

INCM 8005: Professional Knowledge for the PhD

Instructor: Christopher L. Pallas | Email: cpallas@kennesaw.edu

Student hours: Tuesdays 1:45-2:30pm, Thursdays 1:00-2:00pm,* and by appointment

Course Objectives

For most students, the goal of doctoral study is not merely to obtain a PhD, but rather to acquire a job that either requires a PhD or in which a PhD is important for future advancement. Yet often simply holding a PhD is not enough for job market success or professional promotion. One must also acquire the markers or signifiers that demonstrate to future employers one's capacity as a research professional. In this class you will learn the skills that will facilitate both earning the PhD and acquiring these markers. By the end of this class you will be able to:

1. Survey the job market and determine what signifiers are needed to be competitive for your preferred jobs.
2. Identify the areas of comparative advantage that you can leverage for success in your research
3. Explain the utility of conference attendance, article writing, and grant writing for improving your future marketability
4. Identify sources of information on current calls for papers and grant proposals
5. Discuss multiple strategies for managing your time and progress through the PhD

Format of the Class

This class is taught in what is called a 'flipped classroom' style. Students review the key information outside of class through readings (rather than covering it in class via lecture), and class will be used for exercises and discussion designed to deepen students' understanding through application of the material.

For each week, before coming to class, you will need to:

- Read the textbook
- Read the additional readings
- Complete the assignments noted in the class schedule

In class we will review your answers to the exercises (although you are free to not share any answers you are uncomfortable sharing) and have additional structured discussions based around the week's material.

Grading Policies and Course Assignments

Grading

Pass: You have completed all out-of-class readings and exercises prior to coming to class and participated actively in all in-class assignments. Any excused absences have been addressed via make-up work delivered to the instructor. You demonstrate adequate proficiency in the skills described in the course goals.

* Faculty meetings are sometimes held at this time. Please email me in advance to confirm availability.

Fail: You have not completed all assignments in a timely fashion or have missed multiple classes without excuse. You do not demonstrate proficiency in the skills described in the course goals.

Assignments

Assignments for each week are listed in the class schedule. Readings and at-home exercises should take 3-4 hours per week for the 6 weeks of the course.

If a student has an excused absence s/he must contact the instructor for a make-up assignments to demonstrate mastery of the material covered in the missed class.

Class Policies

Absences

This is a seven-week course. Students must attend or make-up 100% of classes to pass this course.

D2L

It is the student's responsibility to learn to use D2L. Students are strongly advised to set their D2L account to email them with Announcements postings from their D2L courses. If there is new information necessary for the whole class to receive (e.g., class cancelation, a change in the syllabus, etc.) it will be posted as an Announcements item on the class D2L page.

Email

Please send me email at cpallas@kennesaw.edu, not via D2L. Please allow a minimum of 24 to 48 hours during weekdays for me to receive and respond to your email. Do not assume I will respond to email during weekends.

If you email me via D2L, there may be a significant delay in my response. D2L automatically forwards your email to my KSU account, but will not accept responses from that account. Outlook does not flag the email as coming from D2L, so I do not realize a student has emailed me from D2L until the system returns my response as undeliverable – which can be as long as 3 days after I have sent it.

Please recognize that email is not a substitute for office hours. In my experience, in-depth questions are answered most completely and efficiently in a face-to-face discussion or phone call. If you have a substantive question, please request a time to meet and we'll talk!

Student Hours / Office Hours

I am available to meet with students in my office (Room 219 in the INCM house) Tuesdays and most Thursdays. Additional virtual hours can be scheduled by appointment. If you plan to use student hours, it is helpful if you email me so that I can put the meeting in my planner and avoid overlapping appointments.

University Policies

Please use the following link to review university policies:

[Federal, BOR, & KSU Required Syllabus Policies](#)

These include:

- COVID
- Academic Integrity
- Disruption of Campus Life
- Web Accessibility
- Reasonable Accommodations
- Enrollment Management/Course Attendance
- Military Withdrawals
- Copyright Law
- Protecting Students' Privacy (FERPA)
- Sexual Misconduct
- Course Withdrawal
- Academic Feedback
- Netiquette
- Inclement Weather

Please know that I am always willing to work with students facing challenges in the course whether those are from military deployment, illness, family situation, disability, or other causes. Consult the above link to find any relevant university procedure and contact the university as necessary, but please also reach out to me at cpallas@kennesaw.edu.

Students Resources and Support

KSU provides many resources for students facing problems with their academics, mental or physical health, technology, or other needs. A list of these resources can be found here:

[KSU Student Syllabus Resources](#)

Required Books

The required textbook for this course is:

- Pallas, C. (2023) *Doctoral Student Skills: Using Your Comparative Advantage to Succeed in Grad School and Prepare for the Job Market*. New York, NY: Routledge.

Doctoral Student Skills will be available in hardcopy and ebook format starting Sept 6th. You can order the book here: <https://www.routledge.com/Doctoral-Student-Skills-Using-Your-Comparative-Advantage-to-Succeed-in/Pallas/p/book/9781032202426>

Royalties generated from the sale of the book to students in this course will be donated to KSU. A copy of this book will also be available to read in the SCMPD library.

Additional readings can be accessed online, either directly or via Sturgis library. *The Chronicle of Higher Education* and *Inside Higher Ed* may require you set up a free account to access articles published there.

Class Schedule

NOTE: NO Class on 8/23. This class will start on 8/30.

Module 1 (8/30): Beginning with the End in Mind

In this class, students will identify their goals for the PhD at professional and personal levels and discuss the state of the job market.

Required reading:

- *Doctoral Student Skills* Chapter 1. Please access and read via the preview tab on the Routledge website: <https://www.routledge.com/Doctoral-Student-Skills-Using-Your-Comparative-Advantage-to-Succeed-in/Pallas/p/book/9781032202426>
- Davis, L. (2011). What I tell my graduate students. *The Chronicle of Higher Education*, 6 March 2011.
- Van Bavel, J., Lewis, N., & Cunningham, W. (2019). In the tough academic job market, two principles can help you maximize your chances. *Science*, 10 July 2019.
- Kelsky, K. (2012). Graduate school is a means to a job. *The Chronicle of Higher Education*, 27 March 2012.

Assignments (complete BEFORE class):

1. Review and complete the Chapter 1 exercises.

Module 2 (9/6): Creating a Roadmap to Marketability

Once you have some idea of where you want to go, you will need to develop a roadmap to get there. In this class, we will review job advertisements to identify employer needs and discuss specific accomplishments that can signal to employers your ability to meet those needs.

Required reading:

- *Doctoral Student Skills* chapters 2 and 3. Please access and read Chapter 2 via the preview tab on the Routledge website: <https://www.routledge.com/Doctoral-Student-Skills-Using-Your-Comparative-Advantage-to-Succeed-in/Pallas/p/book/9781032202426>. Chapter 3 will be posted on D2L. Please do not circulate or repost.
- Berkley Career Center (2021). Academic job search: Finding job announcements. Available at: <https://career.berkeley.edu/PhDs/PhDJobs>.
- McDonald, D. (2018). Academic careers you may not have considered. *Inside Higher Ed*, 21 May 2018.
- Polk, J., & Wood, M. (2018). Preparing for a nonfaculty job. *Inside Higher Ed*, 8 August 2018.

Assignments (complete BEFORE class):

1. Review and complete the Chapter 2 and 3 exercises
2. Print 2-3 job advertisements for positions in which you are interested
3. Post on the discussion board on D2L a list of job search websites you found most useful. Try not to duplicate those already posted by others.

Module 3 (9/13): Finding Your Comparative Advantage

Building a track record of professional excellence as a research professional is much easier if you are working in an area where you already have some knowledge and experience. In this class, we will discuss how to identify your area(s) of comparative advantage and begin reflecting on how you can build a research agenda that reflects your comparative advantage.

Required reading:

- *Doctoral Student Skills* chapters 4 and 5. These will be posted on D2L. Please do not circulate or repost.
- Banoo, D., & Guttmann, M. (2018). From detour to deliberate. *Inside Higher Ed*, 1 May 2018.
- Platt, C. S., & Hilton, A. (2017). Why so much blackness? Race in the dissertation topics and research of black male doctoral students. *Spectrum: A Journal on Black Men*, 5(2), 23–44.

Assignments (complete BEFORE class):

1. Review and complete the Chapter 4 (all) and Exercise 5.

Module 4 (9/20): Applying to and Attending Conferences

Conferences are a key means of getting feedback on new work, hearing new ideas, and building a professional network. In this class students will learn more about why to attend conferences, how to select conferences to attend, when and how to apply, and what to do when attending.

Required Reading:

- *Doctoral Student Skills* chapters 7 & 8.
- Bassegy, A. 7 Reasons why every PhD student should attend academic conferences. Taylor & Francis. <https://authorservices.taylorandfrancis.com/phd-conferences/>
- Simpson, D. 'Mysterious, surprising, and numerous': the PhD guide to conferences. Taylor & Francis. <https://authorservices.taylorandfrancis.com/the-phd-guide-to-conferences/>
- Gupta, D., & Waismel-Manor, I. (2006). Network in progress: A conference primer for graduate students. *PS: Political Science & Politics*, 39(3), 485-490.

Assignments (complete BEFORE class):

1. Complete the Chapter 7 exercises.
2. Post on the appropriate D2L discussion board a list of conference aggregators you found most useful. Focus on ones that are discipline or topic-specific, as well as general aggregators.
3. Bring to class calls for proposals for at least 2 conferences of interest to you.

Module 5 (9/27) Planning your First Publication

Publishing a journal article can be a daunting, frustrating process for those new to it (and even those with some experience!). In this week we will discuss how to:

- Identify and rank multiple potential outlets for your work
- Prepare your manuscript for submission
- Write a cover letter
- Handle feedback

Required Reading

- *Doctoral Student Skills* Chapter 9.
- Economist. 2020. "Garbage In: How to spot dodgy academic journals." 30 May 2020 edition.
- Belcher, W. (2009). Parsing the Decision Letter. <https://www.chronicle.com/article/Parsing-the-Decision-Letter/44856>

Assignments (complete BEFORE class):

1. Complete the exercises in Chapter 9
2. Bring to class a list of 3-5 journals in which you would like to publish. All journals must be available in print. Your list should include all of the following (some journals may tick two boxes):
 - a. One disciplinary journal accepting a wide variety of topics
 - b. One specialist journal focused on your subfield or topic area
 - c. One 'Top 10' journal – someplace where publishing is a career goal
 - d. One upper tier journal (in the top 33% of journals in your field)
 - e. One mid-tier journal (in middle 33% of journals in your field)

Module 6 (10/4): Finding and Applying for Funding

Grant funding will reduce stress in graduate school and build your CV. In this class we'll discuss how to strategically apply for grants.

Required reading:

- *Doctoral Student Skills* Chapter 10.
- Chasan-Taber, L. (2018). 10 Tips for successful grant-writing. *The Chronicle of Higher Education*, 14 February 2018.

Assignments (complete BEFORE class):

1. Complete the exercises in Chapter 10.
2. Post on the appropriate D2L discussion board a list of grant aggregators or grant programs you have found that may be appropriate for INCM students.

Module 7 (10/11): Managing Your Time, Motivation, and Advisor

In this week we will discuss long-term planning for your time in the PhD program, strategies for managing your motivation during the proposal and dissertation-writing stages, and how to treat your advisor and committee like a resource.

Required Reading:

- *Doctoral Student Skills* Chapters 6 and 12.
- Archibugi, D. (2021). Choosing your mentor: A letter to creative minds. *Journal of Innovation Economics & Management*, 36(3): 103–115.
- Collins, B. (2020). The pomodoro technique explained. *Forbes*, 3 May 2020.
- Perlmutter, D. (2008) Do you really not have the time? *Chronicle of Higher Education* <https://www.chronicle.com/article/do-you-really-not-have-the-time/>
- Lang, J. (2021). Where do you do your best writing? A look at the connection between place and productivity. *Chronicle of Higher Education*, 26 July 2021.

Assignments (complete BEFORE class):

1. Review the section “Putting It All Together” on pages 46-48 of Chapter 3. Using the template there, build a timeline for your PhD that includes your coursework, your dissertation, and the professional development activities we have covered in class (plus any more you choose to add). Bring this timeline to class.
2. Complete the exercises in Chapters 6 and 12.

Required KSU Syllabus Statements

COURSE DELIVERY:

KSU may shift the method of course delivery at any time during the semester in compliance with the University System of Georgia's health and safety guidelines. In this case, alternate teaching modalities that may be adopted include hyflex, hybrid, synchronous online, or asynchronous online instruction.

COVID-19 ILLNESS:

If you are feeling ill, please stay home and contact your health professional. In addition, please email your instructor to say you are missing class due to illness. Signs of COVID-19 illness include, but are not limited to, the following:

Cough
Fever of 100.4 or higher
Runny nose or new sinus congestion
Shortness of breath or difficulty breathing
Chills
Sore Throat
New loss of taste and/or smell

COVID-19 vaccines are a critical tool in “Protecting the Nest.” If you have not already, you are strongly encouraged to get vaccinated immediately to advance the health and safety of our campus community. As an enrolled KSU student, you are eligible to receive the vaccine on campus. Please call (470) 578-6644 to schedule your vaccination appointment or you may walk into one of our student health clinics.

For more information regarding COVID-19 (including testing, vaccines, extended illness procedures and accommodations), see KSU’s official [Covid-19 website](#).

FACE COVERING:

Based on guidance from the University System of Georgia (USG), masks are encouraged based on individual preference and assessment of personal risk. Disposable face coverings can be picked up at the Office of Emergency Management at Chastain Pointe on the Kennesaw campus and Norton Hall Police Precinct on the Marietta campus. Please email oem@kennesaw.edu if you have questions.

ACADEMIC INTEGRITY:

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University’s Policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or service, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of

the University Judiciary Program, which includes either an “informal” resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct’s minimum one-semester suspension requirement.

Note: Section 5-C of the KSU Student Code of Conduct has been modified to address problems with the misuse of electronic devices and the resubmission of the same work in two classes. The revised section 5C regarding the various types of misconduct now reads as follows:

DISRUPTION OF CAMPUS LIFE POLICY:

All students are responsible for knowing the information, policies and procedures outlined in the Kennesaw State University Codes of Conduct. [Student Conduct and Academic Integrity](#) (SCAI) includes: the general Student Code of Conduct, the Residential Code of Conduct, and the Code of Academic Integrity.

KSU WEB ACCESSIBILITY POLICY STATEMENT:

Federal law Section 508 Subsection 1194.22 of the Rehabilitation Act and the Board of Regents (BOR) of the University System of Georgia (USG) Web Accessibility Guidelines require that all web content meet the federal government’s accessibility guidelines. As such, KSU complies with USG guidelines.

University accessibility assistance is provided by several offices as noted below. Staff in these offices work to accommodate requests for access or assistance with access as soon as possible in order to either accommodate the request or identify an effective alternative for the requestor.

• Student Disability Service	470-578-2666	studentdisability@kennesaw.edu
• University Info & Tech Services	470-578-3555	studenthelpdesk@kennesaw.edu
• Third party Tech Assistance	470-578-6999	service@kennesaw.edu

KSU REASONABLE ACCOMODATIONS POLICY:

Students with qualifying disabilities under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act who require “reasonable accommodation(s)” to complete the course may request those from Office of Student Disability Services. Students requiring such accommodations are required to work with the University’s Office of Student Disability Services rather than engaging in this discussion with individual faculty members or academic departments. If, after reviewing the course syllabus, a student anticipates or should have anticipated a need for accommodation, he or she must submit documentation requesting an accommodation and permitting time for a determination prior to submitting assignments or taking course quizzes or exams. Students may not request retroactive accommodation for needs that were or should have been foreseeable. Students should contact the office as soon as possible in the term for which they are seeking accommodations. Student Disability Services

is located in the Carmichael Student Center in Suite 267 on the Kennesaw campus or Building A in Suite 160G on the Marietta campus. Please visit the [Student Disability Services \(SDS\) website](#) for more information or call the office at 470-578-2666 (Kennesaw campus) or 470-578-9111 (Marietta campus).

KSU ENROLLMENT MANAGEMENT/COURSE ATTENDANCE POLICY:

Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal.

COPYRIGHT LAW:

It is the responsibility KSU faculty and students to respect the rights of copyright holders and complying with copyright law. The University System of Georgia recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

The University System of Georgia facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities. The University System of Georgia ensure compliance with copyright law in the following ways.

- A. The USG informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions.
- B. The USG develops and makes available tools and resources for faculty and staff to assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;
- C. The USG facilitates use of materials currently licensed by the University System of Georgia and provides information on licensing of third-party materials by the University System; and
- D. The USG identifies individuals at the University System and member institutions who can counsel faculty and staff regarding application of copyright law.

PROTECING STUDENTS' PRIVACY (FERPA):

Students have certain rights to privacy. These rights are mandated by federal policy. Leaving their work in an unsecured area such as outside your office door (unless agreed upon with each student) means that the students' names and grades and possibly social security numbers are accessible to everyone.

Additionally, research papers can be taken and used by other individuals. It is recommended that you permit students to retrieve their work from your office if you don't return it to them in class.

Information should not be made public in any way in which a student's grades, social security number, or other personal information may be identified. Grade information may be shared with members of the KSU community who also have a legitimate educational interest in student success (e.g. academic advisors or members of the Behavioral Response Team). Faculty may be asked to provide early alert information if there is a concern that a student is at risk, academically or otherwise.

As a member of the Kennesaw State University community of scholars, I understand that my actions are not only a reflection on myself, but also a reflection on the University and the larger

body of scholars of which it is a part. Acting unethically, no matter how minor the offense, will be detrimental to my academic progress and self-image. It will also adversely affect all students, faculty, staff, the reputation of this University, and the value of the degrees it awards. Whether on campus or online, I understand that it is not only my personal responsibility, but also a duty to the entire KSU community that I act in a manner consistent with the highest level of academic integrity. Therefore, I promise that as a member of the Kennesaw State University community, I will not participate in any form of academic misconduct.

The [Student Handbook](#) contains information regarding Rights Pertaining to Student Records, and FERPA specific details are available on the [Registrar's website](#).

Privacy in the Education Process. A key requirement of the formal evaluation process is the protection of individual privacy rights concerning educational grading. The University's online learning system and email system is designed to prevent unauthorized individuals from gaining access to sensitive information or information protected by federal or state law. Consequently, faculty and students are strongly encouraged to only communicate regarding course matters through the University's designated technology learning system.

KSU SEXUAL MISCONDUCT POLICY:

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. See <https://equity.kennesaw.edu/titleix/title-ix.php>.

WITHDRAWAL FROM CLASSES:

Students who withdraw from courses before the withdrawal deadline, as specified by the academic calendar will receive a grade of W. A student who officially withdraws from a course by the end of the last day to withdraw without academic penalty will receive a grade of "W" and receive no credit.

A student who officially withdraws from a course after the last day to withdraw without academic penalty and before the last week of classes during the semester will receive a grade of "WF," which will be counted as an "F" in the grade point average calculation.

Students may drop one, some, or all of their classes during the drop/add period. Courses dropped in this manner do not appear on a student's transcript and are not considered as hours attempted for financial aid purposes. No grade is assigned for such courses. However, a student who wishes to withdraw from a course after the last day of the drop period for a term must withdraw through Owl Express. Students with an active registration hold on their record must clear that hold before being able to withdraw from their coursework.

If a student experiences significant personal hardship (e.g., medical or family emergency, prolonged illness), the Dean of Students can approve a hardship withdrawal from all courses in

the term for which the student is currently registered. In the case of an approved hardship withdrawal from all courses, the Registrar will assign grades of “W” for those classes. The deadline for final approval of a hardship withdrawal by Dean of Students is the last day of class for which the hardship withdrawal is sought. If the hardship withdrawal process is not complete by the last day of class for which the hardship withdrawal is sought, a student must appeal for a retroactive hardship withdrawal from the Academic Appeals Committee.

Appeals for retroactive hardship withdrawals must be directed to the Academic Standing Committee. Retroactive hardship withdrawals are rarely granted if it has been more than one year since the last day of class for which the withdrawal is sought. Extraordinary justification must be shown. In the case of approved retroactive hardship withdrawals, the Registrar will assign a grade of “W.”

If a student is suspended by the Office of Student Conduct following a violation of the University’s Code of Conduct not related to academic dishonesty, the Office of Student Conduct may facilitate a University-initiated withdrawal from courses for which a student is registered for the term. The Registrar will assign grades of “W” for those classes.

A student will receive a refund only when the student withdraws from ALL courses for the applicable semester and only by the schedule outlined in the University refund policy.

Students should be aware that a reduction in their hours might result in the loss of full-time student status and thus affect their financial aid, scholarships, athletic and ticket eligibility, University housing accommodations, use of University resources and access to University facilities, immigration status for international students, and Veterans Educational Benefits. Students should contact the appropriate office and their academic advisor with questions about the impact of their withdrawal from a course before initiating a withdrawal. Veterans and dependents of veterans who receive educational benefits must notify the Veterans Education Benefits Area in the Office of the Registrar of any course load reductions.

MILITARY WITHDRAWALS:

A student will receive a “WM” symbol for all courses and a full refund of tuition and mandatory fees and a pro rata refund of other fees for military and other service, as defined by BOR Policy Manual, Section 7.3.5.3. To request a military withdrawal, the student must submit a copy of official orders to the Office of the Registrar.

ACADEMIC FEEDBACK:

Institutional Chief Academic Officers will encourage faculty to clarify for students, at the beginning of each course, the basis on which grades will be determined and to provide timely academic feedback as the course progresses ([BOR Academic and Student handbook policy 2.18](#)).

NETIQUETTE: COMMUNICATION COURTESY:

All members of the class are expected to follow [rules of common courtesy in all email messages](#), threaded discussions and chats.

INCLEMENT WEATHER POLICY:

During the course of the year, Kennesaw State University may decide to close campus or operate on a delayed schedule in cases of inclement weather.

The University will announce campus closures and delayed schedules in several ways. The cell phone number on file with the university will automatically receive KSU Alerts, so make sure your information in OwlExpress is accurate at all times. An email will also be sent to your university account.

In addition, announcements will be made by a notice on the [Kennesaw State University home page](#).

KSU Graduate Course Auditing Policy (Graduate Courses Only)

Auditing of courses will be permitted for regularly enrolled graduate students, as well as on a space-available basis for those who hold a graduate degree from Kennesaw State. Auditing 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. Students must have completed all prerequisites necessary for the course to be audited and are 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.

The grade of "V" will be given for successfully completed audited courses. This grade will have no effect upon the student's grade-point average, and students will not be permitted to have the audit grade changed at any future date. Audited courses will not count toward degree completion for any of KSU's graduate programs.

The permission to audit form, available in the Office of the Registrar, must be submitted before the end of final registration. The form must be signed by the Graduate Program Director of the program offering the course to be audited. Audited courses count at full value in computing the student's course load and fees. The student's name will appear on the official class rolls of the courses audited, as well as the student's approved schedule of courses. No credit is granted for audited courses, and students are not permitted to change to or from an auditing status except through the regular procedures for schedule changes.