

Instructions for INCM Committee Chairs
Updated June 2024

Thank you for your willingness to serve as a dissertation chair for a student in the International Conflict Management (INCM) program. We have made a checklist of a few important items to keep in mind as you accompany students on this journey. Some of these may be subject to change depending on Graduate College policies and practices, but this should be a good place to start. We also recommend familiarizing yourself with the [INCM Handbook](#) and the [INCM website](#). Please let us know if you have any questions!

1. Complete the Committee Chairing form on INCM website under resources
2. Work with student to identify relevant experts from KSU faculty for committee members. Complete committee member agreements to outline the role of each committee member. At least two committee members must be KSU faculty and all must have graduate faculty status.
3. Any external members must obtain graduate faculty status, this can take time, so please be sure to get this started ASAP.
4. Once the entire committee is complete, fill out the committee membership approval form from the Graduate College Student Forms website
5. At least 2 committee members must be present for the proposal defense. The chair should select a surprise reviewer to be at the proposal defense. This should be a surprise to the student and they should receive the proposal at least 2 weeks ahead of the proposal defense date.
6. Once the student has defended proposal successfully, the chair should complete the proposal defense form. Before signing, the chair should run the proposal through Turnitin.com or another integrity software
7. Once the student has defended the proposal as well as completed course work and comps, then chair should fill out the Candidacy form from the Graduate College student forms page.
8. Every year the chair should receive a progress update from each student they chair that shows their progress against their stated timeline from their proposal. Advisors must sign off on this and students should include it in their annual review portfolio each April
9. Students must finish within 7 years or apply for an extension; funded students should aim to finish in four years.
10. Prior to scheduling a defense, chairs should complete a 'agreement to schedule a defense' form signed by all committee members and students. This can be found on INCM website under 'Resources.'
11. Prior to signing off on the dissertation, the chair should run the dissertation through Turnitin.com or another integrity software.
12. Dissertation defenses are public and must be announced at least 2 weeks prior to the defense.
13. Dates by which defenses must occur for students to be in the graduation booklet and to receive tickets, etc. are set by the Graduate College. These dates and the

recommended defense dates for the INCM program are posted on the INCM website

14. Chairs typically hood their students at the graduation ceremony; if they cannot attend a proxy may hood the student in their place.
15. Chairs must go back and change any "IP" grades for INCM 9900 to "S" before graduation