



**College of Education,  
Health and  
Human Services**

## **Graduate Handbook**

**The College of Education,  
Health, and Human Services**

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## **Mission Statement**

Graduate Education and Administrative Affairs supports the mission of the College of Education, Health, and Human Services by leading and/or assisting others with:

- Continuous improvement of student learning
- Professional development
- Program development
- Research and evaluation
- Accreditation (APA, AQIP, CACREP, HLC, NCATE, OBR)
- Grant procurement
- Data collection, management, reporting
- Student affairs from admission through graduation
- Relation with the University Graduate Studies and the Ohio Board of Regents

## Admission

### General Admission

The University requires an undergraduate GPA of 3.0 for admission to graduate study. The College of Education, Health and Human Services (EHHS) recommends an applicant to have earned a graduate GPA of 3.25 for admission to the Educational Specialist (Ed.S) degree and a graduate GPA of 3.5 for the doctoral degree. However, a particular graduate program in EHHS may establish even higher GPA. Each graduate program in EHHS may establish a higher minimum GPA. A report of GRE scores is required for admission into all doctoral programs and some master's or Ed.S. programs. For admission to a doctoral program EHHS recommends an applicant submit GRE scores at the 50 percentile or higher. Programs may also require additional indicators of potential success for admission, such as interviews and writing samples. Applicants should check the specific requirements for their programs of interest. Applicants should meet with program faculty for pre-admission advising. EHHS evaluates application files holistically considering GPA, GRE scores, professional experience, interviews, English proficiency, and recommendations. Application to a graduate degree program must be made online at <http://www.kent.edu/admissions/apply>

### Certificate Programs

The College offers certificate programs in the following areas:

- Autism Spectrum Intervention Specialist
- Behavior Intervention Specialist
- Career Advising
- Career Technical Teacher Education
- College Teaching
- Community College Leadership
- Deaf Education Multiple Disabilities
- Disability Studies and Community Inclusion
- Early Childhood Deaf Education
- Early Intervention
- Gerontology
- Institutional Research and Assessment
- Internationalization of Higher Education
- Nursing Home Administration
- Online Learning and Teaching
- Ohio Superintendent Licensure

For more information on these certificate programs visit the individual program's website, which can be accessed at <http://www.kent.edu/ehhs/>

**A current/active graduate** student enrolled in a degree granting program at Kent State will need to apply for a certificate online at <http://www.kent.edu/admissions/apply/index>

- \$15 non-refundable application fee is required

Applicants, who are **not current graduate students**, will also need to apply for the certificate online at <http://www.kent.edu/admissions/apply/index> and provide the following application material:

- \$15 non-refundable application fee
- Two letters of recommendation. If at all possible, one of the letters should be completed by a faculty member familiar with the applicant's academic work, and the other should be supplied by individuals familiar with the applicant's professional achievements.
- One official transcript from the institution from which the most recent degree was earned. This transcript must have a print date within the past year. The Division of Graduate Studies will secure a transcript of those credits earned at Kent State University.
- A written statement of "Personal Goals and Professional Objectives."

Send the application materials to:

Kent State University  
Division of Graduate Studies  
Cartwright Hall, 650 Hilltop Drive  
Kent, OH 44242-0001

## Certificate Guidelines

Although the information below appears in the *Catalog*, it is of sufficient importance to warrant repetition.

- Graduate students must maintain a 3.00 minimum grade point average. Graduate Catalog policy states: **"A graduate student who receives a combination of more than 8 credit hours of B- (2.7) or lower grades, or more than 4 credit hours of grades lower than C (2.0) is subject to dismissal."** Students who are unable to maintain academic standards of the College are subject to dismissal for academic reasons. Grades of C- or below are not counted toward completion of the certificate.

## General Requirements

1. Certificates must be completed within six years after the first graduate enrollment.
2. No more than 2 hours of workshop may be used toward a certificate.
3. Before being eligible to be awarded a Certificate, students must be admitted to the Certificate program.

### **Current Degree Seeking Students**

Students who are currently in a degree program (masters, Educational Specialist, or Ph.D.) may also apply to a certificate program. Their degree seeking coursework may be applied to the certificate coursework with advisor approval. The courses must be completed within six years and satisfy certificate course requirements.

### **Transfer Hours from another KSU program or from another accredited institution**

Students who have a **previous graduate degree** (masters, Educational Specialist, or Ph.D.) and are not currently seeking another graduate degree may transfer a maximum 6 credit hours with advisor approval. These credits may include hours from another KSU program, or from another accredited institution, if the following conditions are met: (1) courses were at the graduate level; (2) a grade of “A” or “B” was earned; (3) credit will be less than six years old at the time the certificate is conferred at Kent; (4) student was admitted as a graduate student at the time the course was taken.

To transfer in coursework from an accredited institution (not KSU) the student completes the “Request for Transfer of Graduate Credit” form. The transfer of credit paperwork should be done in the first semester and submitted to room 418 White Hall with an original transcript with grade posted. OGSS will secure all required signatures.

**Course work that does not have a letter grade of “A” or “B” cannot be transferred nor can the coursework be more than 6 years old at the time the certificate is conferred.**

### **Plan of study**

It is the responsibility of each graduate certificate student to make an appointment with the assigned certificate advisor and prepare a plan of study to be filed with the Office of Graduate Student Services, 418 White Hall, by the end of the second enrolled semester. The plan of study form is available in the program area. If the plan of study must be revised after submitting to the Office of Graduate Student Services, the adviser must initial the change(s) on the plan of study or submit a memo to the Office of Graduate Student Services indicating the change(s).

### **Staying Informed**

As a Kent State University student you are given a kent.edu account. It is your responsibility to check it regularly. Kent State University’s official correspondence with students occurs through the kent.edu student email account. **Please note that your kent.edu email address will be added to the Graduate Student email list serve.**

The Office of Graduate Student Services maintains a web site

[http://www.kent.edu/ehhs/ogs\\_](http://www.kent.edu/ehhs/ogs_) that will keep you informed about important policies, procedures and deadlines.

### **Graduation / Application Process**

**The application for graduation for the certificate must be filed with the Office of Graduate Student Services (Room 418 White Hall) no later than Friday of the University’s official first week of classes in the SEMESTER IN WHICH**

**GRADUATION IS ANTICIPATED.** You can apply for graduation by: 1) Apply online after logging onto your flashline, 2) Apply in person in the Office of Graduate Student Services, 418 White Hall, or 3) Download the application from <http://www.kent.edu/ehhs/ogs/graduation-applications> , you can then fax it to 330-672-9162. **Applications received and accepted after posted deadline will be charged a \$200 non-refundable late fee.** Deadlines will be enforced for graduation clearance.

### Guest Admission/Application

Guest admission is available to applicants who are new to graduate study at Kent State University.

Guest students typically take courses for job enhancement, personal enrichment, or enjoyment. Guest students may remain in this status until a maximum of six (6) semester hours of Kent State University credits have been attempted. Students cannot earn a degree through this admission status. If students wish to pursue a degree program or continue after six semester hours have been attempted, they must apply for regular admission. Guest students must meet all prerequisites for courses they plan to take.

To be admitted in this category, the applicant must have an earned baccalaureate degree from an accredited institution.

Anyone who has been denied admission to graduate study or is under dismissal from Kent State University is not eligible for guest student status. Guest students are not eligible for financial aid.

- \$15 non-refundable application fee is required for guest admission.
- Transcripts are not required.

Students can apply for admission as a Guest student through the Division of Graduate Studies at <http://www.kent.edu/admissions/apply/index>

### Non-Degree Admission/Application

For students who wish to take a few graduate courses for personal reasons, self-improvement, or intellectual curiosity, the classification of non-degree student is available.

This classification is for those students not working toward a graduate degree at Kent State University. Non-degree admission is valid for six years. In order to be admitted as a non-degree student one must submit:

- \$15 non-refundable application fee



- an official transcript from the institution where the most recent degree was earned
- online survey completed at <https://www.ehhs.kent.edu/stuPortal/ndgdApp/ndgd.php>.

Anyone who has been denied admission to graduate studies, or is under dismissal from the University, is not eligible for non-degree student status.

It is important for non-degree students to understand that in the event they decide to apply to a degree program, a maximum of 12 hours either taken as a non-degree student or in the form of graduate courses from another institution can be applied to a degree program, if approved. (Coursework used in a previous degree can't be used for another degree.)

Students can apply for admission as a Non-Degree student at <http://www.kent.edu/admissions/apply/index>

### Re-Application

This admission is for students who have already earned a graduate degree from Kent State University. This admission allows the student to reenroll for up to six years. Admission requirements:

- \$15 non-refundable application fee
- Transcripts **are not** required.

Students can apply through Re-Application at <http://www.kent.edu/admissions/apply/index>

### **Appeals Regarding Denials of Admission**

If a student is denied admission, he or she may appeal the decision. A letter must be written and delivered to the Associate Dean of Administrative Affairs and Graduate Education, 407 White Hall within 10 days of the notification of denial. The appeal letter should include evidence for reconsideration. Upon receiving the appeal the Associate Dean will convene a faculty appeals committee whose decision will be final at the college level.

### **Registration**

#### Registration Information

All registration transactions will be completed using FlashFAST. Students should log into FlashLine from [www.kent.edu](http://www.kent.edu) and click on *Student Tools* to access FlashFAST.

Registration and schedule adjustment for all eight campuses of Kent State University is available using FlashFAST. Students must register and make payment of fees by published deadlines before attending classes. Students who are not officially registered for a course by published University deadlines will not be permitted to attend classes and will not receive credit or a grade for the course.

All students are assigned a *priority pre-registration* time when they may register for their classes.

To access the class schedule search in FlashFAST, students should go to Flashline and click on the student tool or access online Schedule of Classes (which is updated daily) from The University Registrar's website.

### Course Withdraw Information

Withdrawal from any or all courses is permitted through the 10<sup>th</sup> week of the semester (or the prorated deadline for flexibly scheduled sections). After that time, students are considered to be committed to all remaining courses and must complete them. If students are unable to complete the semester because of extreme circumstances that first occur after the deadline, students should consult the course instructor. Any course withdrawal(s) processed after the second week of the semester will appear on the student's academic record with a grade of "W." (University Graduate Catalog)

## **Transfer of Credit**

### Transfer of Credit Process

In order to transfer course work from another **accredited** institution to KSU, students should take the following steps. Students will complete and sign a **Request for Transfer of Graduate Credit** form available from the Office of Graduate Student Services, Room 418 White Hall. They should attach an official transcript to the form listing the courses to be transferred to KSU. Students should submit the form to 418 White Hall.

Students may transfer **a maximum of 12 hours** of graduate credit taken prior to admission to their program provided:

- They completed the credits as a graduate student at another institution, as a KSU guest student, or as a non-degree student approved by the faculty advisor.
- The work is graded as A or B quality.
- The credit is less than six (nine) years old at the time of the master's (doctoral) degree is conferred at Kent State University.
- In compliance with the Ohio Revised Code and the University course numbering system, credits requested for transfer into a master's or master's certificate program must have been earned at the 50,000 or 60,000 (500 or 600) level. Credits requested for transfer into a doctoral program or doctoral certificate must have been earned at the 70,000 or 80,000 (700 or 800) level.

The Office of Graduate Student Service staff will secure the signatures of the student's advisor, the department chair, and the associate dean indicating approved of the transfer.

**Students have a limited amount of time to transfer in previously completed coursework: one year from the date of first enrollment for master's students and two years from date of first enrollment for doctoral students.**

The University will not accept or transfer into a degree program any course credits that were earned in completion of another degree.

#### Approval for Acceptance of Graduate Coursework at Northeast Ohio Public Universities

Under specific circumstances, Kent State University graduate students may take one or more graduate courses at Cleveland State University, The University of Akron, or Youngstown State University without registering as a transient student. The course should contribute to the student's program of study and be unavailable at Kent State University. For timely completion of a program of study students must be in good standing (GPA>3.0) and be within time limits for completion of the program for such coursework to be approved.

The graduate program unit at Kent State University will establish a special topics course with a graduate title that will correspond to the course title at the host university and with the initials of the host university (CSU, UA, or YSU.) Registration for such a course is controlled by the home program area and will be permitted only upon receipt of the request form approved by the faculty advisor.

## **Degree Credits**

### **Credit Hours Required**

The number of credits required for a master's degree varies by program area, but is at minimum 32 credits. A master's student must complete all work toward the degree within six calendar years after first registering for classes. Entering doctoral students must have earned a master's degree and must complete a minimum of 90 semester hours beyond the baccalaureate degree and 60 hours beyond the master's degree. All work for the doctoral degree must be completed within nine years. (University Graduate Catalog)

If a degree program course is waived, the hours must be earned through the completion of a substituted course.

### **Workshop Hours**

A maximum of 4 semester credit hours earned in graduate workshops may be applied to some graduate degree programs. All workshops are graded "S/U." Some programs may be more restrictive in their acceptance of workshop hours. Students are advised to consult with their advisors regarding application of workshop credit toward degree requirements. (University Graduate Catalog)

## **Leave of Absence**

### **Leave of Absence**

A leave of absence is granted for degree-seeking graduate students in active status who must be away from their studies for one or more semesters for personal, family, financial, or other compelling reasons. Prior to applying for a leave of absence, students should consider the potential implication on funding and financial aid, including assistantships and veterans benefits, loan repayment, immigration status, health insurance, university housing, and time to degree completion.

International students should contact the Office of Global Education before the initiation of a leave of absence and before returning to campus to ensure compliance with DEVIS regulations and visa restrictions.

To be eligible for a leave of absence, a student must be seeking a graduate degree, have completed at least one full term of enrollment prior to the date a leave is to begin, be in good academic standing and be making reasonable progress toward the degree. Leaves will not be granted to students who (1) have completed less than one full term of

enrollment; (2) are not in good academic standing; (3) have received an extension of the degree time limit.

Leaves of absence are normally granted for one to two semesters. The time taken on an approved leave of absence does not subtract time from the six years for the master's and Ed.S. degrees and nine years for the Ph.D. limitations or degree completion or advancement to candidacy.

The Request for Leave of Absence form should be submitted prior to the start of the term for which the leave is requested, or when the necessity for leave is foreseeable. If the need for a leave is not foreseeable, the request should be submitted as soon as possible, but no later than the last day of classes in the term during which the leave has been taken. A retroactive leave of absence will not be granted. Forms are available at <http://www.kent.edu/graduatestudies/home/forms-library.cfm>

When a department/school grants a leave of absence, it implies the program will be willing to re-admit the student. A plan for re-admission, including any conditions that must be met, should be put in writing and clearly understood by students and their advisors prior to the start of the leave.

Students who are registered for courses must drop or withdraw from all courses prior to taking leave. Course withdrawal does not negate a student's financial obligation, and students will be held responsible for all balances due to the university. Any applicable refunds will be processed per University policy 3342-7-06.

The University does not permit course withdrawal after the tenth week of the fall and spring semesters (or the prorated deadline for flexibly scheduled sections and summer terms). Students applying for a leave of absence after the course withdrawal deadline should address grading and course completion issues with their individual instructors. To consider any variation from this rule for reasons of extenuating circumstances, the student must submit a Petition for Academic Record Adjustment to the University Registrar.

Students on a leave of absence are not registered and, therefore, do not have the rights and privileges of registered students, including course pre-registration and access to the libraries, recreational center, and health services. They cannot fulfill any official department or University requirements during the leave period, such as taking qualifying exams or submitting dissertation/thesis. Students on an approved leave must complete the Application for Graduate Re-Enrollment form found by going to <http://www.kent.edu/graduatestudies/forms-library> in order to register for classes and enjoy the rights and privileges of registered students.

To receive an extension of an approved leave, students must complete a new Request for Leave of Absence form prior to the expiration of their leave. If a student does not receive an extension and does not return to the graduate program, he or she will be considered as having withdrawn from the University. To be reconsidered for graduate

study, students who have withdrawn must formally re-apply to the University and their programs of interest. Re-Applying includes an application, the non-refundable application fee and any necessary application materials.

### **Grading**

Only work of high quality is approved for graduate credit. Graduate students are expected to maintain a 3.0 average in all work attempted at Kent State. A student who fails to maintain a 3.0 average is subject to dismissal. In addition, in order to qualify for graduation, students must maintain a 3.0 average for all graduate coursework. Grades below "C (2.0)" are not included toward completion of requirements for any graduate degree, but are included in evaluating a student's grade point average. A graduate student who earns a combination of more than 8 credit hours of B- (2.7) or lower grades, or more than 4 credit hours of grades lower than C (2.0) is subject to dismissal. Dismissal may be recommended by the coordinator of the student's program to the Associate Dean or the Associate Dean may initiate dismissal based on a review of the student's transcript.

Once grades are submitted, they are final and will not be changed except in cases of administrative error. Grades will not be changed by allowing students to do additional work (e.g., retaking exams; redoing papers; submitting extra credit papers, reports, etc.) or by using criteria other than those applied to all students in the class. In the event of a possible administrative error, the student must contact the instructor as soon as possible following the posting of the grade. If there is a dispute over a student's grade, the student may file an appeal to the Associate Dean who will then activate the University Academic Appeals process outlined in the University Policy Register. (University Graduate Catalog)

### Grade-to-grade Change Policy

Once grades are submitted, they are final and will not be changed except in cases of administrative error. Grades will not be changed by allowing the students to do additional work (e.g., retaking exams; redoing papers; submitting extra credit papers, reports, etc.) or by using criteria other than those applied to all students in the class. In the event of a possible administrative error, the students must contact the instructor as soon as possible following the awarding of the grade. If the instructor is not available, the school director should be contacted. Grade appeals for reasons other than administrative error must follow established procedures for student academic complaints. See the Student Academic Complaints (Kent Campus) procedure in the *Policy Register* published annually on the [Web site](#). (Policy Register)

### "U" Grade

The "U" grade denotes unsatisfactory performance in a course for which a regular grade is inappropriate. Credit hours are recorded as credit hours attempted, and the U grade

is valued as an “F” in computing grade point averages. For graduate students, the U grade (along with the S grade) are the only grades to be used for thesis (6xx99), dissertation (8xx99), workshops and courses involving internship/practicum.

### “IN” Grades (Incompletes)

The administrative mark of “IN” (incomplete) may be given to students who are currently earning a “C” or better and are unable to complete the required work between the course withdrawal deadline and the end of classes due to extenuating circumstances. Appropriate documentation is generally required to support the extenuating circumstances. The student must initiate the request for the incomplete mark with the instructor, and it is the responsibility of the student to make arrangements to complete the incomplete work. Incompletes must be made up within one calendar year. Instructors are required to complete and submit an Incomplete Mark Form to the school director at the time grades are assigned. This form should include justification for awarding the Incomplete, the work to be completed for the course, and the grade to be assigned if the work is not completed (**default grade**). A copy of the Incomplete Mark Form is also provided to the student. In the event the instructor assigns an “IN” grade without a default grade, the default grade will be “F” if the work is not completed by the student. Incompletes will not be counted in the computation of grade point averages until the work is completed, at which time an appropriate grade will be assigned based on the instructor’s evaluation of the work submitted and a new grade point average computed. Unless the course is completed or an extension is granted, Incompletes will automatically lapse to the grade designated on the Incomplete Mark Form at the end of one year. (University Graduate Catalog)

## **ACADEMIC DISMISSALS AND REINSTATEMENTS**

Students who are unable to maintain the academic standards of the College are subject to dismissal. Dismissals will be determined by the Associate Dean.

A graduate student who has been dismissed from a graduate program normally may not be reinstated for work in the student’s former program, or readmitted in any other program or coursework. However, after one year as a dismissed student, application for reinstatement or readmission may be made based upon evidence that former academic weaknesses have been appropriately addressed. If the particular program and the Associate Dean agree that another opportunity should be provided, conditional admission may be granted. (University Graduate Catalog)

- I. **APPEALS FOR REVERSAL OF DISMISSAL ACTION.** Appeals must be initiated within 10 working days of receipt of notification. Any appeal must be based on circumstances beyond the student’s control and of recent origin. Personal illness or deaths in the family are conditions which may be recognized.

Reasons such as outside work, disagreement with friends, “I know I can do better,” roommate or family problems, poor study habits, inadequate academic preparation, or other similar reasons are seldom justified.

Any appeal, which might be legitimate and which is based on uncontrollable and recent circumstances, **MUST BE SUBMITTED IN WRITING**, be documented, show that grades met the required standard before the problem occurred, and include reasons why a statement was not made prior to the end of the term or at the earliest indication of academic difficulty.

Please note that these academic requirements are established by University action and are not the personal action of any University officer, such as the Associate Dean for Administrative Affairs and Graduate Education of this College, and that opportunities to report unusual situations were available to students before the end of the term.

- II. **REAPPLICATION.** The minimum period of Academic Dismissal is twelve (12) months. Before reapplication, the student should engage in appropriate self-improvement to overcome the deficiencies that led to dismissal. Appropriate self-improvement activities employed by dismissed students may include the following: non-credit courses in study skills; assistance from counselors or other mental health professionals; and basic skills reinforcement. Other worthwhile activities may also be recognized. ***All self-improvement must be documented.*** For example, students should furnish progress reports from instructors and/or tutors of any courses they have taken. These materials should be included in the admission application. If students intend to enroll in coursework at another college or university before applying for readmission to Kent State University, they should first confer with their KSU faculty advisors. At times, coursework taken at another institution may not be applicable to specific program requirements in the College of Education, Health, and Human Services.

**To initiate a reapplication for admission, students should contact the Office of Graduate Student Services, 418 White Hall, 330-672-2576.** Office personnel will be available to assist students with the reapplication process. Reapplication request deadlines are as follows: July 1 for Fall semester; December 1 for Spring semester; and May 1, for Summer terms. Students must follow admission and degree requirements in the University Catalog in effect at the time of their return to the University.

- III. **APPEALS FOR REVERSAL OF ADMISSION DECISION.** If an applicant who has been denied admission to a graduate program in the College feels the decision to be unwarranted or unjust, applicants may appeal the decision. The appeal must be in writing and sent to the EHHS Associate Dean for Administrative Affairs and Graduate Education, 409 White Hall within 10 business days after receipt of the decision.



- IV. **THE HEARING PROCESS.** Upon receipt of an appeals letter, the Associate Dean will convene the College Graduate Student Appeals Faculty Committee for a formal hearing with the complainant. Present at the hearing will be the faculty members of the committee, the Associate Dean, and the complainant. Legal representation is not appropriate at this time in the appeals process.

Before the meeting with the complainant, the Committee will meet with program area faculty members invested in the appeal. The program faculty will be dismissed before the Committee meets with the complainant. The complainant will be afforded the opportunity to present their case to the Committee members. Members will also address questions to the complainant, the complainant will then be asked to leave the room while the Committee deliberates. The complainant will be invited back to the room to hear the Committee's decision. The hearing will be followed by a formal notification of the Committee's decision to the complainant via U.S.P.S.

## **Extension**

### Time Extensions

There are specific time limits for completion of graduate degrees: 6 years for masters, 5 years for Educational Specialist, 8 years for Doctor of Audiology, and 9 years for Doctor of Philosophy. Graduate students who require an extension will complete the request for time extension form before the time limit for completion has expired. No time extension will be give to students after their time limit is up. The students will need to apply for admission again if they wish to finish the degree. The time extension form is located in the Associate Dean's Office in 407 White Hall. Students must provide a reasonable timeline and rationale with their request. The student's advisor must provide support for the requested extension.

The extension may be granted with qualification or the extension may be denied.

## **Advising and Plans of Study for Master Students**

The relationship between graduate students and their advisors is an important factor in graduate student success. The advisor provides academic and professional guidance to graduate students throughout their program of study. Advisors have been known to assume a variety of roles in graduate students' lives from providing opportunities for publishing and conference presentations to lending a listening ear.

### Advisors/Plan of Study Masters and Educational Specialist Students

Students will be assigned an advisor who will inform them of program requirements during the first academic year of enrollment in graduate study. Advisors acquaint students with the requirements and regulations guiding their program. Courses used to fulfill requirements for one degree can't be used to fulfill requirements for another degree.

Students are free to choose a different advisor at any time if they wish; however they must file a Change of Advisor form with their school. Each program has a Plan of Study which students and their advisors must be completed and submit it to the Office of Graduate Student Services, Room 418 White Hall. **Master's degree and Educational Specialist students will be blocked from registering for the Third semester after admittance (including Summer) until a Plan of Study has been filed in OGSS.**

### **Thesis/Project**

#### Appointment of Thesis/Project Director and Thesis/Project Committee

When a student is ready to begin thesis or the project planning, he/she should meet with the faculty member who has been assigned as graduate program advisor. If the student is considering a topic outside the advisor's area of expertise, the advisor will arrange for the student to meet with another faculty member for advice on the topic.

The advisor and the student are responsible for securing the consent of a qualified professor to act as director. The advisor may serve as director if this arrangement is agreeable to both parties.

The director will guide the student during the development of the thesis or project proposal. The director will also assist the student in the selection of two other graduate faculty members appropriate to advise and serve on the committee.

#### Approval of Thesis or Project Topic

The students are to prepare a thesis or project topic proposal as directed by their thesis or project advisors. The proposal is presented to their committee for review and approval.

When the committee is satisfied with the proposal, the student will secure the signature of the director and all committee members on the Notification of Approved Thesis/Master's Project Committee & Proposal form. **This form, accompanied by a copy of the abstract, should be filed in The Office of Graduate Student Services (room 418 White Hall) no later than the first day of the term in which the student plans to graduate.**

### Registration for Master's Thesis **ONLY**

While completing the thesis students are required to register continuously for Thesis I for a total of six credit hours. Registration must be for 2 to 6 credit hours per semester, distributed over 1 to 3 semesters as necessary. Once you register for Thesis you will be expected to continuously register for each and every semester including Summer and the semester you plan to graduate. When you apply for graduation, part of the auditing process will be to make sure you registered for 6 hours of Thesis I and that you have continued to register for Thesis II each semester, including the semester you plan to graduate regardless if the thesis is completed or if you are enrolled in courses.

### Registration for Master's Project **ONLY**

Upon completion of coursework, students are required to register for 6 hours of Master Project. Registration must be for 2 to 6 credit hours per semester, distributed over 1 to 3 semesters as necessary. Continuous registration for Master Project is not required.

### Completion of Thesis or Project

Students completing the thesis must consult the Guidelines for Preparation of Theses and Dissertations regarding thesis style and form. The committee director will act as consultant during the time the thesis or project is being completed. Students must complete the thesis or project to the satisfaction of the committee. Students should deliver copies to each member of the committee at least one week prior to the oral defense of the thesis or project.

Students will arrange for an oral defense of the thesis or project with the various members of their committee. The entire three person committee is required to be present for the defense meeting.

The committee director will complete the Report of Oral Defense of Master's Thesis or Master's Project Form and submit it to the Office of Graduate Student Services, Room 418 White Hall.

**Thesis only:** Students must adhere to established deadlines in applying for graduation, scheduling the oral defense of thesis or project, and electronically submit the thesis. Deadlines are posted each term outside of the Office of Graduate Student Services, 418 White Hall and can be found online at <http://www.kent.edu/ehhs/ogs/index.cfm>.

### Finalization of Thesis

- 1) Approval/Signature Pages
  - a. Students should review the **Guidelines for Preparation of Thesis and Dissertations** for proper paper requirements and type of pen used for signing.
  - b. Students should have the original pages prepared and with them at the oral defense so that all members of the committee can sign them.
  - c. Students should obtain all signatures except Dean Mahony's. The Associate Dean's office will obtain the Dean's signature once all corrections have been made and the document has been finalized.
  - d. Students should submit original signature pages to the Associate Dean's assistant located in Room 407 White Hall, 330-672-0552
  
- 2) Upload to ETD
  - a. Students do not need to submit a paper or electronic version for review prior to upload.
  - b. Students should consult <http://www.kent.edu/ehhs/ogs/masters-students> for information on uploading thesis.
  - c. The Associate Dean's assistant will be notified electronically when students have uploaded their thesis.
  
- 3) Review of Thesis
  - a. The Associate Dean's assistant will download thesis documents and review for formatting issues.
  - b. The Associate Dean's assistant will notify students via KSU email (unless a different email address has been provided) of any issues and/or corrections necessary.
  - c. Once students and/or thesis editor have made the appropriate corrections they should email an electronic version (in either PDF or Word) back to the Associate Dean's assistant.
  - d. The Associate Dean's assistant will again review the documents for appropriate formatting.
  - e. Once students have made all corrections, the Associate Dean's assistant will post the final revised version on the ETD site.
  - f. Students must submit two original signature pages to the Associate Dean's assistant, Room 407 White Hall.

### Finalization of Project

- 1) Students must follow the established deadline for applying for graduation.
- 2) Students must defend the completed project by the posted deadline.
- 3) The project must be submitted to project director by the end of the semester in which student plans to graduate.
- 4) Each term deadlines are posted outside of the Office of Graduate Student Services, Room 418 White Hall and posted on website <http://www.kent.edu/ehhs/ogs/index>

## Initial Licensure

### Student Teaching

Students who are enrolled in academic programs that require student teaching must apply for student teaching through the Vacca Office of Student Services, 304 White Hall one year in advance of student teaching. SEED majors must apply one and a half years in advance. The deadline for student teaching application for the following fall is the 2<sup>nd</sup> Friday after the current fall semester starts. The deadline for the application for spring is the 2<sup>nd</sup> Friday after the current spring semester starts. Students must adhere to these deadlines. Failure to meet these application deadlines could result in delays in student teaching placement.

### Licensure

Graduate students enrolled in programs which result in initial or additional licensure will need to take the licensure examination appropriate to their fields of study. Students should consult the website <http://www.kent.edu/ehhs/voss/assessments-required-licensure> for information on licensure exams or for answers to questions.

### Fingerprinting

The Ohio Department of Education requires anyone applying for a new license to be fingerprinted. Applicants who have lived continually in Ohio only need to submit the Bureau of Criminal Investigation form. All other applicants must submit the Federal Bureau of Investigation form as well. Fingerprinting is done electronically in Room 211 White Hall.

## Graduation

### Graduation Application Process

Application for graduation must be filed with the Office of Graduate Student Services 418 White Hall **no later than Friday of the first week of classes in the semester** in which graduation is anticipated. Students who submit a graduation application after the posted deadline will be subject to a \$200 non-refundable late processing fee upon acceptance of the application. Students can apply for graduation by:

1. Applying online after logging into Flashline
2. Applying in person in the office of Graduate Student Services, Room 418 White Hall
3. Downloading the application from <http://www.kent.edu/ehhs/ogs/graduation-applications>, faxing it to 330-672-9162

All required coursework, internships and practica must be completed before students will be cleared for graduation. Students who are on the graduation list will receive a mailing from Office of the Provost. This letter will contain pertinent information regarding cap and gown rental/purchase and graduation ceremony attendance. If any questions or problems arise once the graduation audit process has begun, students will be notified. Problems communicated to the student that are not resolved prior to the deadline will result in student's removal from the graduation list. At that time, the students will receive a letter explaining the reason for the action and procedures for reapplying for graduation.

### Reapplication for Graduation

Those applicants who do not meet the requirements for graduation by the posted deadline must reapply for graduation through the Office of Graduate Student Services. The deadline for reapplication for graduation is the same as that for graduation. The Doctoral candidates must register for dissertation credit hours for the term in which graduation is anticipated.

## **Doctoral Programs**

Although we have attempted to answer the most frequent questions asked by doctoral students, it is assumed that you will have many other questions as you proceed through your program. Please do not hesitate to refer such questions to your advisor or to the personnel in the Office of Graduate Student Services (418 White Hall).

The procedures, rules, and regulations stated in the following sections are valid under the normal time limits for earning the Ph.D. degree. Typical time to completion is as follows:

Four years from time of admission to complete coursework and candidacy examinations.

Five years from the time of reaching candidacy to completion of the dissertation and awarding of the Ph.D. degree.

Refer to catalog regarding time extension; however, if a student has not completed comprehensive exams, then an extension will not be considered.

The various forms required by a Ph.D. student may be downloaded by going to <http://www.kent.edu/ehhs/ogs/forms> or you may obtain a copy from the Office of Graduate Student Services. The checklist will provide you with a convenient record of your progress. We suggest you download the Ph.D. handbook by going to

<http://www.kent.edu/ehhs/ogs/phd> so you will be able to refer to this handbook throughout your doctoral studies.

## **ADVISORY/COURSEWORK PHASE**

### **Areas of Study and Advisors**

#### **Major Area of Doctoral Study and Assignment of Major Advisor**

The College and Graduate School of Education, Health, & Human Services (College of EHHS) doctoral programs are as follows:

Audiology

Counselor Education and Supervision

Cultural Foundations

Curriculum and Instruction

Educational Psychology

Instructional Technology

Evaluation and Measurement

Health Education and Promotion

Higher Education

K-12 Leadership

Exercise Physiology

School Psychology

Special Education

Speech Language Pathology

The letter of admission to the Ph.D. program specifies a student's major and names the major advisor assigned by the program coordinator. In some instances, a second faculty member is assigned to serve as a co-advisor or to provide special assistance

throughout the advisory phase. When reading this handbook, students having a committee headed by co-advisors should assume that the duties and responsibilities ascribed to the major advisor will be shared.

### Minor, Cognate, and Minor Concentration Program Options

The College of EHHS does not require a student to pursue a minor area of study (or a minor area of concentration), or an interdisciplinary cognate, or minor concentration. The student and committee should be aware that only the doctoral major(s) will be noted on the official transcript.

If you are interested in a minor, cognate, or concentration, please go to the Office of Graduate Student Services for more details.

### **The Advisory/Coursework Phase Committee**

The major advisor or co-advisors play an important role in the planning of the doctoral program. It is the responsibility of the committee to approve the student's plan of study and residency plan. The Advisory Phase Committee form must be attached to plan of study.

### Structure of Typical Committees

The typical committee for a program containing a single major and a single minor or cognate appears below. The committee must contain at least two members if student is not seeking a minor or cognate.

- Major advisor (or co-advisor) assigned by the program area
- Second member (or co-advisor) may be from the major program area
- Minor or Cognate (Optional)

### Committee Members

The major advisor and co-advisor or second major advisor may be full or associate members of the Graduate faculty in the student's major. If the major advisor has associate rank, the co-advisor or second major advisor must hold full graduate faculty rank.



The minor or cognate advisor must be a full or associate member of the graduate faculty of the department in which rank is held. This individual will assist the student in selecting coursework and preparing for comprehensive examinations. The minor or cognate advisor will write the questions for the written comprehensive examination in the minor or cognate area of specialization.

### **The Program Plan of Study and Residency Plan**

Doctoral programs are highly individualized and must be carefully documented. It is suggested that the entire committee meet to review and discuss the plan of study and residency plan with the student before it is finalized. The plan agreed upon by the student and committee constitutes the official program of the doctoral student. Doctoral students must be enrolled in courses only at the 70,000 and 80,000 levels. The doctoral plan of study should not include courses other than those at the 70,000 and 80,000 levels. Courses used to fulfill requirements for one degree can't be used to fulfill requirements for another degree.

***The plan of study and residency plan should be approved and filed in the Office of Graduate Student Services before the end of the second semester of study.***

With the exception of the Associate Dean for Academic Affairs, all individuals required to sign the form should do so before the form is submitted to the Office of Graduate Student Services. The student is responsible for insuring all signatures are obtained except for the Associate Dean.

The College of EHHS does not specify the number of hours of coursework to be included in the doctoral major. This decision is made by the advisory phase committee after a thorough review of a student's background and goals. University policy mandates that a student must complete a minimum of 90 semester hours beyond the bachelor's degree or 60 hours beyond the master's degree in order to qualify for a doctoral degree.

Because a variety of important seminars, internships, and individual courses are graded according to an S/U system, there is no set limit to the number of S/U graded courses that may be included in a program. Students and committees are expected to carefully consider the total plan of study and weigh the merits of each course listed in the plan of study.

Changes in an approved program plan of study may be made by submitting a memorandum noting the changes to be made. The memorandum is to be brought to the Office of Graduate Student Services after being endorsed by members of the advisory committee.

### **Completing the Plan of Study and Residency Plan Form**

## 1. Coursework Comprising the Advisory Phase of the Program

The list of courses to be completed during the advisory phase of the student's program should be presented on the program plan of study provided by each program area.

The dissertation preparation and writing for publication courses in HIED and CHDS are open to all doctoral students. Those courses will be publicized to program areas as opportunities for their doctoral students.

Students who have elected a double major or minor should present plan of study information for each of the major or minor areas of study.

## 2. Residency Plan

Program areas will determine their own residency requirements. Residency requirements should be written in the square provided on the Advisory Phase Form or attach an additional sheet of the residency requirement to the plan of study.

### Residency (Purpose, Rationale, and Options)

Doctoral work across the diverse specialties addresses several goals:

1. Development of a comprehensive knowledge base in both the specialty and the broad field.
2. Development of the attitudes, values, reasoning, and technical tools of scholarship and practice appropriate to the specialty.
3. Socialization into the scholar-practitioner role of professor, counselor, administrator, or researcher.
4. Mastery of advanced skills and knowledge that enables the student to obtain the appropriate certification or licensure required for many professional roles.

The purpose of residency is to provide doctoral students professional experiences in addition to their programs of coursework and previous employment activities. Residency is directed toward enabling the doctoral student to move beyond coursework toward internalizing and personalizing scholarship.

The traditional definition of residency (living in the academic environment for a full academic year) assumes that the student will acquire the attributes of a scholar and professional through acculturation. While such an experience is of great value in developing collegiality and providing opportunity for more intensive study, it does not by itself guarantee synthesis. For part-time doctoral students whose roles and

responsibilities make it virtually impossible to engage in full-time, campus-based study, achieving synthesis is an especially great challenge, and the need for programmatic assistance is particularly acute.

Residency, as it is defined by the College of EHHS, is a period in which students are engaged in personalized scholarship through the following broad types of intensive activity:

1. Examination/analysis of various forms of investigation.
2. Examination/analysis of issues, problems, and trends within and across practice and research.
3. Development of a personal and professional perspective through synthesis of the various points of view and models provided in theory and practice.
4. Criticism of ideas, investigations, and practice.
5. Development of collegueship that cannot be attained through part-time or isolated study.

Residency can be viewed as the means by which doctoral students pursue personal and professional goals not addressed through coursework and graduate appointments. It is assumed that plans for a residency will be developed jointly by the student and the advisory phase committee. It should be recognized that a given number of credits accumulated over a prescribed amount of time does not necessarily provide the context needed to promote synthesis.

### 3. Tentative Fulfillment Dates

This section of the program plan of study provides the student with an opportunity to "project" the doctoral studies program in a time frame. While not absolute, the plan is intended to provide general time guidelines for accomplishing the task.

### 4. Approval of Program Plan of Study, Advisory Committee, and Residency Plan

Each member of the advisory phase committee is asked to sign to indicate approval of the plan of study and residency plan. Because it may be helpful for the student to refer to the plan from time to time, it is suggested that the student make and retain a copy of the prospectus and residency plan prior to filing the original in the Office of Graduate Student Services.

5. If a Plan of Study has been filed and the student wishes to change the Advisory Committee, an Advisory Phase Committee **Revision** Form must be submitted.

## Doctoral Comprehensive Examinations

All doctoral students will take comprehensive examinations. By filling out the Permission to Take Doctoral Comps During Final Semester of Coursework form and with approval of the comprehensive examination committee and the program coordinator, doctoral students may elect to sit for comprehensive exams as early as the final semester of their coursework or to wait until the completion of their required course work. Some program areas will require all coursework to be completed before sitting for comprehensive exams. Doctoral students will not be registered for Dissertation I until they have successfully completed written and oral exams and satisfied any “IPs” or “INs” received in their final semester of coursework.

Program areas define the process for their examination process as one of the following five formats. The doctoral advisor/committee makes the final determination about which format is followed:

**Format 1:** Eight hours in length, written in four-hour long sessions on two consecutive days and proctored by departmental staff. The College of EHHS will provide the appropriate technology and reserves the right to require students to use laptop computers.

**Format 2:** Four take-home questions given at one time to the student. Students may spend two weeks on each question for a total of eight weeks.

**Format 3:** Two take-home questions and a portfolio. The portfolio is to be turned in when the questions are given. The questions must be completed within four weeks. Students may spend two weeks on a question.

**Format 4:** Exercise Physiology: Five questions taken over two and a half days totaling 20 hours of writing time.

**Format 5:** Speech Pathology and Audiology: No established number of questions covering the major and two minor areas taken over 4-5 days totaling 16 hours of writing.

**Format 6:** Counseling Education and Supervision students answer 5 questions covering 3 consecutive days for 4 hours each day and proctored by staff. The College of EHHS will provide the appropriate technology and reserves the right to require students to use laptop computers.

In addition, to assess the ability to communicate knowledge verbally, students will complete an oral examination. The intent in both written and oral exams is to evaluate the student’s comprehensive knowledge of the field of study. The committee will submit

their evaluations within a timely manner, *usually* within four weeks of the student's writing. Satisfactory completion of both exams is required to enter candidacy. Scheduling of exams will be determined by the program area.

### Procedure

Students apply for comprehensive exam in the Office of Graduate Student Services (OGSS). This is done by filling out the Application for Ph.D. Major Comprehensive Examination.

Each program area will provide documentation for which of the 6 comprehensive exam options they will be using. Formats will be reviewed occasionally by the Associate Dean in order to check for consistency among and within programs.

Student will submit a comprehensive exam committee form as part of the application process. The committee will include a *minimum* of two members from the student's program area. Optional members may be included from outside the program area and in some programs; the outside member(s) will contribute a question and be responsible for evaluating that question. If any course changes were made after filing the Plan of Study, the student will also need to submit the Plan of Study Changes form.

OGSS will notify the school staff person responsible for coordinating exams when student is cleared to take the exam. An email will be sent to the student, the staff person, and each comprehensive committee member. This email will list the committee members so that the school staff person knows whom to contact for questions, and which option the student has requested.

Once a student receives an email from OGSS, the student will be responsible for contacting the staff person in the School to schedule a time to take the exam or to pick up questions if the exam is a take-home.

The School will be responsible for supplying student with the necessary equipment and/or materials. A computer and disk, a tablet of paper, etc. and proctoring the exams.

The committee should respond within two weeks of completion of the student's writing in a meeting with the whole committee and the student.

All programs allow two attempts to pass written exam; some may allow two attempts to pass the oral exam as well. The chart below lists program area policies.

Program Area	Written	Oral
Counseling, Education & Supervision	Two tries	One try

Cultural Foundation	Two tries	One try
Educational Psychology	Two tries	One try
Exercise Physiology	Two tries	One try
Higher Education	Two tries	One try
School Psychology	Two tries	One try
Special Education	Two tries	One try
Audiology	Two tries	Two tries
Curriculum & Instruction	Two tries	Two tries
Evaluation & Measurement	Two tries	Two tries
Health Education & Promotion	Two tries	Two tries
K-12 Leadership	Two tries	Two tries
Speech Language Pathology	Two tries	Two tries

The grade sheet (Report of Written Candidacy Examination) will be completed by the student's comprehensive committee. They will return the form to OGSS.

If the student has designated a minor or cognate (as defined by the program) and requires a comprehensive exam then the student will be required to successfully complete the minor comprehensive exam before completing the major comprehensive exam.

The examination committee will determine when the student has permission to schedule the oral examination.

### The Oral Examination

When the major written examination has been evaluated as satisfactory, students contact their advisors for guidance in preparing for the oral examination. It is the responsibility of the major adviser to make arrangements for convening the advisory committee for the oral examination which must be completed within 60 days after a student has passed the written examination.

The student who elects a double major must complete only one oral examination. The major advisers will collaborate in planning for the examination. The oral examination is chaired by the major advisor, and all members of the advisory committee are expected to attend and participate in the questioning. At the discretion of the committee, the student may be questioned on any content pertaining to the doctoral program. Following completion of the questioning, the student is dismissed, and the committee evaluates the examination performance.

For the student to successfully complete the oral examination there must be no more than one negative vote. If the advisory phase committee's vote is favorable and the student has completed all coursework, the student is advanced to Ph.D. candidacy. The major advisor is responsible for filing the Report of Oral Candidacy Examination Form in the Office of Graduate Student Services.

Any student who will be taking comprehensive exams during the same semester courses are taken will not be able to move forward with dissertation registration until the course, or courses, have been completed.

OGSS will notify department that the student has passed and to register the student for Dissertation I.

**The student will be given a two-year time limit from the end of the semester in which he/she successfully defends the comprehensive exam to submit and successfully defend the dissertation proposal. Failure to adhere to this timeline may result in your dismissal from the program.**

### **Candidacy Phase**

At this point in the doctoral program, the student is designated a "Doctoral Candidate."

### **Dissertation Registration**

Registration for Dissertation I or the advancement to candidacy will not occur until the semester following satisfactory completion of both the written and oral exams along with any "IPs" or "INs" received in their final semester.

The doctoral candidate is required to register for a minimum of 30 semester hours of Dissertation I credit. There is no upper limit to the number of dissertation hours that may be taken but there is a clear expectation that students will work toward completion of the dissertation at the earliest possible time. In order to remain an active doctoral

candidate, the student is required to enroll for dissertation credit **each** semester (including summer) following the term in which candidacy was reached. Dual majors should alternate between their two program areas when enrolling for dissertation.

Once a student has registered for 30 hours of Dissertation I, subsequent registrations should be for Dissertation II.

The fee for Dissertation I or II can be determined by consulting the *Schedule of Classes* for the appropriate term. A student who enrolls in an additional course or courses must plan to pay additional tuition fees for the courses selected.

All doctoral dissertation registrations permit the student the use of University facilities including library and research equipment.

Students must be registered for dissertation credit in the term in which graduation is anticipated.

### **Dissertation Phase Committee**

Dissertation Phase Committee form must be submitted by the end of first semester of Dissertation I.

#### Dissertation Phase Committee Form

The student is responsible for initiating a meeting with the dissertation director for the purpose of identifying a committee to guide preparation of the dissertation. Once this has been done, the Dissertation Phase Committee Form must be filed in the Office of Graduate Student Services. Please note that certain signatures (noted by /s/) are required on the form. If, due to faculty leave of absence or illness, it becomes necessary to change the committee, an updated committee form must be filed.

Although a general research topic should be selected prior to choosing a committee and filing the form, it is not expected that the student be able to state the exact title of the dissertation at this point. The title provided on the Dissertation Phase Committee Approval Form is assumed to be an approximation of the eventual title.

#### Committee Structure

The dissertation phase committee consists of a minimum of three members of the graduate faculty: a director representing the student's program area, a co-director or second member from the student's program area, and a member outside of the student's program area. Co-advising of dissertations, with various faculty expertise brought to bear on dissertation topics, is encouraged, and a research methodologist is



recommended for all committees. (At the time the committee meets for the dissertation pre-defense, a graduate faculty representative joins the committee.)

The dissertation director and graduate faculty representative must be full members of the University Graduate Faculty. The co-director or second member and any optional members may be full or associate members of the graduate faculty. The outside member must be selected from the full or associate members of the graduate faculty of a program area other than the major or minor area of study. Kent graduate faculty from departments outside the College of EHHS, as well as graduate faculty members from our sister institutions of the University of Akron, Cleveland State University and Youngstown State University, are eligible to serve as outside or optional members. If a student wishes to include a member of the graduate faculty from another institution, a graduate faculty membership form (including a current vita) requesting temporary graduate faculty membership, must be requested by the department chair and forwarded to the Office of Administrative Affairs for review by the Associate Dean.

Normally the advisory phase major advisor serves as the dissertation director, but the student may change to another faculty member from the same doctoral program area. The remaining members of the dissertation phase committee are selected by the doctoral candidate and the dissertation director based on the nature of the proposed study. The committee may include one or all of the members of the advisory phase committee, but there is no obligation to involve any member of the advisory phase committee.

In summary, the dissertation phase committee is constituted as follows:

- Dissertation Director--(must be a **full** member of the College of EHHS faculty and a representative of the student's program area. The dissertation director or a staff member in the Office of Administrative Affairs can assist in determining the status of graduate faculty members under consideration as committee members.)
- Dissertation Committee Member or Co-Director, from the major program area.
- Outside Member from a program area different from the major program area.
- Optional Member(s)

## **Dissertation Models**

### Dissertation Models

Each dissertation committee will guide the doctoral student in the composition of the dissertation. Options, determined by each program area, include:

1. The traditional five chapters
2. The four chapters
3. The legal
4. The foundational and the newly adopted

## 5. Two-three manuscripts

- Manuscripts must be suitable for submission to rigorous peer-reviewed publications in the form of an article, review, meta-analysis, new research, chapter, essay, grant proposal, or other edited volume. Each manuscript should contain an introduction, literature review, methodology (if appropriate), results, discussion, and conclusion. Each manuscript must be either singularly authored by the student or reflect the student as first author of a collaborative piece. The student should indicate to which publication the pieces will be submitted.

## **Dissertation Proposal**

### Contents of Proposal

The dissertation proposal consists of a detailed plan for the proposed research study. The proposal should be as specific as possible to insure that the dissertation phase committee and the student know exactly what the student plans to do, as well as why, how, when, and where the student plans to do it. The importance of the dissertation proposal should not be minimized. The proposal becomes a contract between the student and the dissertation phase committee. The more accurate, complete, and detailed the proposal, the easier it should be to complete the dissertation.

Often a dissertation proposal will include the first two-three chapters. The topic under study should demonstrate a strong relationship to a theoretical base, and should represent a thorough understanding and analyses of the related literature.

### Dissertation Proposal Defense

A formal dissertation proposal defense, conducted by the student's full dissertation committee, should include a rigorous review of the topic and methodologies to be used in this study. Once the student and the dissertation director are satisfied that the proposal (often the first 3 chapters of the dissertation) is ready to present to the dissertation phase committee, copies of the proposal are distributed to the members of the committee. The committee should have a minimum of one week to study the proposal prior to the dissertation proposal approval meeting. The dissertation director is responsible for arranging the time, date, and place of the dissertation proposal approval meeting.

When the dissertation phase committee has approved the proposal, the Notification of Approved Dissertation Proposal form should be completed. The names of members of the dissertation phase committee should be typed on the appropriate lines and signatures obtained when /s/ appears. The completed form and appropriate signatures should be forwarded to the Office of Graduate Student Services along with a copy of the approved dissertation proposal or the abstract from Speech Language Pathology,

Audiology and Exercise, Leisure, & Sports. This must be accomplished no later than the first day of the semester of graduation.

### Human Subjects Review

Even though it may appear that risk to research subjects or participants is negligible, any research that involves human subjects **must** have approval from the University Human Subjects Review Board before proceeding.

The doctoral student and the dissertation director are responsible for obtaining the approval to use human subjects in research. An Application for Approval to Use Human Subjects form may be secured from the Division of Research and Graduate Studies, Cartwright Hall or downloaded from the web at:

<https://sites.google.com/a/kent.edu/division-of-research-and-sponsored-programs-intranet/home/office-of-research-compliance/irb/forms>. If human subjects are involved, a copy of the approved Human Subjects Review statement must be submitted to 418.

### **Guidelines for Preparation of Dissertation**

The Office of Graduate Student Services mails a letter to doctoral students when they attain candidacy and informs them of the availability of the College of EHHS *Guidelines for the Preparation of Theses and Dissertations* on its website:

<http://www.kent.edu/ehhs/ogs/phd-students>. *Guidelines* is extremely helpful in providing information to the doctoral candidate and typist on specific style requirements of the College of EHHS.

The Publication Manual of the American Psychological Association (2001) is the required guide. (If the advisor prefers an alternative style guide, this must be cleared thru the Office of Graduate Student Services.)

- American Psychological Association. (2001). Publication Manual of the American Psychological Association. (5th ed.). Washington, D.C.

### **Preparation for Defense of Dissertation**

It is important to note that application for graduation must be made by the first Friday of the term in which graduation is planned. Refer to the *Graduate Schools Catalog* or inquire in the Office of Graduate Student Services for specific dates.

There are several levels to the oral defense of the dissertation.

- 1) Appointment of the Graduate Faculty Representative
- 2) Pre-Defense
- 3) Defense

### Selection of Graduate Faculty Representative

To request a graduate faculty representative, a form must be completed. The selection of the Graduate Faculty Representative should be made by the dissertation director in consultation with the doctoral student. The representative must be selected from a list of three full members of the Kent graduate faculty who have directed at least one dissertation to completion and who are members of a program area different from the major and minor area of study of the doctoral candidate. It is acceptable for the Graduate Faculty Representative to serve as moderator during the dissertation defense.

- Any qualified faculty member of Kent State University can serve as a Graduate Faculty Representative (GFR). Qualified individuals are determined through the University review process which assigns status to individual faculty members (listed in University Register).
- When the committee determines that the student is ready for pre-defense, the student completes a request form for the GFR.
- Suggestions for sources, departments, or program areas with relevant expertise for GFR are offered, when possible, by the Director or Co-Directors of the dissertation committee or other members of the committee in counsel with the director(s). The Associate Dean for Administrative Affairs and Graduate Education makes the final appointment.
- The Director(s) of a doctoral dissertation MAY request the addition of a GFR earlier in the process when the proposal is emerging, in which case that GFR would participate in the proposal process, they could continue and serve as GFR for the dissertation pre-defense and defense as well. They do not serve as another regular committee member.
- A GFR must be appointed prior to the dissertation pre-defense. The GFR participates in the pre-defense and has a vote.
- Unanimity in pre-defense is the desired goal. The occasion of less than unanimity at pre-defense may initiate a review process by the Associate Dean convening Graduate Council.
- After a dissertation defense, the dissertation evaluation form completed by the GFR along with the oral defense approval form is submitted by the candidate to the Associate Dean for Administrative Affairs and Graduate Education. The candidate and Director(s) ensure all forms are present at the defense.

If requested, he or she may also serve as moderator for the oral defense.

### Predefense Dissertation Committee Meeting

The predefense meeting is scheduled by the dissertation director when it appears that the document may be ready for defense.

The dissertation phase committee, plus the graduate faculty representative, meet to discuss the dissertation and to determine whether the dissertation is ready for the final oral defense. The doctoral candidate is not present at this meeting. The doctoral candidate must allow the dissertation committee a minimum of ten days to read the predefense copy before the predefense meeting.

A formal decision should be made by the committee in the absence of the doctoral candidate as to the state of readiness of the manuscript. The following are among possible alternative decisions:

1. There is **unanimous** agreement that the dissertation is ready for the oral defense. Individual committee members may have some suggestions for improvement, but they do not wish to see revisions before the defense copy of the document is submitted to the entire examination committee. They recommend that the responsibility for seeing that these changes are made rests solely with the dissertation director.
2. One or more committee members request that minor changes be made in the predefense copy and wish to see the revisions before determining readiness to defend. However, the changes are of a minor nature and **none** of the committee members feels that an additional meeting of the dissertation committee is needed for final approval.
3. One or more committee members feel that revisions of a major nature are needed in the predefense copy. In this case, the doctoral candidate makes the recommended revisions and resubmits the revised copy to the dissertation phase committee. At this point, a reasonable period of time must be allowed before the rescheduling of the predefense meeting. At the second predefense meeting, outcomes "1" through "4" are again possible.
4. The committee determines that major revisions necessitate postponing the scheduling of the oral defense for an unspecified time period. If possible, arrangements should be made at this point to submit the revised document to the committee and a time for the next predefense committee meeting should be set.

Once the committee has determined that the dissertation is ready to defend, only minor changes agreed upon by the committee should be made.

### Arranging for the Defense

Each term's deadline date for the oral defense is posted on our web page <http://www.kent.edu/ehhs/ogs> under Important Dates or the deadline date may be obtained from the Office of Graduate Student Services in 418 White Hall. It is important to adhere to the defense deadline in order to provide sufficient time for editing and for production of the final corrected dissertation copy. Only rarely can a short extension of a deadline be made, and then only with a petition from the doctoral candidate and the dissertation director to the Associate Dean for Administrative Affairs.

Upon receiving the approval from the dissertation director, the doctoral candidate should distribute the defense copy to all members of the Dissertation Committee including the graduate faculty representative and moderator. At least ten working days must elapse between distribution of the defense copy and the oral defense.

The purpose of the defense copy is to be a basis for the questioning of the doctoral candidate. As such, all parts of the work must be included in typewritten form. These include the table of contents, lists of tables, all data, the complete references, and appendices. All pages must be numbered appropriately.

The Ph.D. candidate is responsible for assuring completion of the Notification of Readiness to Defend the Dissertation form and submitting it to the Office of Graduate Student Services. This form testifies that all members of the dissertation phase committee have agreed that the dissertation is ready for defense. A copy of the defense brochure must be attached to the Notification of Readiness to Defend form.

### Readiness to Defend & Brochure

The defense is announced to the faculty and students of the College of EHHS through the *defense brochure*, prepared by the candidate. The candidate should attach a copy of the brochure to the Readiness to Defend form and submit to the Office of Graduate Student Services ***no later than ten days prior to the dissertation defense***. Copies of the brochure will be posted so that interested parties can make arrangements to attend the defense. The candidate should also plan to provide copies of the brochure to committee members and guests at the defense. Samples can be found on the bulletin board outside of the Office of Graduate Student Services, room 418 White Hall.

The defense brochure contains a biography of the candidate and a condensed abstract of the dissertation. The biography, which should be 200 to 250 words in length, should include background information, professional experience, and research completed or in progress. The condensed version of the dissertation abstract should be limited to 200 to 250 words. Samples can be found on the bulletin board outside of the Office of Graduate Student Services, room 418 White Hall and two samples of brochures can be found at: <https://www.kent.edu/ehhs/ogs/phd-students>. The two brochure samples are located under DISSERTATION.

### **Oral Defense**

The oral defense of the dissertation is a formal **scholarly event** which is open to the university community and the public. It is suggested that the candidate distribute copies of the defense brochure to members of the audience who did not obtain them at an earlier time. At the discretion of the moderator, members of the audience may be granted the privilege of questioning the candidate. It is the responsibility of the graduate faculty representative to file an evaluation with the Associate Dean for Academic Affairs regarding the maintenance of scholarly standards. Evaluation forms are available in the Office of Administrative Affairs, 407 White Hall.

Students are expected to have achieved independence with the requisite research methodology of the dissertation and demonstrate a thorough knowledge of the research processes for his/her dissertation. The oral defense of the dissertation should be a clear demonstration of a student's independence and competence in research.

### Examining Committee and Voting Procedures

The Examining Committee consists of the dissertation phase committee, the graduate faculty representative, and the moderator. With the exception of the moderator who votes only if serving in the dual capacity of graduate faculty representative, each committee member must vote in favor of passing or failing the candidate's performance. No abstentions are permitted. A candidate passes the final oral defense if he or she passes with no more than one dissenting vote.

Immediately preceding the defense, the moderator typically clears the examination room of all but the Examining Committee. The committee then discusses the defense copy to insure that all members judge it ready to defend. The moderator and committee will also establish the questioning procedures at this time.

At the outset of the examination, the moderator reviews the ground rules for the oral defense and the order of questioning by the Examining Committee. The doctoral candidate then presents an overview of the research, briefly stating the purposes of the research, method of investigation, and outcomes. Questioning of the doctoral candidate follows the rules previously established by the moderator. Normally each committee member is allotted ten to fifteen minutes during the first round of questioning. The dissertation director is usually the last member of the committee to present questions.

Following the first round of questioning, the moderator will normally ask each Examination Committee member if there are further questions. When the Examining Committee has been satisfied in the questioning, the moderator may ask if there are any questions or comments from the members of the faculty or guests in attendance. The moderator may also choose to question or comment at this time.

When the questioning and dialogue have been completed, the doctoral candidate and all visitors are excused. The Examination Committee then has an opportunity for

discussion before voting to determine whether the oral defense should be evaluated as pass or fail.

Doctoral candidates preparing to defend their dissertations are strongly encouraged to attend one or more oral defenses in order to become familiar with procedures.

### Report of the Oral Defense

The Report of the Oral Defense of Dissertation Form must be completed and filed in the Office of Graduate Student Services with the proper signatures as noted on the form. It is necessary that this form be submitted in order to clear the candidate for graduation.

The graduate faculty representative is expected to provide an evaluation of the dissertation defense including thorough written comments which are forwarded to the Associate Dean for Administrative Affairs. (Comments will be summarized periodically and will be disseminated to dissertation chairs, the Annual Dissertation Awards Committee, and the committee conducting the five-year review of graduate faculty membership.)

## **POSTDEFENSE ACTIVITIES**

### **Final Dissertation Copy**

It is not unusual for the Examining Committee to recommend a number of changes in the defense copy of the dissertation. The candidate should work closely with the dissertation director as these revisions are made.

The final dissertation should be checked as carefully as any article or book being prepared for publication. Format, style, spelling, punctuation, and references should be in final form before the committee gives final approval to the dissertation.

### Signature Pages

The candidate should be careful to note the examples of the signature page in the *Guidelines for Preparation of Theses and Dissertations* (available on the web at: <http://www.kent.edu/ehhs/ogs/phd-students>) before having the pages typed. The number of lines typed for signatures should correspond to the number of members on the dissertation phase committee. The Graduate Faculty Representative does not sign the signature page.

The candidate should make certain that two original signature pages are submitted to the Office of Administrative Affairs, room 407 White Hall. The signature page must be signed by the entire dissertation committee and the department chairperson. The Dean of the College of EHHS will review the dissertation and sign the signature pages last.



Signatures should be made in ***permanent black ink***.

### Editing

It is suggested that the candidate hire a dissertation editor to assist in producing an error-free document that can be a continuing source of pride for the individual and for the College of EHHS. When working with an editor it is important to be specific about the scope of the editing expected. In general, the less polished the document delivered to an editor, the greater the editing cost.

Typically candidates request editors to check the following:

- I. Type style.
2. Pages preceding text to note whether the following items are properly included: title, copyright, and approval pages; preface and table of contents; lists of figures, illustrations, and tables; blank pages before title, copyright, approval, and preface pages.
3. Margins, spacing and pagination.
4. Chapter titles and subheadings.
5. Paragraph and sentence structure; punctuation, spelling, and vocabulary usage in text and appendixes following standard procedures as presented in APA.
6. Coordination of text with appendixes references, tables and illustrative material.
7. Tables, figures, and references for consistency with the APA used by the student.

### **Filing the Dissertation**

Each term there is an official deadline for electronically submitting the final corrected copies of the dissertation, Microfilm Release Form and survey of earned doctorates. The candidate should check <http://www.kent.edu/ehhs/ogs/phd-students> for the deadline dates for the semester in which graduation is anticipated or visit the Office of Graduate Student Services where the Important Dates are posted on the bulletin board outside of the office.

The following material must be submitted to the Office of Administrative Affairs, room 407 White Hall by the posted deadline:

1. Approval / Signature Pages

- d. It is recommended that you have the original pages prepared and have them with you at your oral defense so that all members of the committee can sign them. (Example can be found in the Guidelines mentioned below).
- e. Review the ***Guidelines for Preparation of Thesis and Dissertations*** (<http://www.kent.edu/ehhs/ogs/phd-students>) for proper paper requirements and type of pen used for signing.
- f. All signatures should be obtained except for the college dean's. The Office of Administrative Affairs and Graduate Education room 407 White Hall will obtain the Dean's signature once all corrections have been made and the document has been finalized.
- g. Original signature pages should be turned in to Office of Administrative Affairs and Graduate Education room 407 White Hall.

2. Finalize document in preparation for upload to ETD

- a. Dissertation information for upload: <http://www.kent.edu/ehhs/ogs/phd-students>
- b. You do not need to submit a paper or electronic version for review prior to upload.
- c. The Office of Administrative Affairs, room 407 White Hall will be notified as soon as you have uploaded your document.

3. Review of Dissertation/Thesis

- a. The Office of Administrative Affairs will pull a copy of your document from the ETD site and review for any formatting issues.
- b. The office will be in touch with you via your KSU email (unless you have provided a different email address) regarding any issues and/or corrections needed.
- c. Once you and/or your editor have made the appropriate corrections you will email an electronic version (in either PDF or Word) back to the Office of Academic Affairs.
- d. The document is again reviewed for appropriate formatting.
- e. Once all corrections have been made, submit the final revised version on the ETD site.

4. Paperwork to be submitted to Room 407 White Hall:

- a. 2 original signature pages on 100% cotton.
- b. Copyright form and payment if copyrighting through UMI.

- c. Author Discount form and payment if student is taking advantage of the discount to order hardbound copies.

## **GRADUATION ARRANGEMENTS**

### **Application for Graduation**

There is a formal application deadline for each graduation period. This deadline is the first Friday of the semester or term in which the doctoral candidate plans to graduate. The deadline is **firm** and must be met.

#### Reapplication for Graduation

Those applicants who do not meet all of the above requirements for graduation by the posted deadlines must reapply for graduation in the Office of Graduate Student Services. The deadlines for application for graduation hold for reapplication for graduation. The doctoral candidate must also register for dissertation credits for the term in which graduation is anticipated.

### **The Graduation Ceremony**

#### Doctoral Hoods

Every doctoral graduate who attends the commencement ceremony is presented with the ceremonial doctoral hood free of charge. The hood is given by the College of EHHS to celebrate the accomplishments of the new Ph.D. graduate. Students who would like to own a hood, but do not attend the commencement, may obtain the hood at their own expense.

Candidates who plan to participate in the graduation ceremony must make arrangements to be properly attired in a doctoral gown. The University Bookstore rents and sells doctoral gowns. Whether purchased or rented, the doctoral gown must be appropriate to the degree. When ordering a gown, a doctoral candidate from the College of EHHS should specify that the Doctor of Philosophy degree in education has been earned. The gowns worn by master's or bachelor's degree recipients are inappropriate attire.

### **Keeping In Touch**

Ph.D. graduates are asked to update the Office of Graduate Student Services with addresses and professional positions. Kent State University is proud of its graduates and would like to share their successes and inform them of upcoming activities.