

## CCSE Graduate Student Communication Guidelines

CCSE is committed for the success of its students. A student should follow the following guidelines when help or advice is needed. Please follow the appropriate communication chain when you need assistance:

1. Ms. Melinda Ross, Director of Graduate Student Support, [gradccse@kennesaw.edu](mailto:gradccse@kennesaw.edu) may assist AI, CS, DSA, IT & SWE majors with general questions about such things as registration, academic hold, change of major, etc. It is best practice to start with Ms. Ross when you are unsure who to contact.

- CCSE Internship Coordinator: Prof. Darin Marrow [ccseinternship@kennesaw.edu](mailto:ccseinternship@kennesaw.edu)  
Internship/Coop related questions.

5. Useful Links

CCSE Student Success Resources: <a href="https://www.kennesaw.edu/ccse/resources/index.php">https://www.kennesaw.edu/ccse/resources/index.php</a>	
CCSE International Student Web page program requirements): <a href="https://ccse.kennesaw.edu/international.php">https://ccse.kennesaw.edu/international.php</a>	

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## 7. Grade Appeal Process

KSU grade appeal policies (including the communication timeline you must follow and what kind of information you need to provide)

<https://catalog.kennesaw.edu/content.php?catoid=67&navoid=5859>

A student may submit an appeal for the final grade awarded for a course. Interim grades or grades on specific assignments are not appealable. The appeal must be submitted within twenty (20) business days after the first day of classes of the next academic term (fall, spring, summer) after the academic term in which the final grade was (an) 6 (d)-4 next acad