the proposal is accepted, the student may resume writing the remaining two chapters of the Final Paper. Students will receive all comments from these reviews by mail.

Final Paper Review

After the Final Paper Proposal is approved, students may submit the Final Paper. The Final Paper is subject to the same review process as the proposal. Upon approval of the Final Paper and completion of all required coursework, students will automatically proceed to the graduation review.

Final Paper or Proposal Revisions

If the Final Paper Proposal and/or Final Paper is/are rejected for format or content revisions, students must incorporate the necessary corrections to raise the project to the University's standards. The student must continue to submit their work for review at each stage until it they have attained the University's approval. The Final Project is considered complete only when both the Final Paper Proposal and the Final Paper are approved.

Graduation

Once the student's coursework is complete and Final Project has been approved, a [graduation review](#) will automatically be conducted to ensure they have met all of their degree requirements. Please allow approximately 2-4 weeks for the graduation review process.

Graduation Requirements

The following criteria must be met before the student's graduation request is processed:

- All financial obligations must be met.
- Kennedy-Western University must have possession of the student's official transcripts.
- All required coursework must have been completed.
- All required courses must have been taken within the student's major.
- Pass grades must be no more than 40% of coursework.
- The Final Paper must have been approved.
- All Program Extension Fees must have been paid - see [timeframe](#).

PLEASE NOTE: PHOTOCOPIES OF ORIGINAL [TRANSCRIPTS](#), WHICH MAY HAVE BEEN USED TO EVALUATE THE ADMISSIONS APPLICATION, ARE NOT CONSIDERED OFFICIAL. OFFICIAL TRANSCRIPTS MUST BE RECEIVED IN A SEALED UNIVERSITY/COLLEGE ENVELOPE FROM THE UNIVERSITY/COLLEGE DIRECTLY.

In the event that all of the requirements have not been fulfilled, the student will be notified by mail. Once these requirements have been satisfied, the student will be sent a Graduation Statement to sign. The day the signed [Graduation Statement](#) is received by Kennedy-Western University is the student's official [Graduation Day](#).

Graduation Ceremony

Although there is no formal [graduation ceremony](#), a private ceremony is available upon request. The ceremony takes place at Kennedy-Western University's Southern California location. The fee for the private ceremony is the responsibility of the student. Guests may be invited. Contact the Registrar at 1-800-635-2900 ext. 281 for more details or to schedule a graduation ceremony.

Transcripts

Transcripts may be issued on an interim basis or after graduation. Students will not automatically receive a transcript when their [graduation requirements](#) are satisfied. Students and graduates must submit a transcript request form to the Student Services Department along with payment for the appropriate [fees](#) for the request to be processed. Please allow three weeks from the date that Kennedy-Western receives the request for it to be completed. Students may obtain an official transcript of completed courses even if they have not already graduated.

The following fees apply:

- First copy of transcript - \$10.00
- Second copy - \$5.00
- Third copy and on - \$2.00

Attestation

[Attestation](#) is available for our international students. Attestation is a notarized statement that affirms a diploma or transcript is genuine. When a student requests attestation, their documents are sent to U.S. government offices for authentication. This process ensures legitimacy across international lines. Please contact the Registrar at 800-635-2900 ext. 281 to make a request or if you have any questions regarding attestation.

Education Verifications

[Education Verifications](#) are documents used to verify student information such as: confirmation of degree and major, number of courses remaining, and date of graduation and degree received. Education Verifications are generally requested by prospective employers for the purpose of confirming information provided by the student.

Kennedy-Western does not provide third party information regarding any student, unless the student has authorized us to do so. In order for an Education Verification to be completed, the student must submit a signed release stating that they authorize Kennedy-Western University to provide information regarding their schooling to the third party. Once this is received, the Education Verification can be turned around within 48 hours.

To request an Education Verification, please submit a signed letter by fax or mail to the Final Paper Assistant (please see [contact information](#)). Include your name, Student I.D. Number, and the exact address or fax number to which the Education Verification should be sent.

Alumni

All of us at Kennedy-Western University are extremely proud of the educational and professional achievements of our alumni. We applaud our graduates on all of the hard work and determination they put into earning their degree, which is often the fulfillment of a lifelong goal. A degree is absolutely essential in today's highly competitive job market and we have heard from countless individuals whose Kennedy-Western degree has provided them with opportunities that otherwise would not have been available. We are extremely proud of our graduates and congratulate them on successfully achieving their dreams.

Once students become a Kennedy-Western University graduate, they can expect to receive the same excellent commitment and service from Kennedy-Western University as they did while they were a student. We enjoy close and ongoing relationships with our alumni. As a graduate of Kennedy-Western University, students can look forward to a number of different alumni services, including: a monthly Alumni Newsletter, a biannual extended Alumni Newsletter entitled Pathways, an alumni website, and an online chat room for Kennedy-Western graduates to connect with their fellow alumni. Many of our alumni are so satisfied with their experience that they choose to pursue another degree with us. As a special offer for Kennedy-Western graduates, alumni who return for an additional degree can receive a 25% [tuition discount scholarship](#).

Alumni Opportunities

There are also numerous ways for alumni to be involved with the University. We have many graduates who serve as [Regional Alumni Directors](#), also known as RADs, across the country. RADs contact prospective students who wish to speak directly to a Kennedy-Western graduate. Some students may have spoken with one of these individuals during their admissions process. RADs connect with prospective and current students, to share with them information regarding their Kennedy-Western experience and answer any questions the individual might have. RADs provide a great service to the University and to prospective students. The RAD program provides a great opportunity for alumni to network with professionals in their field throughout the country.

Another opportunity many alumni enjoy participating in is sharing their story with other prospective students, current students and fellow graduates. This is a great way to get to know your fellow alumni and to share your individual experiences and achievements. We use alumni spotlights in a variety of different venues including the Kennedy-Western University website, e-mailed Student and Alumni Newsletters and the [Pathways](#) Alumni Newsletter.

There are a number of exciting opportunities that await students upon their graduation. We hope that earning their degree will not mark the end of their relationship with Kennedy-Western, but rather the beginning of a new chapter in an ongoing relationship. We look forward to helping all of our students earn their degrees and achieve their goals.

Once you have graduated, please let us know if you are interested in being spotlighted or in becoming a Regional Alumni Director. You can contact the Alumni Coordinator at (800) 635-2900 ext.115.

Moving Forward

All of us at Kennedy-Western University hope that your educational experience will be a positive one. We hope that this Student Handbook has given you detailed insight on how to begin your program successfully and continue through the process without any doubt or concerns. Feel free to return to this handbook at any time for information regarding rules, process guidance or Internet support. We have included a helpful glossary so you can find important topics and terms students typically look for, without having to browse through the entire handbook. If at any time you have questions regarding your program, remember to call your assigned Student Advisor for assistance.

We wish you the best!

Glossary

Accelerated Review- This reduces the Final Paper review time to approximately 3-4 weeks. There is an associated fee for this option.

Acceptance Letter- This is the letter that states the student's enrollment date, which is received upon acceptance into the program.

Active- For a student to be active in a course, they must have received the course materials that are sent from Kennedy-Western University.

Advisor- Please see **Student Advisor**.

Attestation- Attestation is a notarized statement for international students that affirms a certain document (diploma or transcript) is genuine.

Certification Page- The last page of the Portfolio Experiential Credit Award document (P.E.C.A.) where the student acknowledges and agrees with the stipulations noted. Pertinent terms and conditions of the Kennedy-Western University degree program are noted on this form.

Combined Program- Students that are enrolled in a sequential program. They have up to 18 months per degree program from the date of registration or **upgrade** to complete degree requirements.

Course Approvals- Prior to coursework, a faculty member will contact all Bachelor-level students in Engineering and Computer Science majors to ensure that the math requirements can be met.

Course Revisions- Kennedy-Western University reserves the right to modify course descriptions through additions or deletions as new texts are implemented. Therefore, to keep our courses and textbooks current, they are periodically revised. The completion time for this process varies. Courses materials are unavailable for students when the course is under revision.

Curriculum- Various educational elements from learning objectives to accompanying textbooks.

Dissertation- A treatise advancing a new point of view resulting from research. Doctorate-level students' Final Project.

Education Verifications- This documentation is used to verify student information such as: confirmation of degree and major, number of courses remaining, and date of graduation and degree received.

Enrollment- There are two different types of enrollment. The first is when a student has been accepted into the program. The second is when a student has been enrolled into the courses they have selected from the course selection sheet. Once the course materials have been sent, the student becomes **active** in the course.

Examination Extension- A student must contact their Student Advisor if they are unable to return the exam within the allotted 10-day timeframe to request an extension to the exam's due date.

File Download Center- Online resource on the Kennedy-Western University Student Services website where students can download computing tools. The File Download Center can be found at the following link: <http://student.kw.edu/administration/filedownload.asp>. Your Student I.D. number and password are required to log in.

Final Paper Guidelines Handbook- This comes in a hardcopy handbook or a CD and is a useful tool that provides guidelines, detailed format instructions, a work plan checklist and examples of each section of the Final Paper.

Grade Challenge- A grade challenge is a request to have an exam re-evaluated by a faculty member regarding areas that the student believes to have been graded inaccurately.

Grade Notifications- This is a sheet that each student receives after they have taken their Final Examination. The sheet consists of information such as: Student I.D., course information, the exam score, the course grade and a grading scale.

Graduation Ceremony- Kennedy-Western University does not provide a formal graduation ceremony for their graduates, however, private ceremonies are available upon request.

Graduation Day- The day the signed **Graduation Statement** is received by Kennedy-Western University is the student's official Graduation Day.

Graduation Review- The graduation review automatically takes place after the Final Project has been approved. This process is to ensure that the student has met all of their degree requirements. The graduation review process is approximately 2-4 weeks.

Graduation Statement- Once all of the student's requirements have been satisfied, the student will be sent a final Graduation Statement to sign. The day the signed Graduation Statement is received by Kennedy-Western University is the student's official graduation day.

Import- To receive (data) into one program from another.

ISBN#- The International Standard Book Number (ISBN) is a unique identification number marked on the back cover of every book.

KWEL- The Kennedy-Western University Electronic Library (KWEL) is an Internet service available for Kennedy-Western University students. There are links to helpful resources available on the Internet that offer a vast array of resources outside of Kennedy-Western University.

KWU Community- The KWU Community is an area where students can log onto various discussion boards and chats and exchange information with their peers and professors.

MBS Direct- Kennedy-Western University has a contract with one of the largest mail order textbook vendors in the country. The company is MBS Direct, a wholly owned subsidiary of MBS Textbook Exchange, Inc.

Open Forum Chat- The Open Forum Chat provides a convenient way for students to instantly communicate with one another over the Internet at the same time. Kennedy-Western University staff and faculty do not moderate these chats.

Pathways- Alumni Newsletter that involves alumni profiles, spotlights on students and faculty members, a list of recent graduates and other miscellaneous information and articles.

Practice Examination- An exam similar to the final used in the course as a means of measuring progress and providing results that indicate areas requiring improvement or further concentration. The Practice Examination is included in the course materials.

Program Extension Fees- \$100 per month fee accrued if a student goes over the given **timeframe**.

Program Extension Request- This is a form a student uses to petition to add additional time to their program.

Proctor- The proctor supervises the student while they take the exam. A proctor may be a supervisor, librarian, local teacher or clergy person. Proctors do not need to possess an advanced degree to administer Kennedy-Western University examinations. Kennedy-Western University stipulates that subordinates, family members, personal friends or other Kennedy-Western University students not be selected to proctor exams.

Proctored Examinations- Proctored Examinations are similar to traditional test taking environments. They are timed, monitored and written.

Regional Alumni Directors- Graduates who contact prospective students who wish to speak directly to a Kennedy-Western graduate. They are also known as RADs.

Student Identification Number- Students will receive an Identification Card with an individual student identification number once the enrollment process is completed. The student will use this number throughout the program with all transactions.

Student Services- The Student Services Department assists the enrolled student with all aspects of the program from the initial course through Alumni programs.

Student Advisors- Student Advisors are the student's primary point of contact. They work with the student throughout the coursework portion of the program and are there to assist with any questions, concerns or problems that come up throughout the duration of the program.

Study Groups- These are chats used as a means for students to discuss specific courses with other students enrolled in the same course. It will give students assistance in the course and/or a new perspective on the coursework.

Supplemental Fees- All fees that are not included in the tuition.

Textbook buyback- The option for students to sell textbooks back to the bookstore.

Thesis- A treatise advancing a new point of view resulting from research; The Final Project of the Master's level students.

Tuition Discount Scholarship- A special offer for Kennedy-Western graduates. Alumni who return for an additional degree with Kennedy-Western can receive 25% off the tuition assessed.

Tuition Reimbursement Statement- A statement that the student may request for the purpose of employer reimbursement, which shows the course number, grade, and cost per course.

Tutorial Video Rentals- To assist students with the mathematical skills required for course approvals, tutorial video rentals are available for Calculus 1 and 2 and Statistics.

Upgrade- Students that have enrolled in a sequential program who have completed the first degree will automatically be enrolled into the second program.

Uploading- The act of dragging-and-dropping a copy of a file onto a server (the computer that stores your Website files and "serves" them to people who request them) or transmitting data from a computer to a bulletin board service, mainframe, or network.

Virtual Student Union - Virtual Student Union chats are discussion boards for Kennedy-Western University students. The chats offer the chance for Kennedy-Western University students and alumni to have discussions about a variety of topics ranging from current events in the specific industries to voicing complaints regarding juggling a professional lifestyle and higher education.

Student Services Phone Directory

Kennedy-Western University's operating hours are
8a.m. – 5p.m. Pacific Time, Monday through Friday

Toll-Free Phone Number	800-635-2900
Student Services Fax	805-379-1092

Please contact the following extensions for assistance in the areas indicated:

Enrollment	extension 140
Tutorial Assistance	extension 225
Grade Challenges	extension 225
Examinations	extension 136
Final Papers (Hard Copy)	extension 292
Final Papers (Electronic)	extension 285
Graduation	extension 243
Transcripts/Education Verification	extension 116

Please contact the following personnel as needed throughout the course of your program:

Registrar	extension 281
Alumni Coordinator	extension 115

For your convenience, please fill in the following contact information for your Student Advisor:

My Student Advisor: _____

His/Her telephone extension: _____

His/Her e-mail address: _____

Kennedy-Western University
501 Marin Street, Ste. 200
Thousand Oaks, CA 91360-4260
<http://www.student.kw.edu>