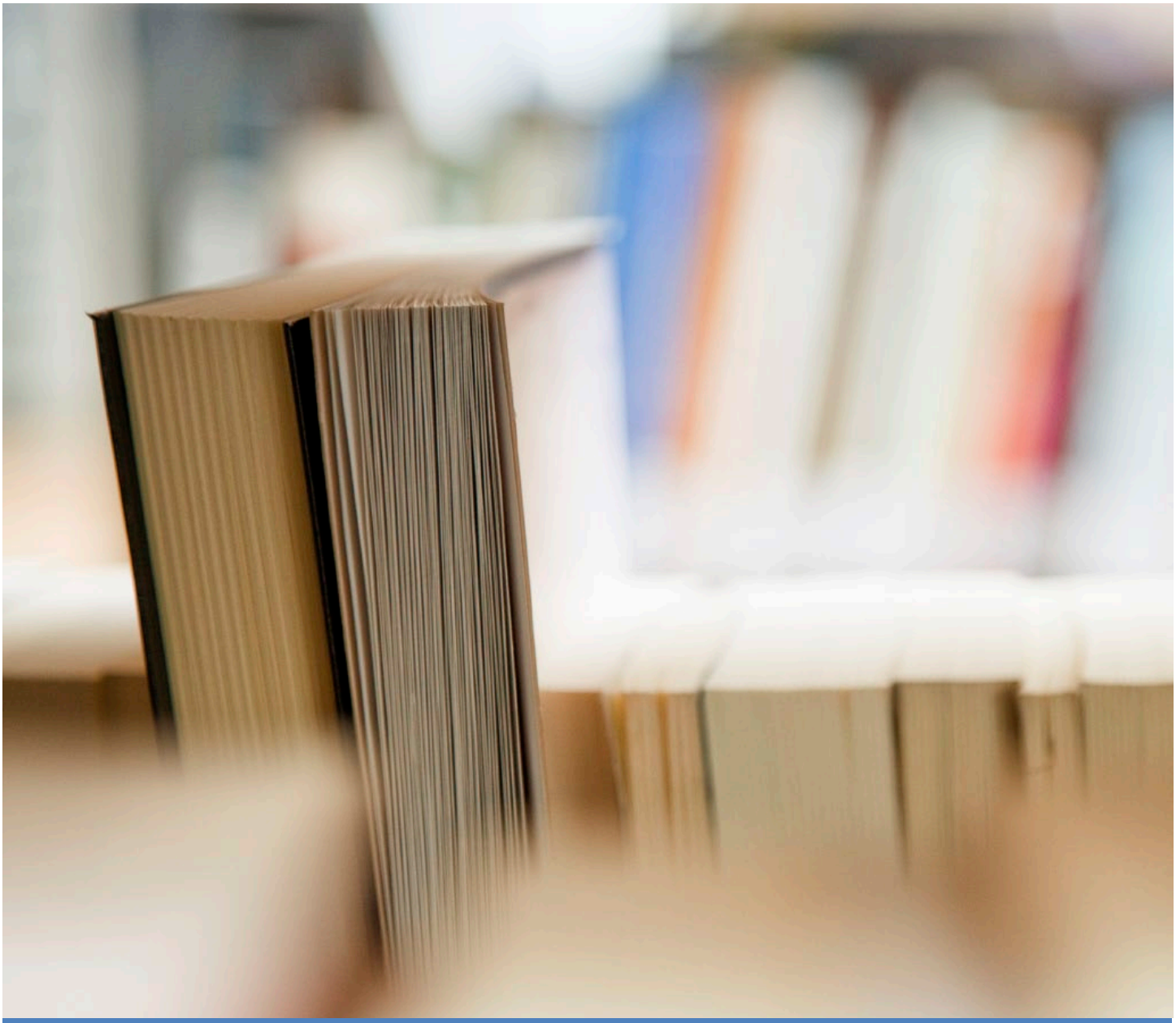

INCM Student Handbook

School of Conflict Management, Peacebuilding and Development
Kennesaw State University

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Introduction

The Ph.D. in International Conflict Management (INCM) at Kennesaw State University (KSU) is one of only a few such programs available in the world. Ph.D. students accepted into the program receive broad interdisciplinary training and opportunities that draw on an array of disciplines, perspectives, and approaches to the study of peace and conflict. Graduates will be able to address problems from a sophisticated knowledge base of substantive and methodological approaches. The **core** prepares them in key global competencies including: (1) intercultural dynamics of global conflict, (2) economic conflict analysis, (3) international relations, and (4) conflict management and peacebuilding theory. Methodological preparation is rigorous, including **required** and optional courses in quantitative and qualitative methods, research design, and international program and policy analysis and evaluation. The Ph.D. program also encourages graduates to obtain significant international experience and competency in a language other than English.

This fulltime, interdisciplinary, in-residence program is designed to meet the global demand for scholar-practitioners to address the complex array of international development, peace- and statebuilding, conflict, and security challenges through the development and implementation of empirically based research, recommendations, and creative solutions. Ph.D. INCM graduates are prepared to compete for tenure-track university faculty appointments and a wide range of operational positions in governmental and non-governmental agencies.

I. Admission to the Ph.D. Program

The admissions process for the Ph.D. program consists of multiple levels of review and is a highly competitive process. International students are strongly encouraged to maintain close contact with the Graduate International Admissions office (http://www.kennesaw.edu/graduate/admissions/international_admissions.shtml). The final evaluation of applicant files is conducted by the Ph.D. Program Admissions Committee. The Committee employs rubrics to evaluate systematically the merits of an applicant's admission file and evaluates each applicant file holistically considering areas of potential overlap with program and college faculty. The Committee's recommendation for an individual's admission into the Ph.D. program is based upon the Committee's collective professional judgment of the overall merits of the applicant's case in the context of (1) the quality of the applicant pool and (2) the availability of openings for doctoral student supervision with the faculty. There are a limited number of new student openings, making the selection process quite competitive.

The determination of the merits of each applicant's case focuses on a number of key variables that are vitally important to a candidate's ability to complete successfully the specialized academic program. These factors include: (1) related undergraduate and graduate degrees; (2) academic performance and achievement; (3) professional teaching and administrative certifications; (4) verbal and writing skills; (5) quantitative and problem solving skills; (6) evidence of leadership; and (7) other related contributions and achievements of note.

Applicants who are accepted into the program are expected to formally confirm their intent to enroll in order to reserve their place in the program.

Formal admission to the Ph.D. program occurs only when the student receives a signed letter of acceptance to the Ph.D. program.

Entrance Requirements

The following are entrance requirements for applicants to the Ph.D. program:

1. Earned master's degree or equivalent;[1]
2. Resume or curriculum vitae (CV);
3. Statement of intent, including research interests, anticipated dissertation topic, and identified potential faculty mentor(s);
4. Writing sample;
5. Three letters of recommendation;
6. Official transcripts;[2]
7. GRE scores or equivalent (e.g., GMAT, LSAT) (not required, but can be voluntarily submitted for review); and
8. TOEFL scores (as needed).

For complete entrance requirements and on-line application, please visit:
https://chss.kennesaw.edu/phdincm/admissions.php

Transfer of Credit

Students who wish to have graduate level credits transferred from another university to the INCM program should comply with the following policies:

- Students are eligible to transfer a maximum of 17 graduate credit hours completed previously in an accredited graduate program at another institution into the program toward their required total credit hours.
- A course can only be transferred if the student earned a grade of "B-" or better.
- An official transcript must be sent from the graduate institution. A course syllabus may be requested in some cases where further information is needed.
- For students receiving tuition waivers, the 75-hour maximum for tuition waivers includes any transfer credits. For example, if the student brings in 10 hours of credit, their maximum hours for tuition waivers would be 65.

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[1] In exceptional cases students might be admitted with only a bachelor's degree if they demonstrate significant previous experience relevant to the field. A master's degree or equivalent is generally required in a related field, broadly defined.

[2] Official evaluation of all foreign transcripts is required and must accompany transcripts upon submission. Transcripts may be evaluated by one of the following agencies. Evaluations must include course-by-course and a calculation of your GPA. The evaluation must come to us in a sealed envelope or electronically directly from the agency.

i. Evaluation Service, Inc.
ii. Joseph Silney & Associates, Inc.
iii. World Education Services (WES)

- Applicability of transfer credits are determined by the INCM Program Director and the INCM Curriculum Committee during the student's first semester. Accepted credit hours are conveyed to the student in writing and forwarded to the Registrar's office at the end of the first academic year.

II. Degree Requirements

The Ph.D. in International Conflict Management is awarded to students who complete the following:

1. Maintain an overall grade point average of 3.0 or higher for all coursework taken in the program.
2. Must obtain a "B" in all core courses. If necessary, a student may repeat a core course once when it is offered next. Only one course may be counted as hours earned, and only one course may be used for graduation purposes.
3. A minimum of 60 course credits and a minimum of 75 credit hours of study, including all transfer credits.
4. Successfully complete comprehensive exams.
5. Successful defense of a dissertation proposal within two (2) semesters of completing coursework; in some warranted circumstances, the INCM Program Director may grant an extension.
6. Complete and successfully defend the dissertation. The candidate must follow the Dissertation guidelines (see Dissertation Process).
7. Electronically submit the final copy of the approved dissertation to the Sturgis Library. (http://digitalcommons.kennesaw.edu/submit_research.html)
8. In addition, the responsibilities of the doctoral student entail the following:
    a. Establish a reasonable timeline for completion of all degree requirements;
    b. Select a dissertation chair and committee members who will work together and provide advice on matters related to the student's course of study as early as their third semester of study;
    c. Monitor closely the progress toward the degree objective. Advisors and dissertation chairs assist in this, but ultimately, it is the student's responsibility to make sure forms are filed when necessary and examinations are appropriately scheduled; and
    d. Adhere to KSU's standards of academic honesty, as per the Graduate Catalog and exhibit professional and scholarly dispositions at all times with classmates, faculty, and staff, whether in or outside of the classroom. KSU Codes of Conduct can be found at http://scai.kennesaw.edu/codes.php

III. Academic Requirements

Full-Time Load

The basic unit of all college classes is the semester credit hour. The full-time load for a full-time Ph.D. student is 9-12 semester hours (fall and spring) with an additional 6 credit hours optional in the summer semester for up to 24 credit hours per year. Students in the dissertation phase (i.e., have completed all coursework and are registering for INCM 9900 only,

or those students who have successfully defended a dissertation proposal) are eligible to register for as few as 1 credit hour and remain at full-time status for program funding and F-1 visa purposes, although students are still held to the continuous enrollment policy (see below). Please be aware that full-time status for financial aid purposes is different. Students must consult with the financial aid office to determine the rules related to full-time status in the dissertation phase of graduate coursework. Students who have reached 75 credit hours are no longer eligible for tuition waivers. In addition, a student enrolled in less than 9 credit hours is ineligible for a graduate assistantship unless they are in the dissertation phase (see above), at which time they must be registered for a minimum of 1 credit hour.

The 9 semester credit hours are required until the dissertation phase because anything less than that does not constitute normal progress. Not making normal progress in the program is grounds for dismissal.

Residency for INCM Ph.D. candidates is not required but strongly encouraged since a scholarly community and direct mentoring are essential to timely completion of the dissertation.

Time Limit

A student who does not complete all requirements for the Ph.D. by the end of the seventh year of study, unless they have taken a leave of absence(s) is considered to be withdrawn from the program.
Students may apply for a limited extension of degree eligibility for an eighth year, if for good reasons they anticipate that they will not earn their Ph.D. by the end of their seventh year. This application must be approved first by the student's advisor, then by the Program Director, School Director, and finally by the Graduate School. Only courses in which credit has been earned within 7 years of the date of admission will be counted for degree credit, excluding transfer credits, unless an extension was granted.

Leave of Absence

Refer to the Kennesaw State University, Graduate Catalog

Intent to Exit

Students interested in terminating their enrollment before successful completion of the Ph.D. in International Conflict Management, should complete the **Intent to Exit** Form.

Continuous Enrollment

Students must be registered in the semester they intend to graduate including summer, no exceptions. For additional information about the Continuous Enrollment policy for graduate students at Kennesaw State University please refer to the Graduate Catalog.

Withdrawal from Courses

Students may withdraw from one or more courses any time before the last three weeks of the semester. To completely or partially withdraw from classes at KSU, a student must withdraw

online using Owl Express. Students who officially withdraw from courses before mid-semester will receive a "W" in those courses and receive no credit. They will not, however, suffer any academic penalty. Students who officially withdraw after mid- semester (and before the last three weeks of the semester) will receive a "WF," which will be counted as an "F" in the calculation of their grade point average. Students who simply stop attending classes without officially withdrawing usually are assigned failing grades.

The only exceptions to these withdrawal regulations will be for instances involving unusual circumstances that are fully documented. Students may appeal to the Academic Standing Committee for consideration of unusual circumstances.

INCM 9550 – Related Course Directed Study

Students are eligible to take INCM 9550 – Related Course Directed Study beginning in the summer semester preceding their second year of study. Students are eligible to take **no more than** two three-credit hour Directed Study courses over their entire course of study, **with no more than three credits** of Directed Study permitted per semester. Students are only permitted to take a Directed Study if the topics they want to pursue are germane to the INCM program, link to the student's dissertation research,[5] and if there is no available course closely approximating the topic(s) desired. This will be determined in consultation with the supervising faculty and Program Director and/or School Director.

Students must complete the **Directed Study Form** and return it to the Program Office no later than 2 weeks before the end of the previous semester. After the form is approved, the Program Coordinator will work with the registrar to have the course added for the semester requested.

IV. INCM Graduate Teaching or Research Assistantships (GTA/GRA)

Graduate students can be hired on a one or two-semester contract. The Contract form reflects one or two-semester options although the standard is for two semesters, renewable for up to three consecutive years in the INCM program, although additional assistantships may be available through the Graduate College or College of Humanities and Social Sciences.

To be eligible as a GTA/GRA, qualifications are as follows:

- Have completed the requirements for an undergraduate and graduate degree;
- Have applied for and been fully accepted to the INCM program;
- Have maintained a 3.0 grade point average in any current/previous graduate coursework;

[5] INCM 9550 is not a substitute for INCM 9900 (Dissertation Research credits). Students who wish to begin research for their dissertation should consult their dissertation advisor and may enroll in INCM 9900 if they have met the necessary requirements.

The student's advising guide from the Owl Express Student Information System should be used to verify the GPA requirement prior to every application packet submission.

Types of Assistantships

Kennesaw State University has two main categories of graduate assistantships: Graduate Teaching Assistant (GTA) and Graduate Research Assistant (GRA). Below are descriptions of each.

Graduate Teaching Assistant (GTA): Graduate Teaching Assistant (GTA) is the term used at KSU to refer to graduate assistantships with a primary job duty of instruction. KSU has two categories of GTAs - Teacher of Record and Teaching Assistant.

- Teacher of Record (TOR) are the primary instructors for an undergraduate course. They may teach a maximum of 6 credits each semester. Teacher of Record GTAs are responsible for instruction and management of their courses.
- Teaching Assistant (TA) GTAs assist faculty members with teaching. GTA Teaching Assistant responsibilities vary greatly and may include, but are not limited to:
    - Teaching a small section of a course
    - Holding office hours and meeting with students
    - Assisting with the grading of homework, exams, and/ or written assignments
    - Administering tests or exams
    - Assisting a faculty instructor with large lecture classes by teaching students in laboratory or discussion sessions

Graduate Research Assistant (GRA): Graduate Research Assistant (GRA) is the term used at KSU to refer to graduate assistantships that work on campus in research-related positions. These research positions primarily exist in academic departments as well as some research centers and institutes. GRAs gain the experience of working alongside faculty members on cutting edge research. GRAs are generally funded through competitive faculty grants and contracts. GRA responsibilities vary greatly and may include, but are not limited to:

- Collecting, coding, and/or analyzing data
- Conducting literature reviews or library research
- Preparing materials for submission to funding agencies and foundations
- Writing reports
- Preparing materials for IRB review

Generally, research assistants work under the supervision of an individual faculty member or center director. Work on research which is directly applicable to the student's thesis or dissertation submitted in partial fulfillment of the requirements for the master's or doctoral degree is not permitted. Research assistants should also not be engaged in work unrelated to their academic program or that does not further their educational experience and objectives.

NOTE: Graduate Assistant positions are considered exempt employees of the university, which means they are to utilize content knowledge that requires at least a bachelor's degree, and as a result are paid as exempt professionals. Under the federal Fair Labor Standards Act (FLSA), exempt work is performed by (a) executives/administrators and b) professionals, and is paid on a salaried basis regardless of the specific number of hours worked in a given week. As such, Graduate Assistants may not have a primary job duty consisting of work that would be classified as non-exempt under the FLSA.

GTA/GRAs, who are continuing their graduate education into a Summer session and are re-hired, are eligible for up to 6 credit hours of waived tuition (not to exceed the 24 semester credit hour maximum per year) or as few as zero. Limited summer stipends are determined in the Spring semester based on a competitive application/proposal process.

GTA/GRAs who are in the dissertation phase, can register for as little as 1 credit hour and still be eligible for assistantships, but those GTA/GRAs can only qualify for tuition waivers if they have less than 75 credit hours.

Hiring Procedures

Once the student has been selected for hiring by the supervising faculty member, the graduate student's responsibilities in the hiring process are:

1. Discuss the Contract with the hiring faculty member before signing. The student should make sure they understand:
    1. what the project entails;
    2. what are the expectations, tasks, and duties;
    3. what are the learning objectives;
    4. how often they will meet with the faculty member; and
    5. how they will be assessed/evaluated.
2. Confirm the start and end dates on the Contract as well as the number of hours required.
3. Once you have signed the Contract, the faculty member will also sign and then submit the paperwork to The Graduate College. It is the faculty member's responsibility to submit the hiring paperwork, not the student.
4. Attend orientation with The Graduate College and any orientations or trainings designated by the department or supervising faculty member.
5. Contact Human Resources (HR) to determine if they require you to process in with their office.
6. Make sure your tuition waiver is applied before the payment deadline for the semester.
7. All GAs are charged for mandatory the Student Health Insurance Plan (SHIP). You will receive information about how to request a waiver of the SHIP if you have your own qualifying health insurance. You must follow up with the waiver process to ensure that the charge is waived from your student account.
8. For steps 4, 5, 6, and 7 above, you will received an email once your Contract has been processed that indicates the timing on these steps.

NOTE: The graduate student is NOT responsible for completing the hiring paperwork. This is the responsibility of the hiring faculty member.

There are no benefits (sick time, vacation days, medical/dental, etc.) for Graduate Assistants

NOTE: Program funded students that go onto Academic Probation are no longer entitled to program funding. Students may receive funding through the Graduate College or elsewhere once they are off Academic Probation and meet all other eligibility requirements.

Financial Aid

Kennesaw State University is committed to ensuring that a post-secondary education is accessible to qualified graduate students. In order to accomplish this commitment, the financial aid office subscribes to the following goals to assist students in paying for their educational investment:

- Evaluate the family's financial ability to pay for educational costs;
- Distribute limited resources in an equitable manner; and
- Provide a balance of gift aid and self-help aid.

A wide variety of financial aid programs from scholarships, grants, employment, and loans are available to help students with educational costs. Most awards are based on financial need while some are awarded in recognition of merit or achievement.

For more information, visit the Financial Aid Office, view the website at financialaid.kennesaw.edu, call our automated telephone system at (770) 423-6074, fax at (470) 578-9096, email at finaid@kennesaw.edu, or write to:

Office of Student Financial Aid
Kennesaw State University
585 Cobb Avenue, NW MD #0119
Kennesaw GA 30144-5591

V. Program of Study

The Program of Study for the Ph.D. in International Conflict Management is planned to span two or three years of consecutive coursework plus a dissertation phase, for a total of 75 hours of course credits. Students will be required to complete the following core and required courses:

Core
INCM 8001: Theories of International Conflict: International Relations Approaches
INCM 8002: Theories of International Conflict: Economic Approaches
INCM 8003: Theories of International Conflict: Socio-Cultural Approaches
INCM 8004: Theories of International Conflict: Peace and Conflict Studies Approaches

Required
INCM 8000: Comparative Approaches to Knowledge in Conflict Management, Peacebuilding and Development
INCM 8005: Professional Knowledge for the Ph.D.

INCM 9101: Fundamentals of Research Design
INCM 9102: Quantitative Methods
INCM 9103: Qualitative Methods
INCM 9600: Dissertation Proposal Seminar

Students are also **required** to take the following:
One Advanced Research Methods Course (3 credit hours required)
One Peacebuilding Course (3 credit hours required)
One Development Course (3 credit hours required)

Electives and Related Studies (including Transfer Credits)
At least 25 credit hours required

Dissertation Research
INCM 9900: Ph.D. Dissertation Research (up to 15 credit hours required)

Comprehensive Exams
Comprehensive exams take place in two parts, (1) Core Comprehensive and (2) Specialty Comprehensive.

Core Comprehensive
Faculty who teach the first-year core seminars or their designated proxy (INCM 8001, 8002, 8003, 8004) write, administer, and evaluate the Core Comprehensive typically at the end of a student's third semester (December or May). The Core Comprehensive consists of one integrative question drawing on material from all four core seminars. A student has three full days to complete a 10-12 page (double-space, 12-point font, Arial or TNR, standard margins) take-home written response formatted in the style of a journal article without external assistance. The core faculty, using a standardized rubric, will evaluate the written response. The core faculty then invite the student to an oral defense to answer follow up questions before being provided written feedback and a final determination:

- Pass w/ distinction
- Pass
- Pass w/ remediation (Areas for additional review will be provided in the written feedback. The student will have two additional weeks to review the identified material and provide an additional 3-page written response. A final decision will follow that adjusts the student's grade to either "Pass" or "Fail").
- Fail (If a student is determined to have failed by a majority vote of the core faculty, the student will have one additional opportunity to complete the core comprehensive in the next semester it is offered. A second failure will result in dismissal from the program.)

The core faculty administering the Core Comprehensive are responsible for providing the rubric and feedback letter with the final determination to the Program Coordinator for the student's file. An additional copy should also be provided to the Program Director. In the case of a split decision among core faculty, the Program Director will be responsible for evaluating the Core Comprehensive and casting a deciding vote regarding the evaluation outcome.

Specialty Comprehensive
A student's dissertation advisor, one additional member of the student's dissertation committee, and one "external reviewer" with content expertise are responsible for writing, administering, and evaluating the Specialty Comprehensive typically by the end of a student's fourth semester. Faculty administering the Specialty Comprehensive do so on a case-by-case basis in consultation with the student. Specialty Comprehensive faculty will provide guidance and a reading list as necessary in preparation for completing this phase of the comprehensive examination by the start of the student's fourth semester. Specialty Comprehensives may mirror the Core Comprehensive in form and evaluation or may deviate from this approach as necessary. An alternative Specialty Comprehensive may consist of the submission of a proposal for an external grant, manuscript submission or publication of a specialty-related journal article, or other format deemed appropriate by the administering faculty. Upon completion, the administering faculty are responsible for providing a "Memo of Completion" for the student's file to the Program Coordinator. The Program Director should also be provided a copy of the "Memo of Completion".

Registration

The Office of the Registrar is the central administrative office responsible for registering students, maintaining the permanent academic records, administering the Regents' Testing Program Policies and test registration, performing degree audits, enforcing the academic policies of the university, and generally ensuring that students' academic issues are dealt with accurately and professionally. Requests for data from the computerized student record system are approved by this office. All registration for Ph.D. courses at Kennesaw State University is conducted over the web at: http://registrar.kennesaw.edu/ and students are responsible for meeting the registration deadlines set by the registrar's office.

VI. Program Summary Chart

Ph.D. in International Conflict Management

Common Core & Required Courses	**35 hrs.**
Electives, Related Studies & Concentration Area	**25+ hrs.**
-Transfer Credits	**0-17hrs.**
-Related Directed Study	**0-6 hrs.**
Dissertation	**up to 15 hrs.**
Total Credit Hours – Ph.D.	**75 hrs.**
Anticipated Completion Time	**3-7 years**

VII. Degree Objectives

Upon completion of the program, graduates will:

1. Demonstrate knowledge of the theoretical and historical foundations of conflict management, international relations, economics of conflict, and intercultural dynamics of conflict;
2. Demonstrate the ability to apply the concepts and theories of international conflict management to relevant conflict related problems;
3. Demonstrate the ability to independently design and conduct research using quantitative and qualitative methods;
4. Demonstrate the ability to integrate interdisciplinary knowledge about conflict to their chosen topic area of research;
5. Demonstrate intercultural competency;
6. Critically reflect on the intersections and linkages between theory and practice in conflict management.

VIII. Program Requirements

Program Curricular Focus

The Ph.D. program has one curricular focus: International Conflict Management. However, depending on their career objectives, students are strongly encouraged to develop a disciplinary or topical focus or both. The INCM program allows for up to 18 credit hours of graduate coursework in related fields, which is the mechanism for achieving disciplinary or topical foci. The interdisciplinary nature of the program in combination with its focus on rigorous methodological training and praxis-relevance provides an ideal basis for allowing students to tailor the curriculum to meet their unique research interests and career objectives. As such, the program offers students an opportunity to examine current theories, research, and practice in conflict resolution/management, international relations, intercultural dynamics of international conflict management, and economics of conflict. The emphasis in these areas makes up the four core courses in the program.

Students should spend a minimum of three semesters, completed during the academic year, in residence at KSU – with the ability to spend a semester at one of the program's approved partner institutions with the approval of the Program Director.

Attendance at Program Relevant Events and Colloquia

Students at all stages of study are strongly encouraged to attend all program events as part of their overall educational and professional development including dissertation defenses. They are also expected to be actively involved in planning, interacting, and presenting (when appropriate) at these events. Attendance at program-related events is considered in funding decisions.

Student Travel

All full-time PhD students are eligible to apply for travel support through the PhD program for up to five years if they have been accepted to present research at a conference or professional meeting or serve as discussant, panel chair, or in some other official function as part of the

program. Furthermore, travel deemed professional development or research-related will be considered on a case-by-case basis. **Travel support is contingent on the availability of funds each budget year.**

*Please see the Student Travel Policy at www.conflict.hss.kennesaw.edu

IX. Funding and Progress

INCM Program Funding

Program funding consists of research and teaching assistantships (GTA/GRAs) to support the research and teaching responsibilities of the university with specific focus on supporting the research and teaching activities of the INCM Program Faculty and contributing departments. Provided satisfactory academic and assistantship performance, and depending on the annual program budget, INCM typically provides funding for the duration of one academic year, renewable for a maximum of three consecutive years. Specific assistantships, based on faculty requests submitted through a proposal process, are typically awarded for a term of two semesters.

NOTE: Program funded students that go onto Academic Probation are no longer entitled to program funding. Students may receive funding through the Graduate College if eligible.

Eligibility and Renewal of INCM Assistantships

To be eligible for an INCM assistantship, a student must:

For First-Year Students:

- Be accepted into the INCM program and receive a recommendation by the INCM Program Admissions Committee to be considered for funding.

For Second- and Third-Year Students:

- Successfully complete the first year of study.
- Maintain a 3.0 GPA. Should a student's grade point average fall below 3.0 (academic warning/probation), the student has one semester to improve and return to academic good standing before the assistantship is terminated.
- Receive a recommendation for new or continued funding from the INCM Progress and Funding Committee between the first and second year of study.
- If applicable, receive positive performance evaluations from the supervisor(s) of previous assistantship assignments.

Funding Beyond the Third Year:

- In exceptional circumstances and when additional INCM program funding is available, students may be eligible to compete for additional semesters of funding. This is much more common regarding summer assistantships.

Decisions on continued funding and types of assistantships are made on a competitive basis based on a comparative evaluation of students' performance both academically and in completing their assigned assistantship duties. This is done by the Program Director in

consultation with Program Faculty and the School Director as well as the INCM Progress and Funding Committee.

Additional Funding Opportunities

External Funding from the Graduate College at KSU

Students that are not funded through the INCM program are encouraged to apply for funding directly from the Graduate School. For more details on Graduate School funding policies, please visit: http://graduate.kennesaw.edu/students/

External Funding from Outside KSU

Competing for external funding is part of the professional development of doctoral candidates. Receiving a competitive external fellowship is an honor that stays with students throughout their career and can improve their professional prospects. Therefore, all Ph.D. students are strongly encouraged to seek external financial support in the form of dissertation fellowships and grants to cover the dissertation related expenses.

INCM Program Progress

The INCM Progress and Funding Committee is responsible for evaluating the performance and progress of all current first-year INCM students. This evaluation takes place each May and December. Please note, if a student temporarily withdraws from the program or takes an approved leave-of-absence during their first year of study, the student will be evaluated alongside the cohort under evaluation in the year the student returns to the program.

The committee develops a ranking of all first-year students, based on specific criteria (see below). This ranking is used in funding decisions for the following academic year. Students who have not used their full three years of funding continue to receive funding unless they drop below acceptable progress in the program (see above). Other students, however, may also be awarded funding on a rank-order basis, if additional funds are available.

The committee assesses whether any students have failed to make reasonable progress toward the Ph.D. and these students are terminated from the program. Such students may be awarded a Letter of Achievement if they have completed 12 or more credit hours of coursework with a B or better.

The evaluation process is based on one primary criterion and several secondary criteria.

Primary Criterion: Precise course grades from all classes taken (on a 100-point scale). Assignment grades will be requested from teaching faculty as a secondary criterion as needed.

Secondary Criteria:

Updated Curriculum Vitae (CV) since entering the program;

Cover Letter, including a reflective narrative discussing your achievements and progress over the last year. Students should discuss: (a) Research focus/Dissertation topic, (b) Potential career

path/Steps taken toward professional goals, (c) Contributions made to the INCM Ph.D. program, (d) Learning accomplishments/outcomes. (Each sub-section of the Cover Letter should be no more than 250 words in length.);

Assessments conveyed in comments (both written and oral) from members of the faculty with whom the student has had contact; the quality of participation in interdisciplinary student-faculty seminars and research conversations; work on research and articles being prepared for submission to scholarly publications; performance as a research or teaching assistant; presentations at professional meetings; applications for external funding for research; research and writing of the dissertation proposal and the dissertation; and any teaching experience.

Evidence of Student Conduct and Academic Integrity.

The Progress and Funding Committee reserve the right to add additional evaluation criteria as necessary. These additions will be announced to affected students several months in advance of the review period.

Grades and GRA/GTA evaluations (as applicable) will be provided directly to the committee by faculty, but students are responsible for submitting their CV and cover letter. The deadline to submit your CV and a cover letter is announced during the academic semester by the Program Coordinator.

When considering each student, the committee will identify both praiseworthy and problematic items, and will formulate initial recommendations concerning them. In any single case, five possible options may be considered: (1) commendation for work well done; (2) acknowledgement of satisfactory if not exemplary progress; (3) issuance of a written concern informing the student that improvements in performance are required, along with suggestions as to what should be done to achieve improved results, (4) a decision to deny the student renewed financial assistance, or (5) a decision to terminate altogether the student's enrollment in the University as a degree candidate in the INCM program. All students will receive a letter indicating the results of the review of progress.

The INCM Progress and Funding Committee is responsible for evaluating the performance and progress of all current INCM students. The INCM Funding and Progress meets once each semester to review progress reports of all INCM students.

Students must enter candidacy within 2 semesters of completing course work or be dismissed from program.

Proposals must include timeline for completion of PhD within 2 years of proposal defense.
All PhD candidates must submit a 1-page progress report to their chair and the Funding and Progress Committee every year if funded or seeking funding.

i. Report states progress in relation to timeline specified in their proposal
ii. Report must be endorsed by advisor, or advisor may submit separate report
iii. Students may amend or extend their proposal timeline (e.g., to accommodate student life events), with the approval of their committee

All INCM Students not making timely progress receive a warning;
Two (2) semesters of lack of timely progress can lead to dismissal from program;
Exceptions to the 2 semester limit must be approved by the Program and School directors and endorsed by the student's committee.

A student must be making satisfactory progress and in good standing academically to be eligible for continued or new financial support.

X. Academic Policies

Please note that the specific policies outlined in this manual are intended as a guide for this particular program of study. In addition to these policies, students must follow the policies of the Graduate College as well as University policies.

Students are held to the catalog they matriculate under, but if they decide to move to an updated catalog, they must get explicit permission and cannot change back.

For additional information, please refer to the Graduate Catalog and Graduate College

Expectations for Satisfactory Graduate Level Student Performance

Graduate students are expected to earn grades of at least "B" in their coursework toward their degree. For graduation, a graduate student must have earned a cumulative grade-point average of at least 3.0 in all graduate course work and a grade of "C" or better in each course presented to meet degree requirements.

Whenever a graduate student's cumulative INCM program graduate grade-point average drops below 3.0, that student is placed on academic probation. While on probation, the student is not eligible for funding, is not permitted to apply for Ph.D. candidacy, or to obtain a graduate degree.

Graduate students can have their probationary status removed by raising their INCM program cumulative grade-point average to at least 3.0.

INCM graduate students will be dismissed from further graduate study under any of the following conditions:

- While on probation, the term GPA is less than 3.0;
- Not clearing probation after two semesters;
- Achieving a semester GPA of less than 2.0 in any semester.

Students must maintain a minimum overall GPA of 3.0 and must further achieve a minimum grade of 3.0 in ALL core courses by the end of their degree. A student receiving a grade lower than 3.0 in a core course MUST retake that course at its next offering and will have only that

one opportunity to raise that grade to the acceptable level. **[Note: The initial lower grade remains in the calculation of the student's overall GPA; it is NOT REPLACED by the new grade, assuming it is in fact higher. But if they achieve a B or higher, they will have met the requirement for minimum grade in the core course.]**

IP (In Progress) Grade

In most graduate courses, the grades "A," "B," "C," "D," "F," "I" (Incomplete), "W" (Withdrawal), and "WF" (Withdrawal with an "F") are awarded. In some graduate courses, particularly dissertation, and project courses that are intended to last more than one semester and are not completed during the semester in which the student is first registered for the course; the notation "IP" (In Progress) is used. A student then has to pay to enroll for a specified number of hours in each consecutive semester in which work is still in progress. While the work is in progress, the instructor will report a grade of "IP" for these credit hours at the end of each term. Dissertation, and project course credit hours taken during the semester that the work is completed will be awarded a grade of "S" (satisfactory) or "U" (unsatisfactory). Grades of "IP," "S," or "U" shall not be computed in the student's grade-point average.

Grading Policies

Issuance of grades and formulation of individual attendance policies are the prerogative of the instructor. There is, however, a limit to the number of excused absences a student may take during a single course. The student should practice careful judgment in deciding how these absences should be used in one semester – whether for conference attendance or for other university-sanctioned/sponsored activities. It is highly unlikely that a student can succeed in any Ph.D.-level course where he/she has missed a large number of weekly course sessions.

Students are encouraged to meet with professors early during a semester to ensure they are making satisfactory progress in their courses. Faculty must provide feedback to students about their progress prior to the last published day to withdraw without academic penalty. Grades are expected to conform to those listed below. Any deviations must be approved by the Faculty Senate and the Office of the Registrar.

The following are the final grades included in the determination of the scholastic grade point average (students should note that professors may provide specific grades on a 100- point scale for courses to the First-Year Progress and Funding Committee):

Grade	Grade
"A" Excellent	4.0
"B" Good	3.0
"C" Fair*	2.0
"D" Poor	1.0
"F" Failing	0.0

*** Grades of "Fair" (and below) are not acceptable for Ph.D. courses and are not considered making normal progress.**

I: incomplete grade. The grade of "I" will be awarded only when the student has done satisfactory work up to the last two weeks of the semester, but for nonacademic reasons beyond the student's control, is unable to meet the full requirements of the course.

The grade of "I" must be removed by the end of the next semester or term, *for example: I's given in a Spring Semester must be removed by the end of the Summer Semester.* The grade of "I" will not be included in the calculation of the student's scholastic average at the end of the semester in which the grade of "I" is received. Upon completion of the outstanding requirements within the specified time limit, a final grade of "A," "B," "C," "D," or "F" will be assigned in the course on the basis of the student's total performance, and the grade will then be included in the calculation of the student's cumulative grade point average. If the outstanding work is not completed by the end of the following semester or term, then the "I" will be changed to an "F" and calculated into the student's cumulative grade point average. An "I" cannot be removed by reenrolling in the course. Please see the Graduate College policy for additional details at: http://catalog.kennesaw.edu/index.php

W: indicates that the student was permitted to withdraw from the course without penalty with the approval of the program director and registrar within the first 28 working days (including registration days) of the semester. Withdrawals without penalty may be permitted after the official withdrawal period in hardship cases only with approval of the registrar. A course in which the grade of "W" has been assigned will not be included in calculating the student's scholastic average.

WF: indicates that the student was permitted to withdraw from a course after the first 28 working days of the semester. The dropping of a course under these circumstances is equivalent to failure and will be included in the calculation of the student's scholastic average.

S: indicates that credit has been given for completion of degree requirements other than academic course work. The use of this grade is approved for dissertation hours, student teaching, clinical practicum, internship and proficiency requirements in graduate programs.

U: indicates unsatisfactory performance or progress in an attempt to complete degree requirements other than academic course work. The use of this grade is approved for dissertation hours, student teaching, clinical practicum, internship and proficiency requirements in graduate programs.

IP: indicates progress in dissertation, and project courses that are intended to last more than one semester.

V: indicates that the student was given permission to audit the course and is not included in the calculation of the scholastic average. Students may not transfer from audit to credit status or vice versa.

NR: indicates that no grade was reported.

Grade Appeals

Students have the right to appeal their grade. Please see the University's policy on grade appeals in the university graduate catalog at: http://catalog.kennesaw.edu/index.php
Before filing a formal appeal, students are encouraged to contact the faculty member for clarification and discussion of the grade received.

Food Provisions

Meals are not provided as part of the regular INCM course offerings. Students must make their own arrangements during scheduled class breaks. Faculty are encouraged to make accommodations in course schedules where long classes carry over mealtimes (e.g., an extended break period, potluck working lunches, etc.).

Printing and Photocopying

All INCM program faculty and students are encouraged to scan instead of print or photocopy documents if/when possible.

- All INCM program course syllabi, readings, and additional materials must be digitized and uploaded for students through D2L.
- Ricoh printers are available during regular business hours for scanning documents. Faculty can access the printer using their faculty ids. Students can request access to the printer directly from staff for scanning purposes only. Staff (i.e., student assistants) will assist with program-related jobs if/when available.

All Ricoh photocopying should be billed to the appropriate individual, department, or program.

- Ph.D. students may access the Ricoh printer for photocopying by charging the print job to their personal accounts during regular office hours.
- When photocopying is necessary as part of an official research or teaching graduate assistantship, students should be provided access to their faculty supervisor's account. In those cases, it is the supervising faculty's responsibility to provide the student access to the machine directly through their faculty account.

When it is necessary to print hard copy documents, all INCM program faculty and students are encouraged to print from their home or office printers. Faculty and students are encouraged to print on the economy setting in black and white, double-sided to save on toner and paper.

- The INCM program will provide supplies (e.g., toner and paper) for any INCM-related print needs to program faculty (within reason). Please be judicious with requests, and distinguish between program- and department-level jobs and make your supply requests accordingly.
- INCM Ph.D. students are able to print in the INCM computer lab as necessary. Toner will be provided by the program. Please limit printing as much as possible.

Email Usage Standard and Procedures

The Email Usage Standard and Procedures governs the use of @kennesaw.edu e-mail Accounts.

Account Acceptable Use:
Policies and regulations that apply to other forms of communications at the University also apply to electronic mail. In addition, the following specific actions and uses of university e-mail accounts are inappropriate:

1. Use of e-mail for private, non-University, matters.
2. Concealment or misrepresentation of names or affiliations in e-mail messages.
3. Alteration of source or destination address of e-mail.
4. Use of e-mail for commercial or private business purposes.
5. Use of e-mail for organized political activity or political solicitation.
6. Use of e-mail to harass or threaten other individuals.
7. Use of e-mail that degrades or demeans other individuals.
8. Use of email to transmit external account numbers or credit card information.

No one shall deliberately alter or attempt to conceal their true return mail address, or the origination location of the message. No one shall deliberately set forth to interfere with the reception of e-mail by an individual. No one shall deliberately set forth to intercept or receive, and/or view another individual's email without that user's consent.

E-mail correspondence and associated attachments may be considered official university records and, as such, may need to be retained based on guidelines established by the Board of Regents. It is the responsibility of the sender and recipient of these e-mail messages to determine the required retention period, to comply with applicable policies and procedures regarding record retention, and to preserve these e-mail records either electronically or in printed form with all of the associated header and transmission information. No e-mail, in any form, shall be retained for longer than its established retention cycle, unless directed to do so by the KSU Department of Archives and Records Management.

International Taxes

International students are responsible for working closely with the International Services and Tuition Classification team as part of the Office of Finance and Accounting, Reporting and Compliance department to complete all tax related requirements. It is the student's responsibility to be aware of country specific tax requirements.
The International Services and Tuition Classification team will assist with (http://www.kennesaw.edu/finance/international/aboutus.html):

- Ensuring that Kennesaw State University complies with all Internal Revenue Services (IRS) and United States Citizenship and Immigration Services (USCIS) guidelines relating to payments made to international visitors, students, and scholars.
- Validating immigration status with the USCIS Systematic Alien Verification for Entitlements (SAVE) Program, an inter-governmental information service initiative;
- Reclassifying students from out-of-state status to in-state status for tuition payment purposes; and

- Providing the campus community and all of its international guests with confidentiality, courteous service, and efficient processing of information.

XI. Dissertation Process

Dissertation Committee Selection

Students should formally identify a dissertation committee chair by the end of their third semester of study in the program. Students may ask any Kennesaw State University faculty member in the College of Humanities and Social Sciences or within their dissertation discipline, to serve as their dissertation chair, however, the dissertation chair must affiliate with the School of Conflict Management, Peacebuilding and Development and the INCM program and get graduate faculty status to remain as the dissertation chair. Any faculty member serving on a dissertation committee must have graduate faculty status. Students should select a chair based on the faculty member's expertise in the area of research that is of interest to the student and based on an appropriate level of trust, collaboration, and mentorship between the faculty member and the student.

In consultation with their dissertation committee chair, students should identify additional faculty members that they would like to join their committee. As soon as possible, but typically by the end of the second year, students should have identified all members of their dissertation committee.

Dissertation Committee Composition

The Dissertation Committee must have a minimum of three (and a maximum of five) faculty members, including the Chair. The interdisciplinary nature of this program suggests that dissertation committee members will likely come from different disciplines and, in some cases, from other colleges or institutions.

Faculty outside of the program may serve on a committee with the approval of the Committee Chair. Faculty outside KSU may also serve with the approval of the Committee Chair. However, participation by non-program faculty is limited to one member of the committee although exceptions can be granted by the Program Director. All committee members (including external members) must be graduate faculty. If a potential committee member does not have this status, he or she needs to petition the Graduate School to obtain it, using the KSU Graduate College **Request for Appointment to Graduate Faculty**. Once the committee is selected, the student completes the **Request for Approval of Ph.D. Dissertation Committee** and obtains appropriate faculty signatures.

NOTE: Once the dissertation committee is finalized, it is highly irregular for the committee membership to change. Should there be extenuating circumstances that warrant a change in membership, however, a **Request for Change in Dissertation Committee Membership** must be completed.

Dissertation Proposal

Defending one's dissertation proposal early will assist significantly in completing the

Ph.D. in a timely fashion. Students are therefore strongly encouraged to select their dissertation advisor by the end of their first year in the program and to defend their proposals by the semester following the completion of coursework, if not earlier. In all cases, students are required to defend their dissertation proposals within 2 semesters of completing course work. Students are responsible for providing written justification for any excessive delays in progress toward the defense of their proposal. Students who do not meet this requirement may be terminated from the program.

Once the committee has agreed that the proposal is ready to defend, the student coordinates the defense date with the Program Administration and the committee.

The purpose of the proposal and defense is to:

1. Demonstrate the student's ability to design a research project. The design must reflect the student's learning from his or her coursework and methods training.
2. Develop a plan for producing Ph.D.-level research. Such research must be methodologically robust, build on previous research in the field, and make a new contribution to knowledge.
3. Demonstrate the student's ability to produce Ph.D.-quality writing and to defend his or her ideas orally.

The narrative portion of the proposal should be between 5-8,000 words (including footnotes, but excluding bibliography and appendices), and the proposal should include the elements described below.

Essential elements of the INCM dissertation proposal include:

1. One-page executive summary.
2. Research proposal. The student will submit a detailed plan for his or her research that addresses the following points:
    i. Review of the literature as it pertains to the topic and informs the research.
    ii. Justification for new research (i.e., how this project will add to existing knowledge in a meaningful way). This should include not just an explanation of how the dissertation will break new ground, but also how the data gained will be useful in the academic, practice or policy arenas.
    iii. Key question(s) to be addressed or hypothesis/esto be tested.
    iv. Description of methods to be used to answer the question(s) or test the hypothesis/es and reasons for using these methods.
    v. Description of data to be gathered and how it will be collected and analyzed.
    vi. Limits or possible shortcomings of the approach used.
    vii. Timeline for dissertation research and thesis completion.

3. References. The student will submit a bibliography of sources related to his or her research topic.

4. Appendices. As needed, students are encouraged to also include appendices detailing their instruments of investigation and any other additional documents they deem appropriate.

Proposals are defended orally, in closed proceedings, to give students practice for their ultimate Ph.D. defense. The defense takes place before a committee of at least two professors (Chair and one committee member) and one examiner external to the student's dissertation committee ("surprise reviewer"), to provide an outside perspective. The external examiner is selected by the dissertation committee in consultation with the Program Administration if/when necessary.

Proposals receive one of the following marks following the defense (see below). Marks are accompanied by specific comments on the strengths and weaknesses of the proposal and note areas that can be further improved, even for proposals receiving no revisions.

1. **The proposal is accepted**. The proposal is interesting and feasible in its current form. It seems likely to produce high-quality results if executed according to plan. Student writing and oral defense exceeds expectations.
2. **The proposal is accepted with qualifications**. The student is ready to proceed to Ph.D. candidacy status, but the proposal itself requires minor revisions. Student must submit written evidence of these changes to the exam committee within three months of the defense. The changes must be approved before the student begins data collection. Students who do not complete the revisions in the allotted time may be terminated from the program**.**
3. **The proposal is deemed unsatisfactory.** The proposal shows considerable deficiencies in theoretical frame, methodological rigor, and/or feasibility to implement the design. The student is required to provide extensive revisions, in consultation with her/his committee, and to defend the new proposal following the process outlined above. Students are only permitted to defend a new/revised proposal once. Should the new/revised proposal still be deemed unsatisfactory, the student is terminated from the program.

Upon successful completion of the dissertation proposal defense, the INCM program will inform the Graduate College of the outcome using the **Thesis/Dissertation Proposal Approval Form.**

Dissertation & Defense

Document Specifications and Guidelines for the Dissertation

The degree of Doctor of Philosophy (Ph.D.) in International Conflict Management at Kennesaw State University indicates that the holder has completed doctoral-level graduate training in research under academic supervision and has submitted a dissertation that the examiners have declared to be a significant contribution to knowledge that demonstrates the author's capacity to carry out independent research.

General Reflections:

A Ph.D. dissertation is generally a lengthy, formal document that argues in defense of a particular thesis. The research performed to support a thesis must be both "original" and

"substantial" and the dissertation must show it to be so. Dissertations are often grounded in theory and tend to follow the scientific method, i.e., defending a thesis (and any derived hypotheses) based on evidence collected. The integration of theory, the definition of concepts, and the analysis of the evidence are at the heart of the work. A dissertation often concentrates on principles: it derives best practices, and states lessons learned, and not merely the facts behind them. In general, every statement in a dissertation must be supported either by a reference to published scientific literature or by original work. Moreover, a dissertation does not merely repeat the details of critical thinking and analysis found in published sources; it uses the results as fact and refers the reader to the source for further details.

Dissertation Format:

Dissertations that fulfill the general requirements outlined in the general description above can take a number of forms (e.g., program evaluation, case study, policy analysis, comparative analysis, etc.) as long as they are original, grounded in theory, employ the scientific method or related appropriate approach, and draw generalizable conclusions that advance a particular field of knowledge. Dissertation research usually starts with a problem, dilemma, paradox, enigma, or puzzling question. The particular form a dissertation takes is determined by the underlying problem or question and must be justified as the most appropriate way to solve the problem or answer the question. For instance, a student who intends to complete a program evaluation must explain why this particular format will generate the most effective evidence in defense of the thesis. Irrespective of the specific format, all Ph.D. candidates must undertake quality dissertation-type projects that are original, theoretically grounded, and methodologically rigorous. The dissertation must make a substantial contribution to international conflict management. Dissertations should never be methods-driven, but rather the methods employed ought to be the most appropriate for answering the question(s) that inform the research topic.

Style:

Doctoral dissertations are required to be written in English. Students should consult the appropriate style manuals and professional journals and their major professors to determine the most appropriate style within their area of research. The dissertation must be certified as substantially free of errors and ready for publication before it is submitted to the Graduate College. Typically, dissertations are formatted in APA or Chicago style in the program. Please refer to previously published dissertations in the program to serve as templates and refer to reputable guides such as Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations.*

Strict timelines are in place for the submission of all dissertation related documents. Doctoral candidates are required to adhere to these time lines.

Timelines for Completion of Dissertation, Final Defense

Anticipated Graduation	Petition Opens/Closes	Final Dissertation Draft to Committee	Dissertation Defense Successfully Completed	Final Copy with edits to Committee	Final PDF Copy submitted
Spring	August 1 of previous year/November	March 1	April 1	May 1	May 6
Summer	January 1/April 15	May 1	June 15	July 16	July 24
Fall	April 15/July 15	October 1	November 1	December 1	December 10

While the dissertation committee may offer suggestions for revision, the Ph.D. student is ultimately responsible for review of the dissertation manuscript for adherence to all appropriate style guidelines.

The Dissertation Defense

After each dissertation committee member agrees that the dissertation is ready to move to final defense, the student consults with the chair and other committee members to schedule a date for the final defense. The dissertation chair submits a copy of the dissertation abstract to the Program Director and Program Coordinator at least **14** days prior to the final defense. The student will also provide a final draft of the dissertation to each of the dissertation committee members *at least 30 days before the defense.* This final draft must be complete in all respects and editorially acceptable for final approval at the time of the defense. Failure to comply with this procedure will result in a delay of the defense.

The defense is posted as a public hearing and may be attended by other members of the University community and by others from outside the University. The INCM program will notify the Kennesaw faculty electronically of the date and provide an abstract with the electronic notification.

As arranged by the dissertation chair, the dissertation committee meets before the scheduled defense to discuss the dissertation and procedures for the defense. Whenever possible, the defense should be scheduled in a room that will accommodate visitors comfortably. The chair establishes matters of protocol prior to the actual defense. Faculty and any others who sit in as an audience for the defense are required to defer to the dissertation chair's judgment concerning matters of protocol.

The public defense provides a formal opportunity for the Ph.D. candidate to present his or her research questions, design, methods, findings, and conclusions to those in attendance. Generally,

this presentation by the candidate will last from between 25-45 minutes. The dissertation committee then formally questions the doctoral candidate about the work he or she has completed along with any additional questions or input from the audience. Generally the formal question session will last between 35-45 minutes.

Procedural Guidelines for Dissertation Defense

Generally, dissertation defenses do not exceed two hours in duration. Once the candidate has completed his/her public presentation, the audience has time to ask questions. The dissertation chair can then dismiss the audience in order to conduct a private questioning of the candidate or allow the audience to remain. The committee then excuses the candidate and deliberates on the results of the defense in private. The defense outcome is recorded and shared with the candidate both verbally and in writing.

Generally, immediately following the announcement to the candidate of the results of the dissertation committee's deliberations, the candidate may expect the dissertation committee to make suggestions for final edits. It is the responsibility of the student to make personal written notes about the suggested revisions and, subsequently, to complete all edits.

The dissertation chair completes the **Dissertation Defense Outcome** form signifying any additional edits or final changes that need to be made in the dissertation document. All committee members must sign the form prior to leaving the dissertation defense and the form must be submitted to the Program Office. Once the manuscript is in print-ready form, the **Dissertation Signature Page** should be signed by all members of the dissertation committee and submitted to the Program Office. The Dissertation Signature Page is included in the student's final online and/or bound manuscript.

In the event a student does not successfully defend, he/she may re-defend within six months of the initial defense. A candidate may have only ONE additional attempt to defend and to pass the defense of the dissertation. Failure to re-defend within six months or failure to pass the second dissertation defense results in the candidate's dismissal from the program without the awarding of the Ph.D. degree.

Copyright of Dissertation

Candidates may choose to copyright their dissertation when submitting their final copy to the Sturgis Library (http://digitalcommons.kennesaw.edu/submit_research.html). Regardless of whether the Ph.D. student copyrights the dissertation, the candidate is responsible for complying with all current copyright laws and regulations governing inclusion of another's work in his or her work.

Publishing Manuscripts Drawn from the Dissertation

Ph.D. students frequently collaborate with faculty who have made substantive contributions to the dissertation. In all cases, however, the author of the dissertation should be listed as the first author on any paper and/or publication based primarily on the dissertation research that is submitted for publication. Published work may be used as chapters in the dissertation upon committee and program approval. Contributions regarding co-authorship need to be clearly

distinguished so that the committee can evaluate the candidate's contribution.

Dissertation Awards

Graduate students are also advised that numerous professional organizations present competitive awards for outstanding dissertation research. Upon completion and approval of the dissertation, Ph.D. students should consult with their dissertation chair and/or committee members about requirements and submissions for such awards.

XII. Commencement

Awards and Hooding

During Commencement, the College of Humanities and Social Sciences conducts a Doctoral Hooding Ceremony.

The Dean/Associate Dean of Graduate Programs announces the names of doctoral candidates and dissertation chairs, along with the titles of dissertations. The title of the candidate's dissertation study is provided in the official Program. The entire dissertation will be published on *Digital Commons*, the digital repository for scholarly work at Kennesaw State University (http://digitalcommons.kennesaw.edu/etd/).

Regalia

Doctoral regalia are available in the KSU Bookstore and may be purchased or rented. The regalia will be featured on the KSU Bookstore website in advance of graduation.

Graduation Procedures

Students must follow graduation procedures as outlined by the university.

Procedural Checks

Students should check with the Registrar to ensure no grades of "Incomplete" remain on their transcript, that they have completed all program requirements all fees are paid, and that they are on the graduation clearance list. These checks ensure the graduation process will go smoothly. Students can also check most of this information online.

XIII. Forms for Students and Faculty

These forms are available for completion and download at
http://chss.kennesaw.edu/conflict/resources/general.php

Form Title	When Completed
Approval for Directed Study or International Experience	during the semester prior to completing
Dissertation Defense Outcome Form	following dissertation defense
Dissertation Signature Page	following completion of revisions to the dissertation
Intent to Exit	terminate degree
Intent to Take Leave of Absence	as necessary
Petition to Graduate	see dates above (complete via Owl Express)
Request for Appointment to Graduate Faculty	as needed once dissertation committee members are selected
Request for Approval of Ph.D. Dissertation Committee	no later than beginning of 3rd year of study
Request for Change in Dissertation Committee Membership	as necessary
Readmission Request Form	at least 6 weeks prior to semester in which you wish to enroll