



Doctoral Policies and Procedures Handbook

Approved by BCOE Advanced Program Coordinators
August 2018

**Bagwell College of Education
Kennesaw State University**

Doctoral Policies and Procedures Handbook

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Students who wish to have credits transferred from another university to their doctoral program in the Bagwell College of Education must begin the application for transfer with their program coordinator, submit a Request for Transfer of Credit form along with an official transcript and catalog description of the course(s), and comply with Graduate

chair. The dissertation chair will work together with the committee to provide advice on matters related to the program of study, comprehensive examination, proposal, and dissertation.

- x Prepare for any written or oral examinations by being thoroughly familiar with the material that is central to the topics being discussed. This preparation will greatly increase the chances of successfully passing these examinations.
- x Monitor progress closely. Program coordinators 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.
- x Attend specific programs and/or Bagwell College of Education workshops and seminars for the duration of the time you are enrolled in the program.
- x

classes for the semester for which it is requested. A leave of absence will not be granted retroactively after the end of the semester.

- x Limits. A student may request a leave of absence for one semester, two consecutive semesters, or three consecutive semesters (summer semester included). There is a 12-month limit for any one request of leave of absence. A student may submit multiple requests for a leave of absence subject to a 3-semester l

Verification of Class Schedule Students should verify their class schedule for each semester enrolled. No course additions/deletions are permitted after the Drop/Add period has ended. It is the student's responsibility to verify their class schedule (including credit hours) on Owl Express for accuracy.

Withdrawal from Courses.

Ed.D. in Secondary Education: Chemistry

<http://bagwell.kennesaw.edu/departments/smge/programs/edd/index.php>

Ed.D. in Secondary Education: English

<http://bagwell.kennesaw.edu/departments/smge/programs/edd/index.php>

Ed.D. in Secondary Education: History

<http://bagwell.kennesaw.edu/departments/smge/programs/edd/index.php>

Ed.D. in Secondary Education: Mathematics

<http://bagwell.kennesaw.edu/departments/smge/programs/edd/index.php>

Ed.D. in Special Education: General Curriculum

<http://bagwell.kennesaw.edu/departments/ined/programs/edd/index.php>

Ed.D. in Teacher Leadership

http://catalog.kennesaw.edu/preview_program.php?catoid=39&poid=4917

IX. Academic Policies

Grade Expectations for Satisfactory Graduate Level Performance. Each course syllabus sets the standard for academic grades. Class attendance is required, as specified by each course instructor. Graduate students are expected to earn grades of at least "B" in most of their course work for 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 at Kennesaw State University and a grade of "C" or better in each course presented to meet degree requirements.

Academic Probation. Whenever a graduate student's institutional graduate grade point average drops below 3.0, that student will be placed on probation and be advised of the significance and potential consequences of this action. While on probation, the student will not be permitted to take comprehensive exams or obtain a graduate degree. Academic probation may also affect a student's financial aid status or eligibility to hold a graduate assistantship. Students on probation are only allowed to register for courses during final registration. Graduate students can have their probationary status removed by raising their institutional grade-point average to at least 3.0. Individual graduate programs may have additional expectations and/or grading policies.

members from outside the department where the grade was awarded and one (1) student to review the written documentation and make a recommendation to the Dean. The advisory panel may invite the student and the faculty member who awarded the grade to meet with the panel to share each party's position on the grade dispute. The panel will provide a written recommendation to the Dean

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

point average of 3.0 calculated on all graduate courses attempted at KSU and a grade of "C" or better in each course presented to meet degree requirements.

Students should check with the Registrar to ensure no grades of "Incomplete" remain on their transcript, that they have completed all program and Bagwell College of Education requirements (i.e., Petition to Graduate), 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.

Students will follow graduation procedures as outlined by the university. During KSU Commencement, Bagwell College of Education doctoral graduates and faculty participate in a university-wide Doctoral Hooding Ceremony. Names of doctoral candidates and dissertation chairs, along with the titles of dissertations, are announced, and candidates are hooded by their dissertation chair. Candidates' names, dissertation chairs' names, and dissertation titles are provided in the official commencement program. Doctoral regalia are available in the KSU Bookstore and may be purchased or rented. The regalia are featured on the KSU Bookstore website in advance of graduation.

XII. Important Doctoral Forms for Students and Faculty

All Dissertation Forms (both BCOE and Graduate College forms) are located on the BCOE website on both the "Current Students" tab and the "Faculty and Staff" tab. All forms should be completed and sent to Department Chairs for signatures. All completed forms should then be sent to the BCOE Associate Dean for Graduate Studies and Research, who will review and approve each form, save the forms to the BCOE Dean's Office I: drive, and forward forms to the Graduate College, when appropriate. *Please ensure that forms have signatures as well as printed names beside the signatures on the form. We must be able to read committee chair and committee members' names on the forms.*

Graduate College Forms: <http://graduate.kennesaw.edu/students/forms.php>

BCOE Doctoral Forms and Resources: <http://bagwell.kennesaw.edu/current-students/graduate-student-resources.php>

Please note the following about all required doctoral forms:

- x Please fill in the forms electronically instead of handwriting the forms.
- x If possible, electronically sign the forms with an Adobe signature.
- x All signatures should also include a printed name beside each signature.

- x BCOE Doctoral Program Coordinators and Department Chairs will approve, sign, and send the forms to the BCOE Associate Dean for Graduate Studies and Research.
- x The BCOE Associate Dean for Graduate Studies and Research will review and approve the forms, save the forms to the BCOE Dean's Office I: drive, and send the forms to the Graduate College, when appropriate.
- x Incomplete or illegible forms will be returned. Please note the Committee Approval form asks for each committee member to sign.
- x All students completing a thesis or dissertation should be submitting these forms in a timely manner, not all forms just prior to or after graduation. Suggesting timing for each form is listed with the link to the form.

Below is a list of all required forms for BCOE doctoral students. Some forms are required by the Bagwell College of Education (BCOE), while others are required by the KSU Graduate College (GC). Students should plan their timeline for completion carefully and ensure B requ loaf tñthriatath 0.001 Tc -n (r)14 (e)3 (d)10 (by.1-ri)c -d Tw 1124 BSpanC 0.001 T5 0

Required Forms (GC = Graduate College; BCOE = Bagwell College of Education)

1. Program of Study (GC)

XIII. Program Timeline with Links to Required Forms

Action or Event

Additional activities may be required by individual BCOE doctoral programs.

GC = Graduate College

BCOE = Bagwell College of Education

When

The student and faculty

Dissertation Proposal Draft Provided to Committee		
Draft of IRB Application for Dissertation (KSU and School District) is prepared to be ready to submit when Dissertation Proposal is defended and approved by Chair and Committee		
Dissertation Proposal Successfully Defended Thesis/Dissertation Proposal Approval Form Submitted (GC)		
IRB Application for Dissertation Submitted (KSU and School District)		
Admission to Candidacy Application for Admission to Candidacy Form Submitted (GC)		
Collect Data for Dissertation Study (once IRB Applications are approved)		
Analyze Data/Develop Dissertation Petition to Graduate Form Submitted and Fee Paid (one semester in advance)		
Dissertation Draft Provided to Chair		
Dissertation Draft Provided to Committee Agreement to Schedule a Final Defense Form Submitted (BCOE)		
Dissertation Defense Thesis/Dissertation Defense Outcome Form Submitted (GC)		
Final Copy of Dissertation (with revisions) approved by Chair and Committee		
Final Copy of Dissertation Submitted to Digital Commons		
Doctoral Hooding/ Commencement		

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gH!G)&@/,,\$!%/55\$)(./&0!(!%/55\$)(./&0!;#./)!*&)\$@/\$:!	!!
gl "!+,(!%/55\$)(./&0!!	