

# **RCHSS**

# **Graduate Student**

# **Handbook**



**KENNESAW STATE**  
**UNIVERSITY**

NORMAN J. RADOW COLLEGE OF  
HUMANITIES AND SOCIAL SCIENCES

**AY 2023-2024**

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## Acknowledgments

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This guide is the result of the expertise of many groups across campus, and we are thankful for their feedback and guidance. This guide is a living document and will continue to evolve as faculty and other stakeholders offer input and engage with this resource.



A [virtual version](#) of this handbook is part of the RCHSS Office of Academic Innovation resources. Any questions, concerns, or suggestions regarding this guide should be directed to [rchsdean@kennesaw.edu](mailto:rchsdean@kennesaw.edu).



**DISCLAIMER:** This guide is designed to be a resource for Kennesaw State University's campus. The information in this guide is subject to change. Every effort will be made to ensure the information in this guide is accurate and up to date; however, there is no guarantee, explicit or implied, regarding the information presented in this guide.

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## RCHSS Graduate Programs

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### *Doctoral Degrees*

- [International Conflict Management, Doctor of Philosophy](#)

### *Dual Degrees*

- [Business Administration/Conflict Management Dual Master's Degree](#)
- [Public Administration/Integrated Global Communication Dual Master's Degree, Master of Public Administration and Master of Arts](#)

### *Master's Degrees*

- [American Studies, Master of Arts](#)
- [Conflict Management, Master of Science](#)
- [Criminal Justice, Master of Science](#)
- [Integrated Global Communication, Master of Arts](#)
- [International Policy Management, Master of Science](#)
- [Professional Writing, Master of Arts](#)
- [Public Administration, Master](#)

### *Graduate Certificates*

- [American Studies](#)
- [Applied Peacebuilding](#)
- [Creative Writing](#)
- [Digital and Social Media](#)
- [Doing Business with Asia](#)
- [Professional Editing and Publishing](#)
- [Professional Writing for International Audiences](#)
- [Screen and Television Writing](#)

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## Start Here

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### **The Graduate College**

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The Graduate College's [Graduate Student Resources](#) page for current students includes forms, thesis and dissertation policies and procedures, and other essential information.

### **Norman J. Radow College of Humanities and Social Sciences (RCHSS)**

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[RCHSS Graduate Student Resources](#) cover technology support, financial resources, academic support (advising, etc.), research procedures and compliance, safety, study abroad, health and wellness, career development, and more.

### **Your Program**

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Some programs have their own specialized graduate student handbooks. Please check with your program director.

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## What to Expect in Grad School

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As a graduate student in one of RCHSS's programs, you are joining a supportive community of scholars and teachers at a university that prioritizes student success, professional development, and career-readiness.

For more information about what to expect in graduate school, please see these resources from beyond KSU:

- "[Lessons for New Ph.D.'s: Five Key Things Every Grad Student Should Know](#)," Jason Brennan, *Inside Higher Ed*
- "[The Many Ways Grad School Differs From College](#)," Illana Kowarski, *U.S. News*
- "[What Predicts Grad School Success?](#)" Nikhil Swaminathan, *gradPSYCH Magazine*

### **Study Skills and Time Management**

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Excellent time management and study skills are essential to success in grad school. Consider taking advantage of these resources:

- In addition to clinical services, KSU's Counseling and Psychological Services offers student success services, including wellness coaching, [self-help resources](#), and [workshops](#) on study skills, stress management, and topics like procrastination, test anxiety, and time management.
- Created for online students but useful for all, "[Resources for Academic Skills](#)" covers **organization**, **time management**, and **study habits**.
- For tips on how and when to speed up your **reading**, see The University of Tennessee at Chattanooga's "[Skimming and Scanning](#)." The Purdue Online Writing Lab also offers guidance on "[Reading for Graduate School](#)."

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## Important Dates and Deadlines

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### Fall 2023

#### Graduate College Assistantships

- Hiring Students Opens April 24, 2023
- Hiring Students Closes Jul 31, 2023
- Student Must Process with HR August 9, 2023
- Contract Dates August 15, 2023 - December 15, 2023
- Evaluations November 27 - December 15, 2023

[Academic Calendar](#)

[Kennesaw State University Events](#)



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## Registering for Classes

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Your registration will go smoothly if you're well prepared. It's important to review your holds, registration time tickets, and remaining degree requirements prior to your [time ticket opening](#) for a successful registration period. You have the option of using either the Schedule of Classes or Class Schedule Builder to create your schedule.

All currently enrolled students and new graduate students are eligible to participate in registration.

Registration begins at 8:00 a.m. on the first day and ends at 11:45 p.m. on the last day of registration.

For more information, see:

- [Student Registration Guide](#)
- [Office of the Registrar website](#)

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## Graduate Assistantships

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The Graduate College offers [Graduate Assistantships](#) at several levels and in different categories for students who have been fully admitted as degree-seeking students into a master's or doctoral degree program (see additional [eligibility](#) information).

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

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

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

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

Research assistants work under the supervision of an individual faculty member or center director. Work on research which is directly applicable to the student's thesis or dissertation submitted in partial fulfillment of the requirements for the Master's or Doctoral degree is not permitted. Research assistants should also not be engaged in

work unrelated to their academic program or that does not further their educational experience and objectives.

### **Where can I find graduate assistantship opportunities?**

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Options for finding graduate assistantships:

- Contact your **academic department** to learn about available graduate assistantship opportunities.
- Review the [Graduate Job Board](#).
- Submit an **application** for a graduate assistantship (see [Option 3](#) for links to summer and fall/spring application forms).

### **What are the benefits of an assistantship?**

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There are two main benefits to a Graduate Assistantship (GA): a **stipend** paid in exchange for the work performed and a **tuition waiver** benefit. For more information, see the Graduate College's "[Benefits of an Assistantship](#)" page.

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## Scholarship and Financial Aid Information

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### **Where can I find information about scholarships for graduate students?**

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KSU's Office of Scholarships and Financial Aid provides information on [finding and applying](#) for scholarships through the **Scholarship Universe** portal, a one-stop-shop tool to search and apply for thousands of scholarships.

### **Where can I find information about financial aid?**

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KSU's Office of Scholarship and Financial Aid provides information about financial aid options: [Student Resources – Financial Aid](#).

#### **Federal Work-Study**

The [Federal Work-Study \(FWS\) Program](#) provides jobs for undergraduate and graduate students who demonstrate financial need.

#### **Federal Student Aid Office**

The Federal Student Aid Office of the U.S. Department of Education also offers information, such as the [Graduate School Preparation Checklist](#).

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## Support Resources for Research

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### Where can I get research funding?

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#### Internal Funding for Research

The [RCHSS Student Research Grant Program](#) provides financial assistance to students who are undertaking research or creative activities. The funding can be used for project-related costs, including instrumentation and materials. Funds can also be used to offset travel costs associated with making conference presentations.

#### External Grants

[Research Development & Strategic Initiatives](#) in the KSU Office of Research guides and supports researchers through the grant writing and external funding processes by providing professional development workshops and consultation services. [Pivot-RP and Grants Resource Center accounts](#) are available to help you locate external funding opportunities.

#### Travel Funding for Presenting at Professional Conferences

Graduate students seeking to attend virtual or in-person professional conferences for the purpose of presenting papers and/or research can apply for the [Graduate College Research Travel Award](#).

### How do I get my research study approved?

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See [Research Procedures and Compliance](#) for links to KSU's Institutional Review Board (IRB), required training, compliance, and safety information.

The IRB also provides a [frequently asked questions](#) page and an [Investigator Manual](#).

### Where can I get help with library research?

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The [KSU Library System](#) features online resources as well as a Kennesaw Campus (Sturgis) and a Marietta Campus (Johnson) location.

#### Library Research Support

- Library [orientations](#)
- Research workshops
- [Research tutorials and guides](#)
- [Consultations and online help](#)

### **Accessing Material Not Held by KSU**

- Use [GIL Express](#) to request books from other University System of Georgia libraries.
- Use [Interlibrary Loan](#) for material not held by University System of Georgia Libraries.

### **Research Tools**

KSU students have access to

- [RefWorks](#), “a citation, bibliography, and reference management tool”
- [Lean Library](#), “a web browser extension to help seamlessly access library digital resources.”

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## Support Resources for Writing

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### Where can I get help with my writing?

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#### KSU Writing Center Graduate Writing Program

The [KSU Writing Center](#) partners with the Graduate College to provide **specialized writing coaches** for graduate student writers. To establish regular appointments with a graduate writing coach contact [graduatewritingcenter@kennesaw.edu](mailto:graduatewritingcenter@kennesaw.edu).

- **Handouts**
  - [Writing the Annotated Bibliography](#)
  - [Writing the Literature Review](#)
  - [Writing the Personal Statement](#)
  - [Integrating Sources](#)
  - [Outlining in Reverse](#)
- [Workshops and Events](#)

#### English Language Program

The [English Language Program](#) (ELP) offers assistance with writing, grammar, reading, pronunciation, conversation, and public speaking to students **whose primary language is not English**.

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## Support Resources for Teaching

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### Where can I get help with my teaching?

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#### Center for Excellence in Teaching and Learning (CETL)

- [Welcome Letter to Graduate Students](#)
- [Graduate student professional development:](#)
  - **Graduate Student Teaching Orientation**, an annual fall event that covers evidence-based teaching and learning principles and practices, university policies, and teaching expectations.
  - **GRAD 9001: Course on College and University Teaching**, a 1 credit course on evidence-based teaching and learning principles and practices applicable to all course models
  - [Introduction to Scholarly Teaching Course](#), a self-paced course that provides webinars, activities, viewings, and readings about evidence-based, learning-centered practices and principles fundamental to scholarly teaching.
  - [Graduate Student Professional Development Events](#), workshops and webinars offered each fall and spring.
  - [Graduate Student Professional Development Teaching and Learning Resources](#), campus resources, campus teaching resources, Diversity, Equity, and Inclusion (DEI) Resources, Trauma-informed Pedagogy, and instructional videos
  - [Consultations, observations, review of teaching materials, and student focus groups](#) services can be requested.

#### Digital Learning Innovations (DLI)

Were you assigned an online or hybrid course? [DLI](#) offers professional development, resources, instructional design support, and accessibility training.

#### Teaching Resources from Beyond KSU

- [“Collected Wisdom: Strategies & Resources from TAs for TAs,”](#) Carnegie Mellon University Eberly Center for Teaching Excellence
- [Teaching Guides](#), Vanderbilt University Center for Teaching
- [Transparency in Learning and Teaching \(TILT\) Higher Ed Examples and Resources](#), Mary-Ann Winkelmes, *TILT Higher Ed*



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## Support Resources for Technology

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### Where can I get technical assistance?

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#### University Information Technology Services (UITS)

[UITS](#) provides technical support, software downloads, and technology training workshops. Get personal technical assistance by phone at 470-578-3555, by e-mail at [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu), or in person at the walk-up counter in the [Sturgis Library](#).

- [New Students Technology Guide](#)
- [Student Computer Lab Hours & Locations](#)
- [Technology Service Portal](#) – Get help with accounts, system access, computer requests, printing, and other IT requests or issues.
- [OwlTrain](#) – Access technology workshops and a library of other trainings.
- [IT Service Desk](#) – Borrow audio visual equipment.

#### Technology Information for GTAs and TORs

- As employees, GTAs and TORs have access to [software downloads](#) (e.g., Adobe Creative Cloud suite) and may request gently used equipment from UITS.
- For teaching-related technology assistance, start with the [Technology Service Portal](#). For urgent classroom IT issues, call the faculty/staff line: 470-578-6999.

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## Support Services for International Students

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### **What resources are available to students on an F-1, or a J-1 visa?**

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**[International Student and Scholar Services](#)** (ISSS) assists F-1 visa and J-1 visa students:

- [Information for F-1 Degree-Seeking Students](#)
- [Information for J-1 Exchange Students & Scholars](#)
- [KSU Resources for International Students](#) (admissions, on-campus housing, meal options, student organizations)
- [International Student Health Insurance](#)

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## Support Services for Military and Veteran Students

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### **What services are available to me as a military or veteran student?**

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KSU [Military & Veteran Services](#) serves as the designated point of contact that assists service members, veterans, and dependents with academic and financial advising as it relates to Tuition Assistance and/or VA educational benefits. Military & Veteran Services provides access to disability counseling and job search activities via on-campus and off-campus referrals to the appropriate departments and/or agencies.

- [Learning Support](#)
- [Campus Services](#)
- [Benefits](#)
- [Organizations](#)
- [News and Events](#)

### **What benefits are available to me as a veteran?**

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Veterans and their dependents who qualify for [VA education benefits](#) will work with VA Certifying Officials in the Office of the Registrar.

- [Student Reference Guide for VA Education Benefits at KSU](#)
- [Applying for Benefits Through the VA](#)
- [Veteran Students' Responsibilities](#)

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## Career Services for Grad Students

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### **Where can I get help with career planning or internships?**

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[Career Planning and Development](#) provides access to services, programs, tools, and experiences that will help you succeed on your career path.

[Student Career Services](#) provides these and many other support resources:

- [Handshake Career Management System](#) is a tool for accessing career resources, scheduling advising, and finding job postings for internships, co-ops, part-time, full-time, & on-campus positions.
- [Career Events](#) (job fairs, workshops, and other events)

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## Policies Related to Graduate Studies

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### **KSU Sexual Misconduct Policy**

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In accordance with federal and state law including, Title IX of the Education Amendments of 1972 (“Title IX”) and Title VII of the Civil Rights Act of 1964 (Title VII), the University System of Georgia (USG), including Kennesaw State University, prohibits discrimination on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring the highest ethical conduct of the members of its community by promoting a safe learning and working environment. To that end, Kennesaw State University follows USG Board of Regents Policy Manual, Section 6.7.

For more information, see Institutional Equity, “[Title IX](#).”

### **Graduate Course Auditing Policy**

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Auditing of courses will be permitted for a regularly enrolled graduate student and on a space-available basis, for those who hold a graduate degree from Kennesaw State University. Auditing of courses is not allowed in the Coles Doctor of Business Administration, the Coles Executive MBA, the Master of Science in Conflict Management (MSCM), the Master of Science in Information Systems (MSIS), or any of KSU’s Master of Education (M.Ed.) programs. A student must have completed all prerequisites necessary for the course to be audited and is expected to complete all course requirements as noted on the course syllabus. A student may audit no more than 6 credit hours of graduate course work in a given term.

For more information, see “[Graduate Course Auditing Policy](#).”

### **Grading of Thesis/Dissertation credits**

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- A grade of “IP” will be recorded for all thesis, dissertation, or project credit work in progress and will automatically be recorded each semester the student is enrolled.
- Unless otherwise approved by The Graduate College, the grade of “S” or “U” must be recorded for all thesis, dissertation or project credit when completed.
- Unless otherwise approved by The Graduate College, the program will report a final thesis, dissertation or project grade of “S” or “U”. Any reported grade other than “S” or “U” may be changed to an “S” or “U” grade according to the following: reported grade of “A”, “B”, “C” = “S”; “D”, “F” = “U”
- Upon completion of the thesis, dissertation or project requirements, final grades for preceding semesters will be changed to the appropriate grade.

## **Graduate-Level Study**

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Graduate students may use graduate level work only to complete their degree requirements. Undergraduate coursework may not substitute or transfer more than one level; (i.e., 5000-level course may not be used for 7000-level courses and vice versa). Graduate-level work may be used only in the undergraduate degree if a Double Owl Pathway is in place (maximum 9 credit hours).

## **Expectations for Satisfactory Graduate Level Student Performance**

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A graduate student is expected to earn grades of at least “B” in most of the coursework for the student’s degree. For graduation, a graduate student must have earned a cumulative grade point average of at least 3.0 in all graduate course work at Kennesaw State University and a grade of “C” or better in each course presented to meet degree requirements.

For details about academic probation, dismissal, and reinstatement, see [“Expectations for Satisfactory Graduate Level Student Performance.”](#)

## **Satisfactory Academic Progress Standards Policy**

Federal regulations, HEA Sec. 484(c), §668.16, 668.34, require all schools participating in Title IV federal financial aid programs to have a Satisfactory Academic Progress (SAP) policy that conforms to the requirements detailed below. These requirements apply to all students as one determinant of eligibility for financial aid.

- Your SAP status is based on your entire academic record, at all schools attended (includes all transferrable hours), regardless of whether you received financial aid.
- SAP is calculated each semester after grades have been posted to academic history by the Registrar’s Office.
- Students can view their SAP Status at any time via Owl Express. Students who are put on a warning or failure status are notified via their student email address and mailed a letter via US Mail to their mailing address on record.
- If after the first term of attendance you are not making SAP, you will be put on a Warning status and allowed to keep aid for one term. Your continued eligibility will be determined after the next term checkpoint.
- If your SAP status is Failure after the check is performed, you will not qualify for financial aid for the following term.
- If your SAP status is Failure and you cannot mathematically attain SAP requirements following the next term, an appeal will not be permissible. Documented mitigating circumstances may allow continued eligibility on a case-by-case basis and will require an academic plan.
- A student may appeal their SAP Failure status only twice during their academic career at KSU. Documented mitigating circumstances may allow additional appeals on a case-by-case basis.

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## Double Owl Pathways and Dual Degree Programs

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### Double Owl Pathways

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[Double Owl Pathways](#) affords undergraduate students the opportunity to obtain their undergraduate and graduate degrees faster and at a significantly lower cost than if they pursued each degree independently. By bundling both degrees into Pathways, highly motivated and committed students will graduate sooner than their peers and with a head start on their careers.

- [Discover the Best Pathway for You](#)
- [Pathway Application](#)
- [FAQs](#)
- [Information for Double Owl Students](#)

### Dual Degree Programs

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#### **Business Administration/Conflict Management Dual Master's Degree**

The [Master of Business Administration/Master Science in Conflict Management](#) is a dual degree offered by the Coles College of Business Administration and the College of Humanities and Social Sciences. The primary objective of this program is to prepare students for competitive leadership and managerial positions in careers requiring extensive understanding and interaction with conflict management and business acumen.

#### **Business Administration/Public Administration Dual Master's Degree**

The [Master of Business Administration/Master of Public Administration](#) (MBA/MPA) Program is a dual degree offered by the Coles College of Business Administration and the College of Humanities and Social Sciences. The objective of this program is to allow students who are interested in public and private sectors to concurrently register in both MBA and MPA programs.

#### **Public Administration/Integrated Global Communication Dual Master's Degree**

The [Master of Public Administration/Master of Arts in Integrated Global Communication](#) (MPA/MAIGC) Program is a dual degree offered by the College of Humanities and Social Sciences. The objective of this program is to allow students who are interested in serving as communications professionals in the government and nonprofit sectors to register concurrently in both the MPA and MAIGC programs.

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## Parking, Insurance, Housing

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### Motor Vehicle Parking Fee

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A parking permit fee (\$26.00 maximum) may be assessed separately if you are a student who drives to campus and needs a parking space. All vehicles used on campus must be registered. Vehicles that are not registered will be ticketed and/or booted. Vehicle registrations are electronic. There is no physical parking decal needed and students may register multiple vehicles. It is the responsibility of all KSU students to review and abide by Kennesaw State University Parking Policies and Procedures available online at [Parking and Transportation](#).

Questions may be directed to Parking Operations located in House 3499:

- **Office Hours:** Monday - Friday, 8:00AM - 5:00PM
- **Email:** [parking@kennesaw.edu](mailto:parking@kennesaw.edu) (Parking)
- **Email:** [shuttle@kennesaw.edu](mailto:shuttle@kennesaw.edu) (Transportation)
- **Phone:** 470-578-6506 (Kennesaw Campus)
- **Phone:** 470-578-5114 (Marietta Campus)

### Mandatory Student Health Insurance

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A mandatory insurance plan is in effect for the following student categories:

- All graduate students receive a full tuition waiver as a result of a GRA, GTA, or GSA assistantship award.
- All undergraduate, graduate, and ESL international students hold F or J visas.
- All undergraduate and graduate students enrolled in programs that require proof of health insurance.
- All graduate students receiving fellowships that fully fund their tuition.
- International scholars holding J Visa status.

This plan is optional for all other students.

A waiver of the health insurance fee may be applied for directly with the insurer. For insurance plan and waiver information, see Fiscal Services – Bursar, “[Health Insurance](#).”



## **Housing Fees**

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Kennesaw State University offers several on-campus housing options. All of our housing communities provide fully furnished rooms, individual contracts, all-inclusive rates, and high-speed Wi-Fi. All communities are in close proximity to anywhere you want to go on campus. Housing and residence life personnel offer support 24/7 and strive to make the on-campus housing experience memorable and meaningful.

For more specific information regarding reserving a room, rates and life in Residence, please go to [Housing and Residence Life](#).

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## Student Services

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### Academic Support

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- [Academic Support & Tutoring Services](#) offers tutoring resources and academic support workshops.
- [Graduate Student Advising Resources](#)
- [KSU Library System](#)
- [Student Disability Services](#) is the first contact for students with disabilities to arrange accommodations and locate campus and community resources.
- The Office of Institutional Equity manages student requests for pregnancy-related accommodations. See [Pregnant and Parenting Students](#).
- The [KSU Writing Center Graduate Writing Program](#) offers specialized writing coaches for graduate student writers.

### Health, Well-Being, and Inclusion

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- [Campus Awareness, Resource & Empowerment \(CARE\) Services](#) provides access to food, temporary housing, and other supportive services to foster students' realization of a healthy, stable, and dignified life academically and professionally.
- [Collegiate Recovery Program](#) helps students connect with each other while providing access to resources necessary for them to succeed both academically and in their recovery.
- [Counseling and Psychological Services](#) offers a variety of services, including counseling, workshops and programs, apps and self-help resources.
- [Department of Sports and Recreation](#) manages the Dr. Betty L. Siegel Student Recreation and Activities Center on the Kennesaw campus, the Owls Nest and The Perch sports fields at the KSU Sports and Recreation Park (drop-in play available), and the Recreation and Wellness Center on the Marietta campus (currently closed for renovations). For all KSU students who are taking a full course load of in-person courses, a Sports and Recreation Membership is automatically applied to your account and a Student Rec. Fee is collected with tuition.
- [Division of Diverse and Inclusive Excellence](#) seeks to foster an inclusive learning and work environment that promotes an understanding of, and appreciation for, difference through initiatives, programs, services, and training.
- [Health Promotion and Wellness](#) offers programs and services that support students' overall wellness through health education workshops and events

including, but not limited to, stress management programs, nutrition consultations and workshops, risk reduction education, CPR certification, and more.

- [Lactation and Wellness Rooms](#) are available by request through the Office of Institutional Equity. Students should email [eeo@kennesaw.edu](mailto:eeo@kennesaw.edu) to request access. Requests must include your name, KSU email, KSU ID number, requested duration of access (approximation), and preferred location (either Prillaman, Academic Learning Center and/or English Building) in the request.
- [Student Health Services](#) delivers comprehensive primary care services and COVID-19 testing year-round between 8:30 AM and 5:00 PM Monday through Friday
- [Women's Resource Center](#) offers crisis intervention, education and services that cater to the diverse needs of KSU women, training, and a comfortable gathering place for women with diverse needs and interests at KSU.