

GUIDE TO GRADUATE EDUCATION AT KENT STATE UNIVERSITY

ACADEMIC YEAR 2014-15

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I. PREFACE

Graduate education and its administration are shared responsibilities. The most visible activity of graduate education is the intellectual interaction of faculty and students who are involved in learning and devoted to advancing knowledge in their fields. Supporting these endeavors are academic leaders in departments/schools, colleges, and central University positions who are committed to providing an atmosphere in which graduate education and research can flourish. Faculty, students, and administrators working together, dedicated to the ideals of scholarship and high standards that characterize graduate education, share the responsibility for ensuring the quality of graduate programs and research.

This Guide to Graduate Education at Kent State University (KSU) contains the policies and procedures applicable to the University's graduate education community. Although most of the information contained in this document appears in the University Catalog and/or University Policy Register, this guide is intended to make graduate policies and procedures easily accessible to potential and current students, faculty, staff and administrators.

ADMINISTRATION OF GRADUATE EDUCATION

Division of Graduate Studies

The Division of Graduate Studies at KSU organizationally resides in the office of the Senior Vice President for Academic Affairs and Provost. Its primary functions are: admitting highly qualified and diverse graduate students, providing services to enhance the quality of life for KSU graduate students and ensuring that KSU's graduate programs are cutting edge and meet the highest standards of academic excellence. Responsibility for these functions lies with the dean of Graduate Studies and the Graduate Studies administrative staff (Director of Graduate Admissions and Director of Graduate Student Services).

Academic Colleges

KSU is comprised of ten academic colleges: College of Architecture and Environmental Design; College of the Arts; College of Applied Engineering, Sustainability and Technology; College of Arts and Sciences; College of Business Administration; College of Communication and Information; College of Education, Health and Human Services; College of Nursing; College of Podiatric Medicine; and College of Public Health. Each college is headed by a dean who appoints at least one associate dean to be responsible for the college's graduate programs.

Each academic college at KSU offers advanced degrees, ranging from one degree to many, from professional to research degrees and from master's to doctoral degrees. Academic colleges are responsible for such functions as approving a faculty member's graduate faculty status (i.e., authorizing them to provide graduate coursework and to mentor graduate students) and for approving the composition of graduate students' committees (e.g., master's thesis and doctoral dissertation committees).

Graduate Programs

Within academic colleges, units (e.g., departments, schools) offer the local graduate degree program(s) under the leadership of a department chair or school director. Graduate faculty of a

unit are responsible for the most critical elements of graduate education, including delivering graduate instruction, advising and mentoring graduate students and supervising student scholarly projects, such as theses and dissertations. Units typically appoint one graduate faculty member to serve as the unit's coordinator of graduate program(s), (graduate/program coordinator). The coordinator manages the information exchange between the unit and graduate students (current and prospective), graduate faculty, the academic college and the Division of Graduate Studies.

Policies for Graduate Education

Each college's associate dean for graduate affairs is a member of the Graduate Studies Administrative Advisory Committee (GSAAC), a group that provides advice and counsel to the dean of Graduate Studies on graduate affairs, in particular, policies governing graduate education across the University. All curricular and educational policy matters are reviewed and approved by the Graduate Council, a subgroup of the University's Educational Policies Council. Approved policies represent the minimum standards within which graduate programs formulate, publish, and enforce their own graduate program policies and procedures.

II. ADMISSIONS

The College of Podiatric Medicine adheres to the admissions policies set forth by the American Podiatric Medical Association. For the college's admissions procedures and requirements, visit the College of Podiatric Medicine website. Applicants to the Doctor of Podiatric Medicine degree will need to apply through the American Association of Colleges of Podiatric Medicine Application Service.

2.1. GENERAL INFORMATION

STANDARDIZED TEST SCORES

Official standardized test score reports must be sent directly by the testing center. Graduate Record Examination (GRE) scores are sent directly by the Educational Testing Service, and Graduate Management Admission Test (GMAT) test scores are sent directly by the Graduate Management Admission Council. Consistent with the policies of both the Educational Testing Service and the Graduate Management Admission Council, GRE and GMAT scores are valid for five calendar years. Thus, GRE and GMAT scores taken more than five calendar years prior to the date of application to KSU will not be accepted.

APPLICATION DEADLINES

For timely consideration of the application, it is recommended applicants submit a complete application at least one month before the start of the semester of first

coursework. Some programs have much earlier deadlines. Refer to individual programs in the University Catalog for their deadlines.

MULTIPLE APPLICATIONS

If an applicant chooses to apply to more than one graduate program, the applicant must submit a separate application and application fee for each program. To have the same application materials applied to more than one application, domestic applicants should contact the Division of Graduate Studies and international applicants should contact the Office of Global Education. Applicants may be required to submit additional materials. Refer to individual programs in the University Catalog for required application materials.

CHANGE OF APPLICATION TERM

Applications and application materials are valid for one year only. Applicants may change the term of their application to a later term within one calendar year from the date the completed online application form was submitted. To be considered for admission during a different term, domestic applicants should contact the Division of Graduate Studies and international applicants should contact the Office of Global Education to have the term of application changed. Some programs admit only one term per year. Refer to individual programs in the University Catalog for the term(s) during which they will consider admission. Applicants interested in admission after one year will need to submit a new application and application fee.

DEFER ENROLLMENT

Admitted students are expected to enroll in and attend courses during the term of their admission. Students may defer the term of enrollment to another term within one calendar year from the term of admission. Initial enrollment beyond one year is not permitted. To defer enrollment to a later term, domestic applicants should contact the Division of Graduate Studies and international applicants should contact the Office of Global Education. Students who have not enrolled in and attended courses within one calendar year of admission will need to submit a new application and application fee.

FRAUDULENT RECORDS

Any transcripts, certificates, translations or examination results that appear irregular will be verified with the appropriate school or examination authorities, and the application process will be delayed until verification is received. If it is determined that an applicant has submitted false records or omitted information about previous school attendance, his/her application will be denied, and legal action may be taken.

2.2. ADMISSIONS CRITERIA

Applicants are evaluated on the basis of both past academic performance and potential for continued achievement. In all cases, a combination of quantitative and qualitative measures is assessed. Credentials indicating an ability to succeed in graduate-level work might include cumulative and major graduate point average (GPA), caliber of prior institutions attended, progression of academic performance over time, standardized test scores, written communication skills, recommendations from faculty, relevant work experience, indices of leadership, prior research experience and correspondence between research interests and available faculty expertise.

MINIMUM REQUIREMENTS

- A bachelor's degree from an accredited college or university. If the applicant attended a non-U.S. college or university, the degree must have been received from a recognized institution where the requirements for the bachelor's degree are similar to those at KSU, as determined by KSU's Office of Global Education.
- A total undergraduate grade point average (GPA) of 3.000 on a 4.000 point scale. For graduate level coursework, a minimum 3.000 GPA is expected. Some programs may require a higher minimum undergraduate or graduate GPA.

CONDITIONAL ADMISSION

Applicants who do not meet the minimum University and/or program requirements may be considered for conditional admission. Admission in such cases will depend heavily on other indices of the student's ability to handle graduate-level work. These might include strong performance on standardized tests, GPA in the major and/or other experiences that are clearly indicative of strong academic ability.

The purpose of conditional admission is to provide applicants with an opportunity to compensate for any deficiencies, and to demonstrate their ability to satisfactorily complete graduate level work. Conditional admission is normally assigned for one or more of the following reasons:

Applicant does not meet minimum University/program requirements. The conditions are determined by the applicant's program/college. Normally, conditions will include the successful completion of specified graduate coursework and/or the achievement of a specified first semester GPA. A statement of the conditions of admission, as well as the rationale for conditional admission, will be sent to the student in writing by the academic college. Monitoring the student's success in meeting specified conditions is the responsibility of the program.

Applicant does not have expected academic background in the field of proposed graduate study. The conditions are determined by the applicant's

program/college. Normally, the conditions will include the successful completion of specified undergraduate coursework. A statement of the conditions of admission, as well as the rationale for conditional admission, will be sent to the student in writing by the academic college. Monitoring the student's success in meeting specified conditions is the responsibility of the program.

Applicant does not meet minimum English proficiency requirements. A statement of the conditions of admission will be included in the Letter of Admission. Conditions include the successful completion of English as a Second Language (ESL) courses and proof of English proficiency. Enrollment in ESL courses does not assure admission to an academic program. ESL faculty is responsible for monitoring the student's conditions.

Applicant does not have final transcripts and/or degree document(s). The required document(s) will be listed in the Letter of Admission, and must be submitted by the first day of the first semester of enrollment. The Division of Graduate Studies is responsible for monitoring receipt of the document(s). A "hold" will be placed on the student's record during the second week of the student's first semester. The hold will inhibit further course registration if the document(s) have not been received by Graduate Studies by that time.

2.3. APPLICATION PROCEDURES

All applicants to KSU must submit the following:

- Online application and non-refundable application fee.
- Official transcripts from each college or university in which 8 or more semester credit hours were attempted. Include both undergraduate and graduate work. Applicants need not submit transcripts of work completed at KSU.
- Letters of recommendation. Most programs require three letters, although some programs require two. The letters should be completed by persons who are familiar with the applicant's educational goals and professional and/or academic ability.
- Proof of English proficiency. All applicants whose education has been primarily outside the United States must have objective evidence of proficiency in the English language. Exceptions may be granted for applicants who have completed their education in a primarily English speaking country/territory. Check with the Office of Global Education for a list of appropriate tests, minimum test score requirements and applicable exceptions.
- Additional materials as required by the graduate program to which the individual is applying.

Once received, all application materials become the property of KSU and will not be returned. Application materials are kept for a period of one year from the date the completed online application form is submitted. After that time, materials will be

destroyed. Applicants interested in admission after one year will need to reapply and submit a new application fee.

DOMESTIC APPLICANTS

Domestic applications are received and processed by the Division of Graduate Studies. All transcripts, letters of recommendation, goal/purpose statements, vita/résumés and other required materials as specified by the program must be sent to:

gradapps@kent.edu

or

Division of Graduate Studies
Office of Graduate Admissions
650 Hilltop Drive
Kent State University
Kent, OH 44242

After completing the online application form, applicants will receive notification via e-mail that the application was received. Applicants can also view the status of their submitted application using the Login ID and PIN that they created to complete the application. The Division of Graduate Studies will send applicants periodic e-mail reminders regarding any required application materials that have yet to be received.

Once all required application materials are received, the completed application form and materials are electronically forwarded to the respective program for review. The program's review committee then forwards its recommendation for admission or denial to the academic college dean. The dean's final admission decision is sent to the Division of Graduate Studies where it is documented on the applicant's record. The official admission decision letter is sent by the dean of Graduate Studies. Individual programs may send additional information to applicants, such as information about graduate assistantships.

INTERNATIONAL APPLICANTS

Applicants who are not citizens of the United States or currently maintaining immigration status in the United States as a legal permanent resident, refugee or asylee must apply as international students. International students who wish to enter KSU should allow six months from the date of initial correspondence to the beginning date of classes to complete the application process. This will generally ensure enough time for international applicants to obtain a student visa and make international travel arrangements.

International applications are received and processed by KSU's Office of Global Education. Applicants who require an F-1 or J-1 student visa must:

- Meet the visa eligibility requirements.
- Verify that they have the financial resources to cover their expenses during graduate study at KSU. The Financial Information Worksheet for International Students is available through the Office of Global Education. If a governmental entity is funding the student, an official letter regarding the funding must be submitted along with the Financial Information Worksheet for International Students.

The Financial Information Worksheet for International Students, proof of English proficiency and all transcripts, letters of recommendation, goal/purpose statements, vita/résumés and other required materials as specified by the graduate program must be sent to:

Office of Global Education
 Kent State University
 106 Van Campen Hall
 625 Loop Road
 Kent, OH 44242
 USA

Once all required application materials are received, the completed application form and materials are electronically forwarded to the respective program for review. The program's review committee then forwards its recommendation for admission or denial to the academic college dean. The dean's final admission decision is sent to the Division of Graduate Studies where it is documented on the applicant's record. The official admission decision letter is sent by the dean of Graduate Studies. Individual programs may send additional information to applicants, such as information about graduate assistantships. If accepted for admission, the Office of Global Education will issue the form I-20 or DS-2019.

International students may enroll at KSU only if they have been admitted to a degree program, a certificate program or the post-baccalaureate teacher education program. The form I-20 (required to obtain F-1 immigration status) or the form DS-2019 (required to obtain J-1 immigration status) is issued only after the application is complete, all documents are properly verified, the applicant is admitted to a degree program and proof of funding is received.

2.4. GUEST AND NON-DEGREE STUDENTS

GUEST STUDENTS

Guest student status enables students to take a limited number of graduate courses for credit. To be admitted in this category, a graduate student must have earned a bachelor's degree. Guest students typically take courses for job or personal

achievement. Students pursuing a degree at another institution may apply as a guest student.

Guest students may remain in this status until no more than 6 semester hours at the graduate level of KSU credit have been attempted. Students cannot earn a degree or certificate in this admission status. Guest students who wish to pursue a degree or certificate program or continue after 6 semester hours of graduate coursework have been attempted must apply for regular admission. Credit hours taken in this status may apply to a degree or certificate program with the approval of the academic college dean.

Individuals who have been denied admission to or are under dismissal from KSU are not eligible for guest student status. Guest students are not eligible for financial aid.

NON-DEGREE STUDENTS

Admission as a non-degree student enables students to take a limited number of courses for credit (either full-time or part-time). Students in this status are not seeking a degree, but may wish to earn a certificate or take courses for job achievement, personal enrichment, intellectual curiosity or other personal reasons. Students cannot earn a degree in the non-degree status.

Non-degree students must meet all prerequisites for courses (or obtain permission of the instructor). All fees, deadlines and performance standards for degree-seeking graduate students apply to non-degree-seeking students.

Application for graduate non-degree student status should be made through the Division of Graduate Studies. Students who plan to pursue a graduate certificate program must apply as a non-degree student, unless they are already in a concurrent degree program. Admission is based on the same criteria detailed in the Admission—Graduate Student policy in the University Catalog.

Non-degree students must register for coursework within one year after the admission date. Admission of students who do not register within one year will be inactivated. Students must complete another application if they desire to register for coursework at this time. Once registered, graduate non-degree students may continue to take courses for six years. Six years after the first registration, non-degree students will be inactivated and must reapply for admission if continued registration in graduate coursework at KSU is desired. Anyone who has been denied admission to graduate studies, or is under dismissal from the University, is not eligible for graduate non-degree student status.

Graduate non-degree students who wish to pursue a degree must apply for admission to the degree program. A maximum of 12 semester hours of credit taken as a non-degree student may be petitioned to satisfy requirements of a degree program. A petition for transfer of credit must receive approval of the department/school and the academic college dean. Note that some departments/schools will not accept any credit hours for transfer.

In addition to meeting all prerequisites for courses (or obtaining permission of the instructor), graduate non-degree students must obtain approval from the corresponding graduate/program coordinator to register for graduate courses. Students may not transfer in credit earned at another university while in non-degree status.

2.5. TRANSIENT STUDENTS

DOMESTIC TRANSIENT STUDENTS

Students pursuing a degree at another institution may apply as transient students at KSU. Such students must be in good standing. Graduate students may obtain a Graduate Transient Certification of Good Standing form on the Division of Graduate Studies website. Transient status is for one semester only. Students wishing to attend more than one semester must reapply. Returning transient students must be in good academic standing at KSU. A non-refundable transient student fee will be assessed for each transient admission. An ID card may be obtained through the FLASHcard Office in the Kent Student Center.

TRANSIENT INTERNATIONAL VISITING STUDENTS

Students who are in good standing in a graduate degree program at a university abroad may be admitted as transient students at KSU to take coursework that may apply to their degree program.

Steps for approval:

- Complete the International Transient Certification of Good Standing form, which will be processed through the Office of Global Education.
- Submit a request letter from the advisor at the home institution certifying that the student is in good standing.
- Submit a letter of acceptance from a KSU faculty member.
- Receive approval from the department/school graduate program committee and from the academic college dean.

International transient students are allowed to study using KSU facilities for a maximum of 12 months. Students may also register for research hours or for regular courses not to exceed a total of 12 credit hours over the visiting period. Tuition will be paid by students' home institution or by a KSU grant. Students will be identified as full-time.

2.6. NON-TRADITIONAL APPLICANTS

NON-TRADITIONAL MASTER'S DEGREE STUDENTS

In rare instances, persons who have not completed a baccalaureate will be considered for admission to the appropriate graduate unit due to unusual and exemplary experiential learning.

Such applicants may apply for admission by presenting for department/school consideration a curricular plan encompassing undergraduate and graduate coursework to achieve a liberal educational background and professional graduate degree and three letters of recommendation attesting to their potential for graduate study. Upon department/school recommendation and the approval of the academic college dean, applicants will be admitted to undertake graduate work.

Upon successful completion of the curricular plan and the particular master's degree requirements, the student will be awarded the master's degree.

2.7. TRANSFER OF GRADUATE PROGRAM

Because admission to a graduate degree program involves admission to the program and the University, a change in program of study (degree, major, concentration or catalog year) requires program approval. Admission to a new program is not automatic.

A graduate assistantship normally does not transfer with students who are approved for admission into a different graduate program. Doctoral candidacy status does not transfer to a new graduate program. International students must consult with the Office of Global Education to determine how a change of program may affect their visa status.

Procedures

Students interested in changing their program of study should first contact the graduate/program coordinator of the proposed program to gain a clear understanding of the program's requirements. Admission requirements, deadlines and required application materials vary by graduate program, and it is the student's responsibility to adhere to the requirements and deadlines.

Students must contact the graduate/program coordinator of the proposed program to determine whether they should submit a Change in Program of Study form or a new application. The determination of whether a form or application should be submitted is based on the proposed program's judgment about the amount, and availability, of application materials needed by the program in order to make an informed admission decision. More significant program changes (e.g., change to a major within a different department/school) likely will require a new application, while less significant changes (e.g., change to another concentration within the same major in the same department/school) likely will require completion of the Change in Program of Study form.

In some cases, the proposed program will accept application materials that had been submitted to the student's original graduate program. In other cases, new materials may be required. If the proposed program will accept materials that were submitted

along with the student's application to the current program, the student must contact the Division of Graduate Studies to request that the materials be added to the new application.

The proposed program will review the application/form and all materials according to established procedures. Applicants who do not meet the minimum University and/or program requirements may be considered for conditional admission. If the student is admitted into the program, the program will determine how much of the student's previously completed work may be applied toward the new graduate degree, in accordance with the University's transfer of credit policy.

2.8. LANGUAGE REQUIREMENTS

All students must demonstrate proficiency in both oral and written English, which is the language of graduate study at KSU. Judgment of such competence rests with the appropriate major department/school. Deficiency in English is cause for dismissal from any graduate program.

There is no universal foreign language or research tool requirement. Individual departments/schools may have specific requirements. Students should consult their individual departments/schools. The appropriate languages are determined by the student's graduate program. Language requirements (if any) must be completed before doctoral students are admitted to candidacy. Special arrangements for examinations in other languages must be made by the student's department/school in consultation with the chair of the Department of Modern and Classical Language Studies. Where required, the language examination used to establish a student's language proficiency is determined by the student's department/school. The examination may be designed and administered by the department/school. Dates for tests administered by a department/school are set by the department/school.

A series of courses has been instituted in French and German to develop "reading" proficiency in these languages. Reading proficiency in a foreign language is demonstrated when the student completes one of the following sequences with a minimum B grade in each course of the sequence. Credit hours earned in this language sequence are not applicable toward the completion of the hour requirement in a student's graduate program and do not count toward the minimum 8-credit-hour semester load required.

- FR 63201 Reading French for Graduate Students and FR 63202 Reading French for Graduate Students
- GER 61901 Reading German for Graduate Students and GER 61902 Reading German for Graduate Students

III. REGISTRATION AND ENROLLMENT

3.1. GENERAL INFORMATION

Only students who have been formally admitted to KSU may register for coursework and pay the appropriate fees. An official registration is a record of the students' approved schedule of classes maintained online in the University's student information system, Banner. Students who are not officially registered for a course by published University deadlines should not attend classes and will not receive credit or a grade for the course. Students are responsible for their schedules and have the ultimate responsibility to confirm the accuracy frequently during the semester before posted deadline dates. Allowing a member of the University staff to make schedule changes does not relieve the student of his or her responsibilities.

KSU reserves the right to change the time of a course if it is deemed necessary, and it reserves the right to drop any course from the Schedule of Classes if there is insufficient student demand or if resources are unavailable to offer the course.

3.2. REGISTRATION

PROCEDURES

Students register for courses online through FlashFAST (log onto FlashLine and click on the Student Tools and Courses tab). Students must clear any registration holds before adjusting their class schedule. Refer to the Office of the University Registrar website for registration information, instructions, dates, deadlines and procedures.

REGISTRATION CANCELLATION

To receive a full refund of tuition, students who register and decide not to attend the University must cancel their registration as early as possible, and no later than the published deadline. This may be accomplished by the student dropping courses via FlashFAST during registration periods. Any paid registration not canceled by the deadline will be subject to the refund policy published on the Office of the Bursar website. Any applicable refund is determined by the date the transaction is processed in the student information system.

DEADLINES

The deadline for schedule adjustments for courses scheduled during the regular full fall and spring semesters is the end of the first week of classes. For flexibly scheduled courses or for courses scheduled in the summer, students should access the Detailed Class Search from the Office of the University Registrar Schedule of Classes Search

website, locate the course, and click on the "Registration Deadlines" link to see course-specific dates. Students can also find this information on their student schedule in FlashLine.

LATE REGISTRATION FEE

Students who are not officially enrolled for any coursework (i.e., neither registered nor paid fees) by the published deadline will have a late registration fee assessed for any initial registration processed. A non-payment fee will be assessed for registrations not paid by the end of the second week of classes. Visit the Office of the Bursar website for information on students' fees.

3.3. MINIMUM ENROLLMENT REQUIREMENTS

Graduate students shall enroll for at least one term each year to maintain status as a degree-seeking student. A year is defined as three consecutive terms, including summer as one term. Meeting this minimum enrollment requirement does not guarantee the student will meet the minimum requirements of other programs, offices or agencies.

Students not meeting the minimum enrollment requirement for maintaining status as a degree-seeking graduate student will be considered as having voluntarily withdrawn from the University. After three consecutive terms of non-enrollment, students will be inactivated as a degree-seeking student.

Students who withdrew and wish to have their graduate standing re-instated must follow the same admission procedures as those required of new applicants, including submission of a non-refundable application fee and application materials. Acceptance back into a graduate program is not guaranteed even if the student departed in good standing. Students who apply and are admitted will be re-instated under the catalog-in-force at the time of admission. The program determines how much of the previously completed work may be applied toward the graduate degree program.

Students on an approved leave of absence may return to their program of study by completing the Application for Graduate Re-Enrollment form.

3.4. ENROLLMENT DEFINITIONS

A full-time graduate student is one registered for 8 to 16 hours in any one semester, with 16 hours being the maximum number that may be carried per semester. A part-time graduate student is one taking less than 8 hours in one semester. For summer, enrollment may be fulfilled in one or more sessions within the summer term. Students in the Doctor of Podiatric Medicine degree may be required to be registered for more than 16 hours.

A graduate student who has entered into candidacy and is within the University's maximum time and credit hour limits for completion of the degree may carry a program of one or more graduate-level credits involving research (Dissertation II) under the direction of the candidate's dissertation advisor, and will be considered as full-time.

Definitions

- Full-time enrollment: 8-16 credit hours
- Three-quarter-time enrollment: 6-7 credit hours
- Half-time enrollment: 4-5 credit hours
- Less-than-half-time enrollment: 1-3 credit hours

3.5. SCHEDULE ADJUSTMENTS

Schedule adjustments are changes to a class schedule for students who have already enrolled in at least one course (1 credit or more) for that semester. During registration, students will use FlashFAST via FlashLine to process schedule adjustments. There are no processing fees required for schedule adjustments. Students must submit a Petition for Exception to Registration form to the Office of the University Registrar when requesting schedule adjustments after the University deadlines.

Students in the College of Podiatric Medicine who fail to complete registration requirements by the deadline will not be enrolled in classes for the following academic year and may be withdrawn from the college. These students may also be subject to a professionalism deficiency evaluation. Podiatric Medicine students who request withdrawal after seven weeks of course instruction will receive on their transcript either the mark WP or WF if passing or failing, respectively. Please refer to the college policies in the College of Podiatric Medicine section of the University Catalog for more information on the procedures for withdrawal.

Any applicable tuition credit (policy published on the Office of the Bursar website) is determined by the date the transaction is processed on FlashFAST.

COURSE ADDITION

Adding a course/section is permitted on a space-available basis and meeting course registration eligibility. The deadline is by the end of the second week, Sunday at 11:59 p.m., of the fall or spring semester (or the prorated deadline for summer or flexibly scheduled sections). After the deadline, students may add a class or change sections of a class only with the written permission of the course instructor and submission of a Petition for Exception to Registration.

COURSE DROP

The deadline is the end of the second week, Sunday at 11:59 p.m., of the fall or spring semester (or the prorated deadline for summer or flexibly scheduled sections). After the deadline, students will need to withdraw from the course.

COURSE WITHDRAWAL

Course withdrawal is permitted through the 10th week of the fall or spring semester (or the prorated deadline for summer or flexibly scheduled sections). Any course withdrawal(s) processed after the second week of the fall or spring semester (or the prorated deadline for summer or flexibly scheduled sections) will appear on the students' academic record with a grade of W. For more information on the W grade, refer to Grading Policies and Procedures in the University Catalog.

After the 10th week (or prorated deadline), 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 their academic college dean's office.

OTHER SCHEDULE ADJUSTMENTS

- Changing credit hours for a variable-credit-hour course. The deadline is the end of the second week, Sunday at 11:59 p.m. of the fall or spring semester (or the prorated deadline for summer or flexibly scheduled sections).
- Changing from graded to pass/fail or audit status. The deadline is the end of the second week, Sunday at 11:59 p.m., of the fall or spring semester (or the prorated deadline for summer or flexibly scheduled sections).
- Changing from pass/fail or audit to graded status. The deadline is the end of the second week, Sunday at 11:59 p.m., of the fall or spring semester (or the prorated deadline for summer or flexibly scheduled sections).

3.6. OFFICIAL PERMANENT RECORD

The transcript is an accurate and complete historical record of work attempted at the University. The integrity of academic transcripts is fundamental to the validity of coursework and degrees certified by the University. Therefore, changes to transcript entries that alter the enrollment history of a student will not be made.

FINAL GRADES

Final grades are reported at the close of each academic term and become a part of the students' permanent records. Grades are available in FlashLine.

POSTING OF DEGREES

Degrees are posted to students' permanent academic records approximately 30 days following the effective date of graduation. All student transcript entries (grades and other notations) are finalized when the degree is officially posted to the permanent academic record.

3.7. 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 its potential implications for such matters as funding (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 immigration regulations and visa restrictions.

Students in the College of Podiatric Medicine should refer to the University Catalog for leave of absence time limits and procedures specific to the Doctor of Podiatric Medicine degree.

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 or (3) have received an extension of the degree time limit.

Leaves of absence are granted for a maximum of three consecutive terms (e.g., fall, spring, summer). Students may request an extension for maximum one additional term. Although a leave may be taken for as many as 12 months, students are encouraged to return to graduate study as soon as is reasonably possible to minimize the impact of the leave on degree progress. The time taken on an approved leave of absence is not included in the time limitations for degree completion and advancement to candidacy, with the exception of the Doctor of Podiatric Medicine degree.

The Request for Leave of Absence form should be submitted prior to the start of the term for which the leave is requested, 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.

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 all parties 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 regarding student fee refunds. Students are advised to check with the Office of the Bursar prior to taking an approved leave of absence in order to determine the status of their student accounts. Accounts that are overdue will be subject to regular procedures in accordance with University guidelines, notwithstanding any approved leave of absence.

Course withdrawal is not permitted 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 Exception to Registration 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/school or University requirements during the leave period, such as taking qualifying exams or submitting a dissertation/thesis. Students on an approved leave must complete the Application for Graduate Re-Enrollment form in order to register for classes and have the rights and privileges of registered students.

If a student does not return to the graduate program within the approved period for which the leave of absence was granted, he or she will be considered as having permanently withdrawn from the University. To be reconsidered for graduate study, students who have permanently withdrawn must formally apply to their program of interest, including the submission of an application, the non-refundable application fee and any necessary application materials.

IV. COURSES, COURSE CREDITS, GRADES AND GRADING

4.1. COURSE NUMBERING

Courses numbered 50000 and above are for graduate students only and are referred to as graduate courses. Many of the 50000-level courses are also offered at the 40000 level for undergraduates. Students who have already completed 40000-level courses may not repeat the courses at the 50000-level for credit toward a graduate degree. No more than one-half of a graduate student's coursework may be taken in 50000-level courses.

KSU's numbering system for graduate courses is as follows:

50000-59999	Master's level
60000-69999	Master's level
70000-79999	Doctoral level
80000-89999	Doctoral level

4.2. FLEXIBLY SCHEDULED COURSES

Some courses are offered as flexibly scheduled sections, that is, the section does not meet for the full semester. Eligibility for processing registration transactions for these courses (adding, dropping or withdrawing) is determined by the beginning and ending dates of the section. To view registration deadlines for these courses, students should access the Detailed Class Search from the Office of the University Registrar Schedule of Classes Search website. After locating the course, click on the "Registration Deadlines" link to see course-specific dates. Students can also find this information on their student schedule in FlashLine.

4.3. WORKSHOPS

The Office of Continuing and Distance Education, in cooperation with academic departments/schools, offers a variety of for-credit workshops. These workshops are especially designed to meet identified needs of various professions. Each workshop is set up to recognize the needs of the audience in terms of time, place, format and content.

A student holding a bachelor's degree from an accredited institution and who has been accepted by a workshop director for a specified workshop or another special program offering graduate credit may be admitted as a special non-degree workshop student for the term of the workshop only. Prerequisites for admission are set by the instructional unit. The temporary admission is valid for only one workshop consisting of a maximum of 12 semester hours. Students desiring to take other non-workshop graduate courses concurrently with the workshop or to do graduate work beyond the length of the workshop term must apply for admission to the appropriate program under regular procedures. A student may reapply for subsequent workshop participation under workshop admission regulations.

A maximum of 4 semester credit hours earned in graduate workshops may be applied to a graduate degree program. All workshops are graded S/U (satisfactory/unsatisfactory). Some units may be more restrictive. Students are advised to consult their programs regarding application of workshop credit toward degree requirements.

4.4. GRADES

Student proficiency in coursework is recorded by the following letter grades:

A (4.000) Denotes "superior scholarship" for graduate students.

- A- (3.700)
- B+ (3.300)
- B (3.000) Denotes "average performance" for graduate students.
- B- (2.700)
- C+ (2.300)
- C (2.000) Denotes "below average performance" for graduate students.
- C- (1.700)
- D+ (1.300)
- D (1.000) Denotes "far below average performance" for graduate students.
- F (0.000) Denotes failure.
- AU The mark AU denotes that students have registered to audit a course. Students may audit without credit any course subject to space availability and department/school approval. An audited course is not counted as part of the course load, but students must go through registration procedures and pay the normal registration fees. For graduate students, an audited course may not be counted as fulfilling the minimum course load requirements. An instructor may impose whatever attendance requirements deemed necessary upon the students registered for audit. The students must be informed of these requirements at the beginning of the semester. Failure to meet such attendance requirements subjects the students to being withdrawn from the course by the instructor. This will be accomplished by the instructor's insertion of the mark W for the students on the final grades list.
- IN The administrative mark of IN (Incomplete) may be given to students who are unable to complete the work due to extenuating circumstances. Students must be currently earning a C or better grade and are unable to complete the required work between the course withdrawal deadline and the end of classes. The timeline shall be adjusted appropriate for summer sessions and flexibly scheduled courses. Appropriate documentation is generally required to support the extenuating circumstance. The student must initiate the request for the IN mark from the instructor, and it is the responsibility of the student to arrange to make up the incomplete work. IN grades must be made up within one calendar year (within three months for College of Podiatric Medicine students). Instructors are required to complete and submit an Incomplete Mark Form to the department chair/school director at the time grades are assigned. This form includes

justification for awarding the IN, describes the work to be completed for the course and specifies the grade to be assigned if the work is not completed (default grade). A copy of the Incomplete Mark Form is provided to the student. Incomplete grades 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, IN grades will automatically lapse to the grade designated on the Incomplete Mark Form at the end of one year.

- IP The grade IP (In Progress) may be given to students to indicate that research, individual investigation or similar efforts are in progress and that a final grade will be given when the work is completed. The IP grade can be utilized only in designated courses and is not used in computing grade point averages. An IP grade is used for thesis (6xx99) or dissertation (8xx99) courses during those semesters in which a student is in the process of completing a thesis or dissertation. For courses required for the degree, a final grade must be given before a degree can be granted. The IP grade when given for thesis registration remains a terminal grade if the student changes from a thesis option in the master's degree to another degree option.
- NF The grade NF (Never Attended–Fail) denotes that the student neither attended one class session nor formally withdrew from the course. The NF grade counts as an F (zero quality points) in computing grade point averages.
- NR A mark NR (Not Reported) indicates the instructor did not submit a grade.
- S The grade S denotes satisfactory completion of a course in which a regular letter grade is inappropriate. Satisfactory work is interpreted as average or superior attainment. The credit hours are awarded but are not considered in computing grade point averages, but work earning an S grade may be applied toward meeting degree requirements. The S grade, along with the U grade are the only grades to be used for thesis (6xx99), dissertation (8xx99), workshops and courses involving internship/practicum. The instructor intending to use the S and U grades in a course other than these must do so exclusively and only where permitted. The instructor will announce this intent to the particular class at the beginning of the course and note it on the course syllabus.
- SF The grade SF (Stopped Attending–Fail) denotes that the student stopped attending the course and did not formally withdraw. The SF grade counts as an F (zero quality points) in computing grade point averages and must be accompanied by a date of last attendance in the course. Faculty who cannot determine the exact date of last attendance may use the date of the last academic activity in which students participated. SF grades are not

appropriate for students who stop attending after the course withdrawal deadline. After that time, grades should be based on student performance in the completion of course requirements.

- U The grade U denotes unsatisfactory performance in a course for which a regular grade is inappropriate. Credit hours are recorded as credit hours attempted, and the grade will be counted as an F in computing grade point averages. The U grade, along with the S grade (see above) are the only grades to be used for thesis (6xx99), dissertation (8xx99), workshops and courses involving internship/practicum. The instructor intending to use the S and U grades in a course other than these must do so exclusively and only where permitted. The instructor will announce this intent to the particular class at the beginning of the course and note it on the course syllabus.
- W The mark W denotes that the student has withdrawn from the University or from any individual course without evaluation. For students in the College of Podiatric Medicine, this mark is given to students who withdraw prior to midterm exams. Please refer to the College of Podiatric Medicine section in the University Catalog for procedures for withdrawal. The W mark is not used in computing grade point averages.
- WF The mark WF is used by the College of Podiatric Medicine to denote that the student has withdrawn from the University or from any individual course/rotation with failing status after seven weeks of course instruction. The WF mark is not used in computing grade point averages.
- WP The mark WP is used by the College of Podiatric Medicine to denote that the student has withdrawn from the University or from any individual course/rotation with passing status after seven weeks of course instruction. The WP mark is not used in computing grade point averages.

GRADE CHANGES

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 department chair/school director should be contacted.

For students in the College of Podiatric Medicine, requests for a grade change for posted scores (e.g., didactic exams, quizzes, lab practicals), course or rotation grades or other forms of evaluation must be submitted within seven calendar days of posting or receipt. All grade change requests for reasons other than removal of an F grade or an IN

(incomplete) mark must be submitted within the first two weeks of the succeeding academic term. No challenge will be considered or adjustment made after that period.

GRADE APPEALS

Grade appeals for reasons other than administrative error must follow established policy and procedures for student academic complaints, see policy 4-02.3 for Kent Campus in the University Policy Register.

4.5. COURSE REPEAT POLICY

Students may repeat graduate (50000-80000 level) courses with approval of the academic college dean to meet specific graduation requirements; however, the hours earned the second time do not, under any circumstances, count toward graduation. All grades earned (passed or failed) for graduate courses are counted in the cumulative grade point average (GPA).

4.6. TRANSFER CREDIT

A maximum of 12 semester credit hours from accredited institutions offering the master's degree may be accepted for transfer towards a master's degree. A master's degree and 12 semester credit hours (or maximum 44 semester hours of graduate credit) from accredited institutions may be accepted for transfer towards a doctoral degree. In both instances, the following must occur:

- Graduate credit was received from that institution.
- The work was of B grade or better quality
- The work fits into the student's program at KSU
- Credit is less than six years old for a master's degree and less than nine years old for a doctorate at the time the degree is conferred at KSU.
- An official transcript with an accompanying explanatory letter is filed in the department/school.
- The student's advisor, department/school graduate committee and academic college dean approve.

For policies regarding transfer and advanced standing admissions to the College of Podiatric Medicine, refer to that college's section of the University Catalog.

4.7. GRADE POINT AVERAGE

A grade point average is determined by dividing the total number of points earned by the number of quality hours taken. Totals are extended to three decimal points and are not rounded up.

Quality points are awarded on the following scale:

- Each hour of A equals 4.000 points
- Each hour of A- equals 3.700 points
- Each hour of B+ equals 3.300 points
- Each hour of B equals 3.000 points
- Each hour of B- equals 2.700 points
- Each hour of C+ equals 2.300 points
- Each hour of C equals 2.000 points
- Each hour of C- equals 1.700 points
- Each hour of D+ equals 1.300 points
- Each hour of D equals 1.000 point
- Each hour of F equals 0.000 points
- Each hour of NF equals 0.000 points
- Each hour of SF equals 0.000 points
- Each hour of U equals 0.000 points

V. ACADEMIC AND PROFESSIONAL STANDARDS

5.1. GOOD ACADEMIC STANDING

Good academic standing indicates that the student is meeting University and program requirements and is making satisfactory progress towards his or her degree. The definition of satisfactory performance and progress toward completion of the degree may differ among degree programs; therefore, it is imperative that each graduate program have these requirements in writing and distribute them to students. The academic performance and progress of each student should be reviewed at least annually. Students who fail to meet requirements should be provided with a written explanation of performance expectations and a timetable for correction of deficiencies.

GRADES

Graduate students are expected to maintain a minimum 3.000 grade point average (GPA), with the exception of students seeking the Doctor of Podiatric Medicine degree, who are expected to maintain a minimum 2.000 GPA. A graduate student who receives more than 8 credit hours of grades lower than B (3.000) is subject to dismissal. A graduate student who receives more than 4 credit hours of grades lower than C (2.000) is also subject to dismissal. Some programs impose higher standards.

Undergraduate course credits are not counted toward completion of any advanced degree. A change by a graduate student from one department/school or program to

another does not eliminate the grades received under the first enrollment from the student's GPA.

PROGRESS TOWARD DEGREE COMPLETION

All graduate students are expected to meet University and program requirements, and to make systematic progress toward completion of their degree. This progress includes satisfying the conditions listed below, and achieving the requirements set by the individual degree program. If a student fails to satisfy the requirements of his or her degree program and/or the conditions outlined below, the student may be dismissed from the program.

1. Maintain status as a degree-seeking student by registering for at least 1 graduate credit that contributes to degree requirements (as determined by the graduate program) each year or by taking an approved leave of absence. Courses taken for audit and course withdrawals will not be counted as fulfilling the minimum enrollment requirements. Meeting this minimum enrollment requirement does not guarantee the student will meet the minimum requirements of other programs, offices or agencies.
2. For doctoral students, comply with the time limits for passing candidacy (five years from first enrollment) and for passing the final oral examination (five years from candidacy). Individual degree programs may have shorter time limits.
3. Satisfy the maximum time limit for graduation (six years from first enrollment for master's students, 10 years from first enrollment for doctoral students entering with a bachelor's degree, nine years from first enrollment for doctoral students entering with a master's degree). Individual degree programs may have shorter time limits.

In addition to the performance and progress made upon the conditions listed above, individual degree programs will review student performance in the fulfillment of the degree program's requirements. Consideration may include, but is not limited to, such factors as performance during informal coursework and seminars, research capability and performance, professional standards of conduct and the number of grades of AU (Audit), IN (Incomplete), IP (In Progress) and W (Withdrawal) on a student's record.

5.2. DISMISSAL, APPEALS AND REINSTATEMENT

REVIEW OF ACADEMIC PERFORMANCE

Each graduate program should review the academic performance and progress of its students, according to University and program requirements, at least once per academic year. College of Podiatric Medicine students are ranked at the end of each semester

according to their cumulative grade point averages (ranking is done on an individual basis by class year).

Student reviews may result in one of four outcomes (six outcomes for students in the College of Podiatric Medicine):

1. *Dismissal: The student has failed to meet requirements.*

Academic Dismissal

Review of a student's performance and progress may result in a recommendation for academic dismissal. A student on an official leave of absence cannot be recommended for dismissal.

Recommendations for dismissal must be transmitted by the head of the graduate program to the dean of the academic college, along with a written explanation of the recommendation. The final decision rests with the academic college dean, who is responsible for providing the student with written communication regarding the decision. The Office of the University Registrar is notified by the academic college dean, and the student is removed immediately from the graduate program.

At the College of Podiatric Medicine, determinations for dismissal are made in accordance with the grading policy. The final decision rests with the Academic Appeals Committee. The director of student academic services is responsible for providing the student with written communication regarding the decision. The Office of the University Registrar is notified by the director of student academic services, and the student is removed immediately from the graduate program. For more information on that college's policy for dismissal, refer to the College of Podiatric Medicine section of the University Catalog.

Non-Academic Dismissal

In certain programs in which professional success depends upon factors other than those measured by normal evaluations in coursework, a program has the right to dismiss a student who is not likely to succeed professionally despite meeting academic requirements. Such expectations for performance must have been communicated to students in writing at the time of admission. A student on an official leave of absence cannot be recommended for dismissal.

Recommendations for dismissal must be transmitted by the head of the graduate program to the dean of the academic college, along with a written explanation of the recommendation. The final decision rests with the academic college dean, who is responsible for providing the student with written communication regarding the decision. The Office of the University Registrar is notified by the academic college dean, and the student is removed immediately from the graduate program.

A student on an official leave of absence cannot be recommended for dismissal.

2. *Probation: The student's performance and/or progress is unsatisfactory.*

Review of a student's performance and progress may result in a recommendation for probation. A student on an official leave of absence cannot be recommended for probation. A student may not be appointed or reappointed as a graduate assistant while on probation.

Probation may be recommended for a student who deviated suddenly and substantially from program expectations, for a student who was previously issued a warning and did not correct the deficiency that caused the warning, or for a student who was previously issued a warning and corrected the deficiency but failed additional performance requirements. A graduate program may recommend numerous semesters of probation for a student, but only one semester may be recommended at a time.

Recommendations for probation must be transmitted by the head of the graduate program to the dean of the academic college, along with a written explanation of the recommendation. Recommendations must include expectations for future performance and a timetable for the correction of deficiencies. The final decision rests with the academic college dean, who is responsible for providing the student with written communication regarding the decision and expectations for future performance. The Office of the University Registrar is notified by the academic college dean, and the student is placed immediately on probation.

Students on probation will be reviewed by the program at least once each semester. The review may result in return to good academic standing, continued probation or dismissal from the program. To return to good academic standing, the student must have corrected the deficiency that caused the probation decision, as well as continued to meet other program and University requirements. Coursework used in raising the student's grade point average must be a part of normal degree requirements and must be approved in advance by the program.

When a review results in the determination that a student should return to good academic standing, the student's name and the recommendation must be transmitted by the head of the graduate program to the dean of the academic college. If the academic college dean accepts the recommendation, the student will be placed in good academic standing.

3. *Warning: The student's performance and/or progress falls slightly below expectations.*

A warning may be issued to a student if the student's performance and/or progress falls slightly below expectations (e.g., failure to make timely progress on thesis or dissertation; cumulative grade point average is above 3.000, but term grade point average is below 3.000). Warnings are documented by the graduate program and may be communicated to the academic college dean, but

are not reported to the Office of the University Registrar. The student is provided with written communication regarding the warning, including expectations for future performance and a timetable for the correction of deficiencies.

4. *No Action: The student's performance and progress are satisfactory.*

If a student's performance and progress are satisfactory, the program may provide the student with written communication regarding his/her satisfactory performance and progress in the degree program.

5. *Good Standing: College of Podiatric Medicine student meeting course and program expectations.*

A student in the College of Podiatric Medicine who is enrolled in course offerings leading to the D.P.M. degree is considered to be in good standing if he/she is meeting course and/or program expectations and is not carrying any failures on his/her transcript.

6. *Dean's List: College of Podiatric Medicine student meeting grade requirements.*

A student in the College of Podiatric Medicine earning a 3.500 current grade point average for the fall and spring academic semesters and no grade below a C or S (Satisfactory) in all course/rotation work will be cited as a Dean's List honors student at the end of each semester. No student taking less than a full course load will be eligible for the Dean's List.

APPEALS

A student who is dismissed has the right to appeal the decision. Appeals must follow the process outlined in the University's administrative policy and procedure for student academic complaints.

For dismissal appeal procedures in the College of Podiatric Medicine, refer to that college's section in the University Catalog.

REINSTATEMENT

A 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 pertinent department/school and the academic dean agree that another opportunity should be provided, conditional admission will be granted.

College of Podiatric Medicine students who are reinstated are placed on academic probation with a notation on their transcript, until outstanding failures have been satisfactorily resolved. Students who are officially dismissed from the college for any other reason are not eligible for readmission consideration at any time. Any student who has been officially dismissed two times from the college is ineligible for readmission consideration at any time. For more information on the policy and procedures in that college, refer to the College of Podiatric Medicine section of the University Catalog.

5.3. STUDENT RESPONSIBILITIES

Each student is responsible for:

1. Pursuing successful completion of all courses for which he or she enrolls.
2. Meeting with an advisor to develop an academic plan. However, the final responsibility for following procedures and meeting University, academic college and program requirements as outlined in the University Catalog rests solely with the student.
3. Being familiar with the current academic calendar, including, but not limited to, deadlines for course registration, course withdrawal and application for graduation.
4. Knowing his or her academic record, including student schedule (found on the Student Printable Schedule in FlashLine) for each semester, and academic progress toward program completion.
5. Maintaining a current and accurate mailing address, phone number and KSU e-mail address in FlashLine, and reading and responding promptly to all communications from the University.
6. Being familiar with and adhering to the University's rules, regulations and policies.

5.4. STUDENT CONDUCT

The KSU Code of Student Conduct applies to all students (graduate and undergraduate). Students are subject to educational sanctioning, including, but not limited to, probation, suspension or dismissal for violations of the code.

University policies regarding behavioral conduct and cheating/plagiarism are available on the Office of Student Conduct website and the Plagiarism website. Furnishing false or incomplete information to the University with intent to deceive or forge, alter or misuse University documents or other official documents that serve as the basis for admission and graduation may result in the revocation of admission, academic dismissal or revocation of a degree or certificate.

It is KSU policy that:

1. Students are to perform their own academic work according to the standards set by faculty members, departments/schools and academic colleges.

2. To take and present as one's own a material portion of the ideas or words of another, or to present as one's own an idea or work derived from an existing source, without full and proper credit to the source of the ideas, words or works is considered plagiarism/cheating and will result in University sanctioning.
3. University rules and regulations form parameters for individual behavior on and off campus, and follow the normative standards of behavior adhered to by the City of Kent and KSU communities. By virtue of a student's enrollment at KSU, he/she consents to follow the policies and procedures of the University, including those outlined in the Code of Student Conduct. It is the student's responsibility and in his/her interest to be familiar with all applicable conduct-related policies.

VI. MASTER'S DEGREE PROGRAMS

6.1. GENERAL INFORMATION

CREDIT HOUR/RESIDENCY REQUIREMENTS

All master's degree students must satisfactorily complete a minimum 30 semester credit hours applicable toward a master's degree in order to graduate. Some master's degree programs require more hours.

Residency requirements are determined by the graduate program.

QUALIFYING EXAMINATIONS FOR MASTER'S DEGREE

In some departments/schools, graduate students are required to take a qualifying examination. Each student should inquire of the major department/school whether such an examination is required and when it should be taken. The student is responsible for making the arrangements for taking the examination. Students working for a degree requiring a thesis may have their thesis topic approved as soon as they pass the qualifying examination.

DEGREE TIME LIMITS

Master's degree students will normally complete work within six calendar years after the students' first graduate registration at KSU. Any credit being transferred for meeting degree requirements should also have been earned within the six-year period. Departments/schools with time limits that vary from these norms will notify their students in writing.

When an extension of any of these time limits seems to be necessary and proper, the student and advisor will petition the student's department/school for an extension. The extension may be denied, in which case the student will be dismissed, or it may be granted with qualification. The student, advisor and academic college dean must be informed of the decision in writing. If the extension exceeds one year, the approval of the academic college dean is required. Requests for time extensions exceeding one year must be submitted to the academic college dean with evidence that the degree candidate is current in his/her field of study.

6.2. THESIS

The writing of an acceptable thesis is mandatory in certain master's degree programs.

Each student writing a thesis is required to register continuously for Thesis I (6xx99) for a total of 6 credits. A student who has completed the required 6 hours of Thesis I is expected thereafter to register continuously for Thesis II (6xx99) each semester, including summer, until all degree requirements are met. No more than 6 hours of Thesis I credit may be counted toward completion of degree requirements. Grades of S (satisfactory) or U (unsatisfactory) are given.

THESIS TOPIC

The thesis topic must be approved by the department/school and filed with the academic college dean no later than the semester preceding that in which the candidate expects to receive the degree. The thesis topic should be one that will further the student's educational development by developing research or other skills that will help the student keep abreast of the field and enable the student to pursue independent work. The thesis topic is formulated by the student in consultation with the advisor and submitted to the department/school for approval according to normal department/school procedures.

All students preparing a thesis are required to file a Notification of Approved Thesis Topic form. When the topic has been approved by the advisor and the committee has been formed, the advisor and all members of the committee, the graduate/program coordinator, and department chair/school director sign the form and forward it to the academic college dean for approval. The academic college office returns a copy of the completed form to the department/school.

Although a detailed thesis prospectus is not required, a paragraph should be attached to the Notification of Approved Thesis Topic form that includes a clear statement of the problem to be undertaken and the procedure or methodology to be used in the research.

THESIS COMMITTEE

When the student has developed a thesis topic acceptable to the advisor, a thesis committee responsible for overseeing the progress of the candidate's thesis is appointed. The graduate/program coordinator in consultation with the student and the student's advisor appoints the members of the committee. This group will consist of at least three members:

1. The advisor, who chairs the committee.
2. At least two additional members from the candidate's department/school.
3. If appropriate, one or more committee members also may be selected from other departments or schools. However, the majority of the committee members must be from the student's home academic unit.

The advisor must be a member of the graduate faculty who has been approved to direct theses. The other members of the committee must have at least A-1 graduate faculty status. If a co-advisor is used, he or she counts as one of the required members from the student's department/school. (NOTE: only one of the committee members may be A-1 graduate faculty status. All others must have at least A-2 graduate faculty status.)

Special permission must be obtained from the academic college dean for anyone on the thesis committee who does not meet the qualifications stated above.

The graduate/program coordinator, in consultation with the graduate studies committee will, as necessary, review the composition of the proposed committee for appropriate balance, and the topic for strength and suitability.

FINAL EXAMINATION (ORAL DEFENSE)

In some departments/schools, an oral examination, open to the University community, may be required of candidates writing a thesis. When the thesis has been accepted by a student's advisor, the department/school will arrange for the oral examination. The academic college dean will be kept informed of the time and place of the examination and the composition of the examining committee. The results of the examination will be sent to the academic college dean for approval. This examination is directed primarily toward the thesis but may contain other topics with which the committee feels the candidate should be familiar.

When the advisor believes the thesis is ready for preliminary approval, the student will distribute it to the committee. The advisor will designate the time and place of the oral defense and notify all members of the thesis committee. The oral defense should be scheduled to allow a minimum of ten days for all members of the thesis committee to review the thesis.

In the absence of the advisor, the graduate/program coordinator will postpone the oral defense. In the case of long-term absence or enduring illness of the advisor, the department chair/school director, in consultation with the graduate studies committee and the original advisor, should make arrangements for a substitute.

The final oral defense will be open to the University community. The advisor should notify of the time and place of the oral defense to the department/school office so that it may be announced in a suitable way. The student should provide copies of the abstract of the thesis to the department/school office so that it will be available to interested individuals prior to the oral defense to familiarize members of the graduate faculty with the methodology and findings.

The thesis advisor will act as the moderator at the oral defense. His or her duties are to preside and see to it that all participants act in a civilized, polite, and proper manner. He or she should be familiar with the procedures of the oral defense and has the authority to suspend proceedings should a situation arise that would not be conducive to a fair examination. The student will open the oral defense with a brief presentation of his or her findings, after which the members of the thesis committee will question the candidate in an order determined by the advisor. Questions dealing with the substance, meaning and usefulness of the research in the thesis are of greatest priority. Inquiries or comments dealing with punctuation, grammatical minutiae, spelling, etc., are out of order and should be written out and privately submitted to the student and the advisor.

When, in the judgment of the advisor, members of the thesis committee have had an adequate opportunity to question the student, the advisor may open the examination to non-committee members of the graduate faculty, then, as the advisor deems appropriate, to others present. If, in the opinion of the advisor or upon a motion duly passed by a majority of the committee, it is deemed desirable to discontinue the oral defense, the advisor may recess the oral defense until a time mutually agreeable to the advisor, the student, and the thesis committee.

When the questioning has run its course, the advisor will excuse everyone except members of the thesis committee and, if in attendance, the graduate/program coordinator and department chair/school director. Parliamentary procedure will be followed to determine the success or failure of the student, with the advisor serving as chair. The student should be evaluated upon both: (a) the overall quality and significance of his or her thesis, and (b) the oral defense of his or her findings.

The advisor and members of the thesis committee will sign the Report of Thesis Final Examination form, and each registers his or her vote of "pass" or "fail." A student passes the oral defense and becomes a "candidate" for the degree if he or she passes with no more than one dissenting vote. Thesis committee members may not abstain in this vote. The graduate/program coordinator and department chair/school director also signs the report and the document is forwarded to the academic college for the signature of the dean. The academic college returns a copy of the completed form to the department/school.

Following any revisions required by the committee, the advisor and the department chair/school director must approve the final version of the thesis document by signing the signature page of the Thesis and the Thesis Preparation Approval Form when the student submits the thesis.

THESIS SUBMISSION

Master's candidates submit their thesis in electronic form. Information on the process may be found on the University Libraries electronic thesis or dissertation (ETD) website. Theses are submitted electronically through the OhioLINK ETD Center, where they are made publicly available. Individual units may still require submission of a paper copy for their archives. It is the responsibility of the master's student to fulfill this requirement.

6.3. GRADUATION

Each academic college awards one or more graduate degrees at commencement exercises in December, May and August. The graduation requirements for these degrees are outlined in the various college sections of the University Catalog.

Graduate students applying for graduation should complete the online graduation application available in their Graduation Planning Tools channel (Student Tools and Courses tab) in FlashLine by the published deadlines. The online graduate application is used for all degrees and certificate programs. If students fail to carry out the proper application procedures by the published deadlines, the degree will not be granted until the next graduation date. Application deadlines may be obtained from the Office of the University Registrar as well as from the various college and campus offices. For commencement dates, refer to KSU's academic calendar.

APPLICATION FOR GRADUATION

Prospective graduates for degrees and certificates must complete the online application for graduation (available in FlashLine) by the following deadlines:

- December Graduation: The application for a graduate degree (master's, post-master's or doctoral) or graduate certificate must be submitted by the Friday of the first week of the fall term in which graduation will occur.
- May Graduation: The application for a graduate degree (master's, post-master's or doctoral) or graduate certificate must be submitted by the Friday of the first week of the spring term in which graduation will occur.

Candidates for the Doctor of Podiatric Medicine degree must meet all graduation requirements before June 30 immediately following the May graduation. Completion of program requirements after June 30 but before the conclusion of the calendar year will result in a December graduation. After December, candidates will not be eligible for graduation until the following May. Attendance at the graduation ceremony is required.

- August Graduation: The application for a graduate degree (master's, post-master's or doctoral) or graduate certificate must be submitted by the Friday of the first week of the summer term in which graduation will occur.

Failure to adhere to the posted deadlines may result in a late fee. The Late Graduation Application form is accessible in the Student Tools and Courses tab in FlashLine. Exceptions to the policies above shall be made only by the respective academic college deans or their appointed representative, based upon unusual circumstances.

VII. DOCTORAL DEGREE PROGRAMS

7.1. GENERAL INFORMATION

CREDIT HOUR/RESIDENCY REQUIREMENTS

While the well-prepared doctoral candidate may expect to meet formal course requirements (exclusive of dissertation) for the doctoral program by completing a minimum of two years of full-time work beyond the bachelor's degree, departments/schools may require more extensive preparation where needed. In order to qualify for a doctoral degree, students must present a minimum of 90 semester hours beyond the bachelor's degree, or 60 hours beyond the master's degree. These hours may include registration for coursework, individual investigation or research courses and dissertation. Only work of high quality is approved for doctoral credit.

Residency requirements are determined by the graduate program.

AWARD OF A MASTER'S DEGREE TO A DOCTORAL STUDENT

A student who has been admitted to and is currently pursuing a doctoral degree may apply for a master's degree in the same department/school in which the doctorate is to be taken. Upon certification that the student has met the requirements for the master's degree in that department/school, the degree may be awarded. The total number of graduate hours required for the doctorate shall not be altered thereby.

DEGREE TIME LIMITS

It is expected that the doctoral degree students entering KSU with a baccalaureate will complete the degree in no more than 10 years. Normally, doctoral degree students entering with a master's degree will complete the degree in no more than nine years. Students proceeding from the bachelor's degree will normally pass the candidacy examination within five years, and students already possessing a master's degree will pass the candidacy examination within four calendar years of the first graduate registration at KSU. A doctoral candidate is expected to satisfactorily complete the dissertation and pass the final oral examination within five calendar years after having

passed the candidacy examination. Individual disciplines may have shorter time limits, and students should consult with their specific program.

Candidates for the Doctor of Podiatric Medicine degree must successfully complete all graduation requirements within six years of their initial matriculation. The six-year limitation includes any leaves of absence, withdrawals or any other interruptions of the students' program.

When an extension of any of these time limits seems to be necessary and proper, the student and advisor will petition the student's department/school for an extension. The extension may be denied, in which case the student will be dismissed, or it may be granted with qualification. The student, advisor and academic college dean must be informed of the decision in writing. If the extension exceeds one year, the approval of the academic college dean is required. Requests for time extensions exceeding one year must be submitted to the academic college dean with evidence that the degree candidate is current in his/her field of study.

7.2. CANDIDACY

To become a candidate for the doctorate, a student must pass a candidacy (comprehensive) examination in the field of the major subject. This examination will be taken when department/school requirements have been met, but it should not be taken later than nine months before the student expects to receive the degree. The content and scope of the examination are determined by the department/school concerned. The examination may be either written or oral or both. The student is not permitted to continue with the dissertation unless this requirement is satisfied. Failure on the candidacy examination and a subsequent prescription and reexamination are subject to department/school policy. When opportunities for such reexamination are exhausted without success, the student will be dismissed from graduate study.

For candidacy of the Doctor of Podiatric Medicine degree, refer to the college policies in the College of Podiatric Medicine section of the University Catalog.

7.3. DISSERTATION

A dissertation is required of each doctoral candidate in any department/school offering the doctoral degree, with the exception of the Doctor of Podiatric Medicine degree. The dissertation topic must be approved by the department/school and filed with the academic college dean no later than one semester preceding that in which the candidate expects to receive the degree. The dissertation must demonstrate that the student has acquired the ability to conduct research in a discriminating and original manner. The dissertation should make a significant enough contribution to the field in which it is written that at least one scholarly article suitable for publication in a professional journal may be derived from it or that the findings of the dissertation would be otherwise publishable.

Each doctoral candidate, upon admission to candidacy, must register for Dissertation (8xx99) for a total of 30 hours. It is expected that a doctoral candidate will continuously register for Dissertation I, and thereafter Dissertation II, each semester, including summer, until all requirements for the degree have been met. The In-Progress (IP) grade is used until the student completes the dissertation at which time all IP grades in dissertation are changed to Satisfactory (S) grades.

PROSPECTUS

Each graduate program has adopted a procedure for the preparation of a dissertation prospectus. This document will normally include an outline of the parameters of the projected dissertation topic with a statement of the problem to be undertaken, the procedure or methodology to be used in the research, a preliminary review of the literature substantiating the need for the study, and the principle sources of information for the dissertation. The prospectus must be in writing, but an oral presentation may also be required.

FINAL EXAMINATION

The supervision of the final stages of the dissertation and approvals thereof are the responsibility of the student's academic unit. This unit may be a department, a school, or a designated graduate program within a college, department, or school. After the dissertation is accepted by the dissertation advisor, it will be read by the student's dissertation committee, and any recommended revisions will be communicated to the student. Upon completion of the revisions, if any, the student will be required to defend the findings before a committee of graduate faculty members, including the dissertation committee and others chosen by the department/school and academic college dean. The responsibility for conducting the examination itself will be that of an impartial moderator selected from a department/school other than that of the student's major. The defense of the dissertation is open to the University community. Questioning is restricted to members of the graduate faculty, and the vote of the examining committee will be conducted in private.

DISSERTATION COMMITTEE

This committee is comprised of graduate faculty members and is appointed by the candidate's department/school when the candidate has developed an appropriate dissertation topic and has an approved advisor. Normally, this committee will consist of a minimum of the advisor (who will act as chair of the committee), two additional members from the candidate's program, and one faculty member from a discipline outside the program. Only one of the four members may be A-3 or F-3 graduate faculty status. All others must have F-4 graduate faculty status.

The advisor and at least two of the remaining three must be members of the graduate faculty who have been approved to direct dissertations. If a co-advisor is desired, s(he)

should be included in the above members. If, for warranted reasons, it is desirous to have a person on the committee who does not meet the above qualifications, special permission must be obtained from the academic college dean or designee.

EXAMINING COMMITTEE

When the advisor believes the dissertation is ready for preliminary approval, the academic college dean must be notified to request the appointment of the graduate faculty representative (GFR) to serve on the Examining Committee.

The Examining Committee will consist of the Dissertation Committee (a minimum of the advisor, two additional members from the candidate's program, and one faculty member from a discipline outside the program), plus a GFR who may act as moderator.

The GFR will be appointed by the academic college dean, or his/her designate after consultation, when appropriate, with the advisor or department chair/school director. To qualify, s(he) must have directed a dissertation to completion a member of the D-list. The GFR should be familiar with the general content area of the dissertation. The GFR most often comes from outside the student's department/school but may be a member of the candidate's program faculty but outside the candidate's area of concentration. The GFR may also come from outside the University but must have directed a dissertation to completion. The GFR represents the graduate faculty by noting whether or not the nature of the questioning and the responses meet highly respectable scholarly standards. If s(he) has some reservation in regard to this, the reservations should be presented immediately to the academic college dean or his/her designate. The GFR is expected to question the candidate and to vote on the passing of the final examination.

If a separate moderator is desired, s(he) will be selected by the Dissertation Committee from the members of the graduate faculty who have been approved to direct dissertations. S(he) will not be a faculty member in the candidate's major program. The principal duties of the moderator are to preside and to moderate. S(he) should see to it that all participants act in a civilized, polite, and proper manner. S(he) should be familiar with the procedures of the oral defense, and has the authority to suspend the examination should a situation arise that would not be conducive to a fair examination.

Once the GFR is appointed, the dissertation will be circulated in easily legible form among the members of the committee. The advisor will allow a minimum of a ten-day period for reading of the dissertation and will then convene the dissertation committee including the GFR (without the candidate) for the purpose of evaluating it. Recommended revisions will be noted by the advisor and communicated to the candidate, and when in the opinion of the advisor and the candidate, the appropriate revisions have been made, the advisor will inform the graduate/program coordinator, the department chair/school director, and the academic college dean.

FINAL ORAL DEFENSE

When the Dissertation Committee has met and has agreed to proceed to the final examination, the advisor will designate the time and place of the final oral defense and notify all members of the examining committee. The oral defense is open to any member of the University wishing to attend and, therefore, a facility adequate to meet this requirement should be provided. The defense should be scheduled to allow a minimum of ten days for all of the examination committee to look over the dissertation; this is in addition to the ten-day period preceding the Dissertation Committee meeting. In the absence of the advisor, the oral defense may not be held. If it is a matter of long term absence or enduring illness of the advisor, the department chair/school director, in consultation with the academic college dean, should make appropriate arrangements for a substitute.

The dissertation must be in final form (not merely a late draft but also not necessarily the final typed copy) prior to the final oral defense. It is permissible to number pages in pencil, however, so as to reduce the cost of final changes that may grow out of the oral defense. If, in the opinion of more than one member of the examining committee, the dissertation is not in acceptable final form the oral defense will not be held. This is to be determined by vote prior to the final oral examination and without the candidate or others being present. If a negative vote occurs, the candidate may be called in to provide clarification. Acceptable form refers to the substance and usefulness of the dissertation as well as the quality of the writing. A rescheduling of the oral defense, if necessary, will occur when, in the opinion of the advisor and the student, the dissertation has been modified to incorporate the suggested changes. The dissertation must be acceptable, with no more than one dissenting vote, before the rescheduled final oral can be held. If the dissertation is not in suitable form at this second scheduled oral, the academic college dean will be so notified. Further action is then the responsibility of the academic college dean.

The final oral defense will be open to the University community. Notification of the time and place of the defense should be provided to the academic college so that it may be announced in a suitable publication. Copies of the abstract of the dissertation should be available in the candidate's department/school and the academic college prior to the defense and at the defense itself, to familiarize other members of the graduate faculty with the methodology and findings.

The candidate will open the defense with a brief presentation of his/her findings, after which the members of the examining committee will question the candidate in an order to be determined by the moderator. When, in the opinion of the moderator, members of the examining committee have had an adequate opportunity to question the candidate, the moderator may open the examination to appropriate questions from others present. Questions dealing with the substance, meaning, and usefulness of the research in the dissertation are of greatest propriety. Questions or comments dealing with punctuation or grammatical minutiae, spelling, etc., are out of order and should be written out and privately submitted to the advisor.

If, in the opinion of the moderator or upon motion duly passed by a majority of the committee, it should be deemed necessary to discontinue the defense, the moderator

may recess the defense until a time mutually agreeable to the moderator, the advisor, the candidate, and the academic college dean.

When the questioning has run its course, the moderator will adjourn the defense and the room will be cleared of everyone except the members of the examining committee. Parliamentary procedure will be observed to determine the success or failure of the candidate, with the moderator acting as chair without a vote.

The candidate should be evaluated both (a) upon the overall quality and significance of his/her dissertation, and (b) upon the oral defense of his/her findings. A candidate passes the final oral defense if s(he) passes with no more than one dissenting vote.

All members of the examining committee will sign the Report of Final Examination form, recording their votes; committee members may vote "Yes" or "No" but they may not abstain. The moderator and department chair/school director must then sign the Reports of Final Examination, which is forwarded to the academic college.

Only members of the examining committee that voted "YES" are required to sign the dissertation signature page.

SUBMISSION

After the candidate has passed the oral examination, the doctoral candidate will submit his/her dissertation in electronic form. The dissertation will also include an abstract of no more than 350 words. Information on the process may be found on the University Libraries' Guidelines for the Preparation of Electronic Theses and Dissertations website. Dissertations must be prepared according to established guidelines. Guidelines for preparation and typing of dissertations are available in the student's academic college office.

Dissertations submitted electronically are available through the OhioLINK Electronic Theses and Dissertations Center. Individual units may still require submission of a paper copy for their archives. It is the responsibility of the doctoral student to fulfill this requirement.

All dissertations must be published according to a plan provided by ProQuest Information and Learning, Ann Arbor, Michigan, for the purposes of archiving, indexing, and dissemination. All communications and relations between faculty or students and ProQuest shall be carried out only through the KSU librarian. Publication of the complete dissertation or significant parts of it through other avenues is expected, but this is not to be used in lieu of the requirement stated herein.

7.4. GRADUATION

Each academic college awards one or more graduate degrees at commencement exercises in December, May and August. The graduation requirements for these degrees

are outlined in the various college sections of the University Catalog. For commencement dates, refer to KSU's academic calendar.

Graduate students applying for graduation should complete the online graduation application available in their Graduation Planning Tools channel (Student Tools and Courses tab) in FlashLine by the published deadlines. The online graduate application is used for all degrees and certificate programs. If students fail to carry out the proper application procedures by the published deadlines, the degree will not be granted until the next graduation date. Application deadlines may be obtained from the Office of the University Registrar as well as from the various college and campus offices.

REQUIREMENTS

The student will ordinarily observe the following procedure in order to be eligible for the doctoral degree:

- Fulfill the credit requirements of the department/school in which the major work is done.
- Fulfill the residence requirements (if any).
- Satisfy the language or research tool requirements of the department/school.
- Pass the candidacy (comprehensive) examination in the field of the major subject.
- Carry out a suitable scholarly research or creative program.
- Write a dissertation that shows high attainment and creativity.
- Successfully defend the findings of the dissertation in public before a committee of the graduate faculty.
- Have registered for a minimum of 90 semester credits beyond the bachelor's degree, or 60 credits beyond the master's degree (registration for thesis, dissertation and research may be included in this total).

For eligibility for the Doctor of Podiatric Medicine degree, please refer to the college policies in the College of Podiatric Medicine section of the University Catalog.

APPLICATION FOR GRADUATION

Prospective graduates for degrees and certificates must complete the online application for graduation (available in FlashLine) by the following deadlines:

- December Graduation: The application for a graduate degree or graduate certificate must be submitted by the Friday of the first week of the fall term in which graduation will occur.
- May Graduation: The application for a graduate degree or graduate certificate must be submitted by the Friday of the first week of the spring term in which graduation will occur.

Candidates for the Doctor of Podiatric Medicine degree must meet all graduation requirements before June 30 immediately following the May graduation. Completion of program requirements after June 30 but before the conclusion of the calendar year will result in a December graduation. After December, candidates will not be eligible for graduation until the following May. Attendance at the graduation ceremony is required.

- August Graduation: The application for a graduate degree (master's, post-master's or doctoral) or graduate certificate must be submitted by the Friday of the first week of the summer term in which graduation will occur.

Failure to adhere to the posted deadlines may result in a late fee. The Late Graduation Application form is accessible in the Student Tools and Courses tab in FlashLine. Exceptions to the policies above shall be made only by the respective academic college deans or their appointed representative, based upon unusual circumstances.

VIII. SPECIAL GRADUATE PROGRAMS

8.1. COMBINED BACHELOR'S/MASTER'S DEGREE PROGRAM

A combined bachelor's/master's degree program allows exceptional KSU undergraduate students early admission into graduate school. Students in a combined program are able to identify and begin taking graduate-level coursework as undergraduate students.

Minimum requirements must be met for each degree earned. A student who earns a bachelor's degree and a master's degree must complete a minimum of 150 unique credit hours (120 representing the bachelor's degree and an additional 30 representing the master's degree). Undergraduate requirements must be fully satisfied before a bachelor's degree will be awarded. Until that time, students continue to have undergraduate student status. Following receipt of the undergraduate degree, their status will be changed to that of graduate student.

Undergraduate students in a combined program may complete a maximum of 12 credit hours of graduate-level coursework and apply it toward their undergraduate degree. Once a student completes the undergraduate degree and enters graduate student status, the graduate-level coursework taken as an undergraduate student may be applied toward the graduate degree (i.e., courses are double counted). Double counting may occur only after the minimum 30 credit hours for the master's degree are completed.

To be eligible for double counting, the coursework must meet the following criteria: (1) be of graduate level, (2) apply to degree requirements for the master's degree and (3) the letter grade earned must meet minimum standards as described in the Academic Standing—Graduate policy in the University Catalog. Courses that do not earn a regular letter (A-F) grade, as well as courses given as credit by examination, are not eligible for

double-counting. Under no circumstances will undergraduate-level coursework be applied toward the master's degree.

To be eligible for a combined program, students must have junior standing (a minimum of 60 GPA hours) and must have achieved a minimum grade point average (GPA) of one of the following:

- 3.500 GPA after 60 semester hours
- 3.400 GPA after 75 semester hours
- 3.300 GPA after 90 semester hours
- 3.200 GPA after 105 semester hours

KSU allows for both formal and informal combined degree programs, as described below. Formal programs may have more stringent requirements than the general eligibility requirements listed above.

Formal Combined Bachelor's/Master's Degree Programs

A formal combined bachelor's/master's degree program has established admissions requirements, a curriculum and graduation requirements.

To qualify for a combined bachelor's/master's degree program, an undergraduate student must complete a standard online graduate application (including the application fee) and be admitted to the graduate program of interest. The student must meet all admissions requirements as established by the formal combined program. Students should consult the University Catalog for specific requirements. The student is also required to submit the Formal Combined Bachelor's/Master's Degree Programs form prior to the first semester of enrollment in the combined program.

The following combined programs have been formally approved by the University:

- Combined Bachelor of Science and Master of Arts degrees in Speech Pathology and Audiology
- Combined Bachelor of Business Administration and Master of Business Administration degrees
- Combined Bachelor of Science degree in Fashion Merchandising and Master of Business Administration degree
- Combined Bachelor of Science in Nursing and Master of Science in Nursing degrees

Informal Combined Bachelor's/Master's Degree Programs

An informal combined bachelor's/master's degree program has not been formally approved by the University, but allows undergraduate students to begin taking graduate-level coursework that may be applied to the undergraduate and/or graduate degree.

The informal program will be developed by an individual student in consultation with his/her academic advisor. It is to be developed according to the individual career interests and goals of the student and should be an integrated learning experience rather than merely the completion of a certain number of undergraduate and graduate

credits. The proposed combined program requires the approval of both the undergraduate and the graduate programs involved, as well as the respective academic college dean(s).

To qualify for an informal combined bachelor's/master's degree program, an undergraduate student must complete a standard online graduate application (including the application fee) and be admitted to the graduate program of interest. The student must meet all admissions requirements as established by the master's degree program. Students should consult the University Catalog for specific requirements. The student is also required to submit the Informal Combined Bachelor's/Master's Degree Plan of Study form prior to the first semester of enrollment in the combined program.

8.2. DUAL DEGREES/MULTIPLE DEGREES

A student may work simultaneously or sequentially on any of the following if the departments/schools involved believe there is good reason for so doing and will admit the student to both programs:

- Master's degrees of two designations in one discipline
- Master's degrees of one or two designations in two disciplines
- Doctorates in two different disciplines
- Doctorate in one discipline and a master's or baccalaureate in another discipline

Persons having a doctorate will not be permitted to work on a second degree from the same department/school with a different emphasis.

Courses to be counted toward both programs (double counted) shall be determined by the department(s)/school(s), but in no case may the number of credits exceed 12 credits for the master's degree (except for the special cases listed below) or equivalent of a master's degree plus 12 credits for the doctorate. The appropriate academic college dean(s) involved shall be notified of these decisions.

Exceptions to the 12-credit-double-count policy for dual degree and multiple degree programs:

- When one of the degrees is the Master of Fine Arts, a two-year degree, the courses to be double counted shall not exceed 26 credits.
- Students pursuing the Master of Business Administration and the Master of Science in Nursing degrees may double count a maximum of 28 credits.
- Students pursuing the Master of Business Administration and the Master of Library and Information Science degrees may double count a maximum of 28 credits.
- Students pursuing the Master of Science degree in Information Architecture and Knowledge Management and the Master of Arts degree in Journalism and Mass Communication may double count a maximum of 28 credits.
- Students pursuing the Master of Science degree in Information Architecture and Knowledge Management and the Master of Library and Information Science degree may double count a maximum of 24 credits.

- Students pursuing the Master of Business Administration degree and the Master of Arts degree in Communication Studies may double count a maximum of 27 credits.
- Students pursuing the Master of Education degree in Instructional Technology and the Master of Library and Information and Information Science degree (Dual Degree MEd/MLIS School Library concentration for both) may double count a maximum 27 credits.

IX. GRADUATE ASSISTANTS

9.1. GENERAL INFORMATION

Graduate assistantships are considered primarily as a form of financial aid to help students complete graduate school. Assistantship duties should not interfere unduly with academic studies but rather contribute to them. Graduate assistants should work on projects that contribute to their intellectual growth and degree goals, and should progress through their programs at a reasonable rate. A full-time assistantship appointment is for a maximum of 50% time to allow students to make expeditious progress toward their degree. Assistantships for more than 50% time, or two concurrent assistantships totaling more than 50% time, require the prior approval of the student's advisor, the department chair/school director, the academic college dean and the dean of Graduate Studies.

9.2. ELIGIBILITY AND EXPECTATIONS

In order to be eligible for a graduate assistantship, a student must be enrolled in a specific degree program. Students in combined bachelor's/master's degree programs are not eligible for an assistantship until they have completed the bachelor's degree and been admitted into the master's degree. A student may not simultaneously hold a graduate assistantship and a full-time fellowship or other appointment from a non-university source.

SERVICE EXPECTATIONS

A graduate assistant who holds a full-time assistantship is expected to provide service to the appointing unit which approximates 20 hours per week for a total of 300 hours per semester. This may include assignments during the week prior to classes and/or during exam week. A half-time graduate assistant is expected to devote half of the service commitment expected of a full-time graduate assistant (approximately 10 hours per week for a total of 150 hours per semester). Service obligations are prorated for each 5 week summer term.

The service commitment of a graduate assistant who has been appointed by a nonprogrammatic unit will be equivalent to the total time expectations of a graduate assistant who is appointed through a programmatic unit. Due to specific operational requirements of nonprogrammatic units, some of the total time expectation may be satisfied during pre-semester, intersession, or post-semester time periods. If necessary to have the graduate assistant work the week before classes start, the week after classes end, or during breaks, the weekly hours need to be adjusted so no weekly total exceeds 25 hours and the total hours worked does not exceed the required hours of commitment. Such arrangements should be understood by the graduate assistant and the appointing unit at the outset of the assistantship period.

In all instances it is expected that the graduate assistant and the appointing unit will strive to ensure that the service commitment is beneficial to the graduate assistant's professional growth and is commensurate with the mission and goals of the appointing unit and of the University.

A graduate assistant who has tuition remission only does not have a service commitment.

ENROLLMENT REQUIREMENTS

Students with full-time and half-time assistantships must enroll for a minimum of 8 credit hours per semester (6 credit hours in summer term). Although a student may be eligible for an assistantship by enrolling for 6 hours in the summer, the university definition of full-time graduate student is 8 to 16 hours.

Students who have tuition remission only (and no service commitment) are expected to enroll for a minimum of eight credit hours per semester (6 credit hours in summer term).

Graduate students who have satisfied all required coursework and that may be registered for only 2 credit hours of Thesis II are considered full-time students.

9.3. CATEGORIES FOR GRADUATE ASSISTANTSHIPS

Research Assistantship (RA)

A student receiving a Research Assistantship is expected to assist a faculty member in his or her research or other scholarly activities. No teaching or service responsibilities are assigned to full-time Research Assistants.

Teaching Assistantship (TA)

A student receiving a Teaching Assistantship is expected to assist a faculty instructor of record (e.g., recitations, laboratories, grading) or be the instructor of record in their own course.

Administrative Assistantship (AA)

A student receiving an Administrative Assistantship is expected to work in service that promotes the mission(s) of the unit or University. These assistantships exclude responsibilities that would typically be assigned to current office staff, personal errands for faculty/staff etc.

9.4. REAPPOINTMENT, DISMISSAL AND RESIGNATION

At the time of the initial notification of appointment the department/school shall clearly communicate its policy on limits on the number of years of support at the master's and doctoral levels. Appointments or reappointments, including tuition remission, are not automatic, but are contingent upon good degree progress and satisfactory performance of duties as determined by the grantor of the stipend.

Reappointment is determined by the student's department/school. Reappointment may be available, contingent upon good progress toward completion of the degree and satisfactory performance of duties. If a service graduate assistant is not to be reappointed, he or she will be given written notice informing the student of the non-reappointment and of the reasons therefore. Notices of non-reappointment and of reappointment will be given to students no later than the last day of the semester.

During the semester in which a graduate assistant receives a master's degree, the student must apply and be accepted into a doctoral or educational specialist program in order to be considered for further assistantships.

Dismissal is the termination of the contract for cause. Dismissal may be effected for the violation of the terms of the assistantship. The department/school will give written notice of a recommendation for dismissal to the graduate assistant along with the reasons for the recommendation. This recommendation is forwarded to the appropriate academic college dean for action. If a student is dismissed for academic reasons then the assistantship is terminated at that time. Any graduate assistant who has not been reappointed or has been dismissed may appeal the decision. The appeal must be initiated in writing to the grantor of the assistantship within one week of non-reappointment or dismissal.

Notification of resignation by a service graduate assistant is expected to be early enough to obviate serious detriment to the University. A graduate assistant intending to resign should give written notice as early as possible. The graduate assistant may inquire into and consider the acceptance of an assistantship elsewhere anytime and without previous consultation. It is agreed, however, that if a definite offer follows, the graduate assistant shall not accept it without giving such notice, in writing.

9.5. ADDITIONAL EMPLOYMENT

Graduate assistantships are intended to provide minimal support to enable a student to spend the maximum amount of time in the pursuit of his/her graduate studies with the objective of completing the degree in the shortest amount of time. To this end, it is

considered inappropriate for a full-time graduate assistant to be engaged in substantial additional employment other than in an incidental way. Except in unusual circumstances and with the approval of the academic college dean and the dean of Graduate Studies, a graduate assistant may not hold an additional formal appointment through which the total commitment of service at KSU thus exceeds 20 hours per week.

The U.S. Citizenship and Immigration Service (USCIS) has limited part-time employment for international students to no more than 20 hours per week during the semester. Allowing an international student to work more than 20 hours per week could have serious implications for the student and the University. International students may work up to 28-hours when classes are not in session (winter and spring breaks and summer).

9.6. BENEFITS

STIPENDS

Stipend amounts are determined by the academic colleges. Graduate assistants are paid semi-monthly on the 15th and last day of the month. Each pay period runs from the 1st day to the 15th day and from the 16th day to the last day of the month.

TUITION

The tuition remission for a full-time graduate assistant should cover a student's enrollment up to 16 hours per semester (prorated for a part-time assistantship). In some programs, a lesser tuition remission is acceptable but the graduate assistant needs to be notified in advance.

SUMMER SESSIONS

A graduate student may receive either a stipend and/or a tuition remission during the summer immediately prior to or after an academic year assistantship. This may be done in consultation with the appropriate academic college dean and at the discretion of the department/school and is dependent upon the availability of funds.

HEALTH INSURANCE

Graduate assistants receive a partial health insurance credit towards the health insurance plan for graduate students offered through KSU. The health insurance credit is designed principally to assist students who do not have family or other health insurance and, therefore, wish to avail themselves of the health insurance plan.

RETIREMENT

Graduate assistants have the option to contribute to an Ohio retirement account or receiving exemption from retirement withholding. Retirement for graduate assistants is governed by the Ohio Public Employees Retirement System (OPERS), unless the student is a graduate teaching assistant and has a current membership with the State Teachers Retirement System of Ohio (STRS). Graduate students who do not want to contribute to an Ohio retirement account must complete a request for exemption form. As students, graduate assistants are exempted by federal law from Medicare taxation.

9.7. EVALUATION OF PERFORMANCE

Departments/schools shall establish effective means of evaluating and documenting the teaching and other duties performed by each graduate assistant, who has a service commitment, in order to aid the professional growth of the graduate assistant. This evaluation and documentation shall be used for the purpose of counseling the graduate assistant and to assist in making decisions regarding reappointment.

9.8. COUNCIL OF GRADUATE SCHOOLS' POLICY

KSU affirms its adherence to the following Council of Graduate Schools' policy that is designed for new graduate assistants:

Acceptance of an offer of financial aid (such as graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by an actual or prospective graduate student completes an agreement which both student and graduate school expect to honor. In those instances in which the student accepts the offer before April 15 and subsequently desires to withdraw, the student may submit in writing a resignation of the assistantship at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

9.9. GRIEVANCE PROCEDURES

If an issue cannot be resolved through informal conversations between the graduate assistant and other interested parties following reasonable attempts to achieve resolution, the graduate assistant may initiate a formal complaint by notifying, in writing, the administrator of the graduate unit in which the student holds assistantship. The graduate/program coordinator should be copied directly with such notification.

The administrator may refer the complaint to the unit's Graduate Studies Committee for a hearing and a recommendation or may impanel an ad hoc grievance committee for this purpose comprised of graduate faculty members who are able to render a disinterested judgment. Either of these committees will make a recommendation to the administrator as to the disposition of the complaint.

If the graduate assistant is dissatisfied with the resolution decided by the administrator, he or she may appeal the decision, in writing, to the dean of the academic college or, in the case of independent schools, to the dean of Graduate Studies. The dean may render a final decision based upon the record and information submitted by the complainant and the administrator of the graduate unit or may appoint an ad hoc grievance committee which will hear the complaint and make recommendation to the academic college dean for its resolution. In either case the academic college dean or the dean of Graduate Studies is the final determinant.