KENNESAW STATE UNIVERSITY

COLLEGE OF COMPUTING AND SOFTWARE ENGINEERING

Doctor of Philosophy in Analytics and Data Science

Policies and Procedures Handbook for Students

Ph.D., Analytics & Data Science

Kennesaw State University

Revised July 20, 2022

School of Data Science and Analytics

College of Computing and Software Engineering

Preamble

This Handbook outlines the expectations, requirements, and policies pertaining to the Analytics & Data Science (ADS) Ph.D. program at Kennesaw State University. The information in this handbook is a summation of other relevant University and Graduate College policies, as well as information specific to the ADS Ph.D. program, compiled for your convenience.

Please note, all KSU graduate students are **expected** to be familiar with all university policies in the University Graduate Catalog (current edition or edition from your entrance year), other pertinent University requirements, and policies. In the case of any inconsistencies, current University policies take precedence over the information presented in this Handbook. Where possible, summaries of and/or links to these policies, procedures, and requirements are included.

Certain information in this Handbook (e.g., credits, names, places, times, course numbers, and URLs) is subject to change during your time in the program. We encourage you to maintain regular contact with the Program Director, faculty in your courses, and your dissertation committee chair/members to ask any questions about program requirements or other issues you may have while you are a student in the program.

TABLE OF CONTENTS

Introduction 5

Quick Links & Resources 7

Additional Information for International Students 8

Curriculum 9

Program Requirements 9

Program of Study 11

Program Summary Chart 11

Proposed Schedule for Completion of Degree Within 4 Years 11

Registration 12

Minimum Degree Completion Requirements 13

Comprehensive Exams 14

Academic Policies 18

Grading Policies 22

Student Conduct and Academic Integrity (SCAI) 25

Research Expectations, Ethics, And Impact 27

Dissertation Process 31

Developing Your Research 31

Dissertation Committee Selection & Composition 32

Dissertation Proposal 33

Writing the Final Dissertation 35

The Dissertation Defense 37

PROFESSIONAL DEVELOPMENT & CONFERENCES 41

KSU Awards 42

Seeking External Funding & Internships 42

Funding and Progress 42

Eligibility and Renewal of ADS Ph.D. Assistantships 43

Graduate Research Assistantships (GRA) 43

Program Progress 47

Commencement 49

Other University Information and Policies 50

Financial Aid 50
Email Usage Standard and Procedures 50
Printing and Photocopying 51
Important Forms for Students and Faculty 52

INTRODUCTION

Welcome to the Ph.D. in Analytics and Data Science program at Kennesaw State University. We are pleased to have you as students and colleagues. We look forward to collaborating with and guiding you through your Ph.D. journey. The Kennesaw State University Ph.D. in Analytics and Data Science is a full-time, multidisciplinary, in-residence, cohort-based, terminal degree program in an emerging field.

This program has been designed as a rigorous, computational Ph.D. program that requires students take at least nine credit hours per semester. Courses will take place morning, afternoon, and evenings – depending upon scheduling requirements. On the one hand, students will get a "traditional" Ph.D. experience in which they take classes with members of their cohort, get to know students in other cohorts, and work closely with faculty on meaningful research. On the other hand, the program is characterized by an innovative, integrative curriculum drawing from computational theory with an applied research orientation, enabling graduates with career options spanning the private, public, and academic sectors.

The objectives of this degree program are twofold: (1) train professionals to translate large, complex, structured and unstructured data into information to improve decision making AND (2) offer a pathway for professionals to become thought leaders in the emerging discipline of Analytics and Data Science. This means that the curriculum includes heavy emphasis on the knowledge and technical skills in this multidisciplinary field like programming, applied mathematics, machine learning, data mining, and statistical modeling. The faculty have also integrated opportunities for students to develop oral and written communication skills, experience working in interdisciplinary teams, and the ability to apply current research to business, legal, ethical, and scholarly problems.

During the course of your program, we expect that you will participate in curricular and co-curricular activities. Why? Because not everything that makes up a world-class Ph.D. program is found in the formal course catalog. In fact, many of the lessons that prepare you for a career as a Ph.D. educated individual will be learned outside the classroom. These lessons might include working with faculty and student colleagues in a research lab on a problem brought by an industry partner, learning to simplify difficult concepts for a classroom of undergraduates, presenting your research to a room of professional colleagues at an academic conference, writing a report that will have a real impact on a business's bottom-line, or driving scholarly innovation and thought leadership through a cutting-edge academic publication. Throughout your program, you will have opportunities to attend speaker series, research review meetings, research presentations from other graduate students, as well as less formal

activities sponsored by the Analytics and Data Science Student Organization like the annual hike up Kennesaw Mountain. These experiences teach latent skills like time management, team building, and producing high-quality deliverables on a timeline, which are expectations for you once you earn the title "Dr.".

If you take full advantage of these opportunities, by the time you graduate, you should be well prepared to pursue a career in the private or public sector as a "practicing" Data Scientist and/or a tenure-track faculty. As you look through this Handbook and progress through your program keep these important points in mind:

(1) **This is your job.** To increase your probability of success in the program – be on campus at least 4 days per week – be engaged in the culture – be a good program citizen.
(2) Ask questions when they occur to you. You're probably not the only one who is curious AND you're not bothering anyone, **it's our job**.
(3) A Ph.D. is not just a collection of courses, it's an apprenticeship. Choose a mentor (or two). Spend time with a wide range of faculty and understand what their day-to-day life looks like.
(4) The sooner your dissertation advisor and committee are on board, the better. See #3 above.
(5) A dissertation is an original work of scholarship that makes a unique contribution to the field. That contribution might be big, small, an application of an old idea to a new problem, or introducing one part of the field to another.
(6) A Ph.D. has four core milestones: Coursework; Comps; Research Proposal; Dissertation. The rest is important, but meaningless if you bypass the essentials.
(7) This is your job (did we mention that?).

QUICK LINKS & RESOURCES

If you have not already done so, we recommend that you go to and fully explore all the information in the Graduate College On-line Orientation, which can be found here: http://gradorientation.kennesaw.edu

Below is a list of the most frequently accessed websites for information that will be important to you during your time in the Ph.D. program. While some of the information on these sites will be covered in more detail in this Handbook, this list is something you should keep accessible when questions about policies and procedures arise. An online version of this page can be found here: https://datascience.kennesaw.edu/phd/resources.php

- Ph.D. in Analytics & Data Science Program https://datascience.kennesaw.edu/degrees-programs/index.php
- School of Data Science and Analytics http://datascience.kennesaw.edu
- Center for Statistics and Analytical Research (CSAR) https://datascience.kennesaw.edu/csar/about.php
- KSU Graduate College Student Portal http://graduate.kennesaw.edu/students/
- Kennesaw State Student Portal http://www.kennesaw.edu/currentstudents.php
- The Graduate Catalog http://catalog.kennesaw.edu/index.php
- Office of the Registrar http://registrar.kennesaw.edu/
- Graduate Program Forms http://graduate.kennesaw.edu/students/forms.php
- Dissertation/PhD program Forms https://graduate.kennesaw.edu/students/thesis-dissertation/forms.php
- Library System, Research Tutorials & Guides https://libguides.kennesaw.edu/Home
- Graduate Student Writing Center https://writingcenter.kennesaw.edu/index.php
- Tuition & Fee Information http://graduate.kennesaw.edu/admissions/resources/financials.php
- Analytics and Data Science Student Organization https://datascience.kennesaw.edu/adso.php
- Graduate Student Association http://graduate.kennesaw.edu/students/gsa.php
- Parking & Transportation https://parking.kennesaw.edu
- Student Health Insurance (GRAs) https://studentcenter.uhcsr.com/kennesaw
- Global Learning Scholarship https://owllife.kennesaw.edu/organization/globallearningscholarship

ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

International Student and Scholar Services http://dga.kennesaw.edu/isss/

English as a Second Language (ESL) Center http://uc.kennesaw.edu/academicinitiatives/esl/

International Student Health Insurance http://dga.kennesaw.edu/isss/insurance.php

Cultural Awareness Resource Center https://carc.kennesaw.edu/index.php

International Student Orientation https://gv.kennesaw.edu/initiatives-services/international-orientation.php

Tax Information https://gv.kennesaw.edu/resources/tax-information.php

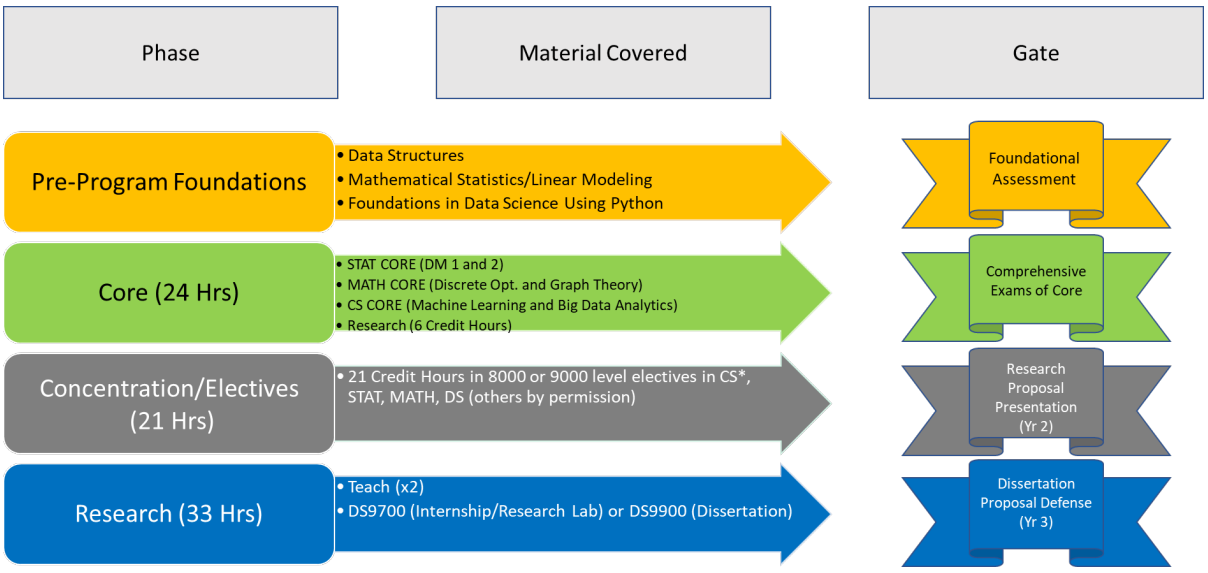
CURRICULUM

The curriculum is the core of the Ph.D. program. It is important that students understand the expectations in individual courses (which is the purview of the faculty of record for that class) and be attentive to their progress in the curriculum as a whole. In a multidisciplinary program, both students and faculty have to pay attention to a number of different departments and colleges in order to fully appreciate the program holistically. This is particularly true for the School of Data Science and Analytics, the Department of Mathematics, and the Department of Computer Science.

The information below provides you with relevant summaries of university and program specific requirements and our general advice on how students should proceed through the program.

PROGRAM REQUIREMENTS

The Ph.D. in Analytics and Data Science is a 78-credit hour program. It is made up of 45 hours of course work/instruction and 33 hours of internship and dissertation (78 total hours) spread over (expected) four years of study. The distribution of these expectations is represented in the graphic below:



Coursework, Comps, Proposal, Project, and Dissertation

Students take core courses in Statistics, Computer Science, and Mathematics and then take a comprehensive examination of their course materials. In addition to core requirements, students take program electives that provide in-depth focus on topics and areas of application that interest them and are (typically) related to their dissertation research and/or career objectives. More specific information about courses are in the Program of Study below. To ensure that our Ph.D. students in Analytics and Data Science are exposed to the latest issues, challenges, and research trends of working across a wide variety of data contexts, individuals will be required to engage in applied research through one or more of our research labs housed in the Center for Statistics and Analytical Research (CSAR). These research labs span the continuum of application domains, including health care, banking, retail, government, and consumer finance. Students are encouraged (but not required) to integrate their research lab experiences and scholarship into their dissertation research.

A Ph.D. in Analytics and Data Science will require a formal dissertation process, involving an interdisciplinary committee comprised of faculty from Statistics, Computer Science, and Mathematics, as well as faculty from other disciplines relevant to their research. Once students have determined a dissertation topic and have chosen their dissertation committee chair, they may proceed to enroll in their dissertation course credit hours. This process may begin after the first year of coursework, with the approval of the student's advisor (see Dissertation Process section below).

Attendance at Program Relevant Events and Colloquia

Students at all stages of study are required to attend all program events as part of their overall educational and professional development. Weekly events like our ***Research Review*** are as important as annual events like ***Analytics Day.*** Being part of a research community means continuous engagement. As noted in the Introduction, we expect that you will participate in these and potentially other co-curricular activities because not everything that makes up a world-class Ph.D. program is found in the course catalog or this section of the Handbook. Many of the "other" lessons that prepare you for a career as a Ph.D. educated individual will be learned by simply being present and engaged with faculty, students, and professionals who also attend these events. Students are expected not just to "show up" but to be actively involved in planning, interacting, and presenting (when appropriate) at these events. **Also, remember that just as you are learning from others, they are also learning from you**.

Ph.D. Hack – BE PRESENT Be on campus at least 4 days per week – Be engaged in the culture – Be a good program citizen.

PROGRAM OF STUDY

The Program of Study for the Analytics and Data Science Ph.D. is planned to encompass one year of intensive coursework, three years of research focus - including one year of applied project engagement (DS 9700), and one year of dissertation research (DS 9900). Below is a sample program of study (courses and when they are offered may vary on a yearly basis). Please note that the plan of study listed below shows the dissertation phase being completed in one year, however this phase will likely begin before students start taking the DS 9900 course. Additionally, once students identify a dissertation committee and pass comprehensive exams, the student is eligible to begin registering for DS 9900 (likely sometime in the student's 3rd or 4th year of study).

Students should complete a Program of Study form during their second year, have it signed by their advisor/dissertation chair, and by the Ph.D. Program Director.

YEAR	FALL SEMESTER		SPRING SEMESTER	CUMULATIVE HOURS	EXPECTED MILESTONE
1 **(all core)**	**MATH 8010* MATH 8030 CS 8267 STAT 8240**		**MATH 8020 CS 8265 STAT 8250**	21	Pass Comps
2 (Electives and Research)	STAT 8310 DS 9000 STAT 8120		CS 8357 STAT 8330 CS 8347	39	Develop Research Proposal/ Conference Presentations
3 (Research)	DS 9700 DS 9000		DS 9700 DS 9900	63	Defend Dissertation Proposal/Initial Publications
4 (Research)	DS 9900		DS 9900	78	Defend Final Dissertation/1-2 Journal Publications

*MATH 8010 (Theory of Linear Models) is available to all students but may be required for some students with less formal training in Statistics.

Ph.D. Hack – COURSE OPTIONS There are almost 600 faculty at KSU. There are doctoral level courses taught in most of the 11 colleges. As you develop your research agenda, consider taking courses to complement your research from other parts of the university.

REGISTRATION

Once you have been accepted into the program, the next step in the process is registering for classes. The Office of the Registrar is the central administrative office for registration, maintaining permanent academic records, performing degree audits, enforcing the academic policies of the university, and ensuring that students' academic issues are dealt with accurately and professionally. Requests for data from the computerized student record system are approved by this office.

Students search for and register for courses through Owl Express (Banner) https://owlexpress.kennesaw.edu/ according to "time tickets" issued by the Registrar's Office. More information about schedules, payment (handled through the Bursar's Office http://fiscalservices.kennesaw.edu/bursar/), and related information is available on the Registrar's website https://registrar.kennesaw.edu/student-registration/index.php

Ph.D. Hack – REGISTRATION ERRORS Some courses will have registration restrictions that require "Overrides" from Department Chairs. When you encounter a registration error, please email the faculty member of record for the course and copy both the Director of the ADS Ph.D. program and the Department Chair for the course and explain the situation. Ph.D. students (almost) always can get into a graduate course.

Course Offerings

Course offerings vary by semester and, in a multidisciplinary program like this one, will require both students and faculty to pay attention to a number of different departments and colleges. We endeavor to have courses available as soon as possible, but students should consult with the Director and/or other faculty before the registration period begins if questions/concerns arise. Remember that for a course to count towards the 78 hours needed for graduation it must be above the 6000 level and should be in your "plan of study" even if it's not in your program of study according to Owl Express/Banner.

Ph.D. Hack – REGISTERING FOR CLOSED COURSES Some courses will be listed as "closed" and this will force your register in a slightly different way. In these cases, you will have to input the CRN number for the course into the "add classes worksheet" in Owl Express. There is also a "Quick Guide for Resolving Registration Errors" https://registrar.kennesaw.edu/student-registration/registration-errors.php available in Owl Express. If all else fails, please contact the Program Director.

MINIMUM DEGREE COMPLETION REQUIREMENTS

The Ph.D. in Analytics and Data Science may be awarded to students who complete and/or satisfy the following:

1. Maintain an overall grade point average of 3.0 or higher for all coursework taken in the program.
2. Obtain a "B" in all core courses. If necessary, a student may repeat a core course once when it is offered next.
3. Complete a minimum of 78 credit hours of study, which includes any transfer credits.
4. Successfully pass their comprehensive examinations after completing all core coursework, preferably during the summer of their first year.
5. Successfully defend a Dissertation Proposal.
6. Complete and successfully defend a Dissertation. The candidate must follow the Dissertation guidelines (see Dissertation Process). **There must be at least two full semesters between the Dissertation Proposal and the Final Dissertation Defense.**
7. File the Petition to Graduate form, pay the graduation fee, and bring all copies and receipts to their advisor in accordance with University dates (see below).
8. Electronically submit the final copy of the approved dissertation to the Sturgis Library. (https://digitalcommons.kennesaw.edu/etds.html)
9. In addition, the responsibilities of the doctoral student entail the following:
   a) Establish a reasonable timeline for completion of all degree requirements;
   b) Select a dissertation chair and committee members who will work together and provide advice on matters related to the student's course of study as early as their third semester of study;
   c) ***Monitor closely the progress toward the degree objective.*** **Advisors and dissertation chairs assist in this, but ultimately, it is the student's responsibility to make sure forms are filed when necessary, examinations and defenses are appropriately scheduled; and dissertation materials and filed.**
   d) Adhere to KSU's standards of academic honesty, as per the Graduate Catalog, and exhibit professional and scholarly dispositions at all time with classmates, faculty, and staff, whether in or outside of the classroom. KSU Codes of Conduct can be found at http://scai.kennesaw.edu/codes.php
   e) As a Ph.D. student you are among the most senior students on campus. You are role models for undergraduates and masters students. Please be cognizant of this.

COMPREHENSIVE EXAMS

Student will take and must pass a comprehensive examination of their "core courses".

These courses include:

MATH 8020, 8030

STAT 8240, 8250

CS 8265, 8267

Students scheduled to take the exams will be notified in the spring semester before the summer when exams are offered.

Here is some key information for you to consider when preparing for the questions.

1) The exams are typically the end of June to early July – please do not take vacation during this time.
2) You will receive a group of questions each day for one field (MATH/STAT/CS). Instructors will give specific instructions for the questions from each course.
3) You will have a 4-hour block each day to answer the questions in one field (e.g., 9 AM - 1 PM).
4) The exams are hand-written in blue books - 2 blue books[1] per day. The program director will provide specific instructions related to blue books.
5) You are allowed to bring two blue books with hand-written notes and a basic calculator (no phones, computers, or any other internet connected technology) into each exam day. The blue books with notes are collected at the end of the exam. You can also bring blank blue books to write your exam answers. Students cannot bring in any additional electronic devices, books, or other printed materials.
6) Faculty have two weeks from the exam day to grade and provide feedback to the students taking the exam. The options are (1) Pass without Condition (2) Pass with Condition(s) (3) Fail. Conditions are dependent on faculty evaluation of the answer and can vary from providing an oral defense of an answer, re-writing a section of the exam, all the way up to re-taking a course.
7) After the subject exams, students will be provided several data sets, several questions, and a grading rubric. Students will deliver a 10-15 minute presentation of their analytical work on Friday (as specified by the Program Director). These

[1] https://en.wikipedia.org/wiki/Blue_book_exam

presentations will be evaluated by faculty affiliated with the PhD in Analytics and Data Science.

Ph.D. Hack – PRESENTING AND COMMUNICATIONS You need to develop strong presentation skills – regardless of your post-graduation plans. Ultimately, you will need to develop the skills necessary to communicate your work to a wide range of audiences – both technical and non-technical. Take advantage of opportunities to solicit feedback on your presentation skills.

Comprehensive Exam Outcomes

It is the expectation of the program that students will pass their comprehensive exams and progress to the dissertation phase of the program. However, this progression is in no way guaranteed. The importance of this milestone cannot be overemphasized and therefore students should understand that their progress will be seriously deliberated and evaluated.

After completion of the comps, students will receive feedback from the Program Director which reflects one three designations:

(1) **Pass Without Condition**. Students who receive this distinction, will have received a mark of "Pass Without Condition" for all four individual components of the examination process. These students are considered to have completed the program's core course requirements. However, students are encouraged to continue taking courses as needed to complement their research agenda. It should be noted that very few students have achieved this distinction.

(2) **Pass with Condition**. Students will receive this distinction if faculty grading their exam have identified minor/moderate gaps in the student's mastery of the material. Students receiving this distinction will be provided with specific information regarding required remediation, including the possibility of retaking specific courses. The student will be required to retake the specific components of the exam that were deemed unacceptable as specified by the Program Director. During that time, they are still considered to be in the program and are encouraged to participate in their research stream. **Students who have received a "Pass With Condition"**

<u>may</u> lose their university-sponsored funding until they have earned "Pass Without Condition" for all four components of the comps.

(3) Fail. If a student does not demonstrate satisfactory mastery to earn at least "Pass with Condition" for more than two subjects, they will have "Failed" their comprehensive exam and will be dismissed from the program.

Students will receive a detailed rubric in advance of the examination period for each of the four components.

The Program Director will not be permitted to provide input into students' exam performance. This recusal is necessary since the director could be considered to have a vested interest in the outcomes.

Post Exam

After passing and/or satisfying all conditions of all four components of the comprehensive exam, the Program Director will submit the Candidacy Approval Form for the student.

Ph.D. students are welcome to continue taking courses at the university which complement their research and dissertation (up to 78 total credit hours). As candidates enter their subsequent program years, they should be working closely with their primary research advisor to establish a dissertation committee to prepare for their proposal defense. Requirements for a successful proposal and ultimate dissertation defense are addressed in a separate section.

Transfer of Credit

As per the policies from The Graduate College, graduate work taken at other accredited institutions must be evaluated and approved by the program director and/or graduate committee of the respective program in order to satisfy degree requirements at KSU. Such transfer credit cannot exceed 25% of the total semester hours required for the degree and cannot reduce residency requirements. No grade below B may be accepted. Transfer grades are not used in calculating semester, summer term, or cumulative grade-point averages. Individual degree programs may have additional specific requirements or limitations for transfer credit.

Students who wish to have graduate level credits transferred from another university or another graduate degree completed at Kennesaw State into the ADS Ph.D. program should discuss this with the Program Director as soon as possible and shall comply with the following policies:

- Students may not substitute any transfer credits for core courses. "Core courses" are defined as those on which students will be given a comprehensive examination question.
- A course can only be transferred if the student earned a grade of "B" or better.
- All requests for course substitutions must be accompanied by an official transcript, a course syllabus, a narrative describing the rationale for the request, and a sample of the work produced for each course.
- For students receiving tuition waivers, the 78-hour maximum for tuition waivers includes any transfer credits. For example, if the student brings in 10 hours of credit, their maximum hours for tuition waivers would be 68.
- Applicability of transfer credits are determined by the ADS Ph.D. Program Director and the Curriculum Committee, optimally during the student's first semester. Accepted credit hours are conveyed to the student in writing and forwarded to the Registrar's office at the end of the first academic year.

Ph.D. Hack – COURSE SUBSTITUTIONS are possible for some requirements – although not for core courses – if you can make a strong case. Speak with the Director of the ADS Ph.D. program, your advisor, and other faculty before assuming a substitution is possible. All substitutions are at the final discretion of the Director and must be approved by The Graduate College.

ACADEMIC POLICIES

Please refer to the most current Graduate Catalog for complete and up to date information. The information included here was accurate at time of publication and may reflect some program specific guidelines in addition to the KSU policy. Please refer to the Graduate Catalog and Graduate College.

Full-Time Load

The basic unit of all college classes is the "semester credit hour." The full-time load for a "full-time" Ph.D. student is 9-12 semester hours (Fall and Spring) with an optional six credit hours optional in the summer semester - up to 24 credit hours per year. Students in the "dissertation phase" (i.e. have completed all coursework and are registering for DS 9900 only or those students who have successfully defended a dissertation proposal) are eligible to register for as few as one credit hour and remain at "full-time" status for program funding and F-1 visa purposes, although students are still held to the continuous enrollment policy (see below). Please be aware that "full-time" status for financial aid purposes is different. Students must consult with the financial aid office to determine the rules related to full-time status in the "dissertation" phase of graduate coursework. Students who have reached 78 credit hours are no longer eligible for tuition waivers. In addition, a student enrolled in less than nine credit hours is ineligible for a graduate assistantship unless they are in the "dissertation phase" (see above), at which time they must be registered for a minimum of one credit hour. The nine semester credit hours are "required" until the "dissertation phase" because anything less than that does not constitute "normal progress." Not making "normal progress" in the program is grounds for dismissal from the program.

Ph.D. Hack – INTERNATIONAL STUDENTS F-1 students need to register full time every semester (9 hours per semester for graduate excluding summer unless summer is the first or last semester). This means for 4 years, F-1 students will take at least 72 credit hours in fall and spring semesters. Considering many may do external internships in summer (DS 9700 credits) and many graduate in summer in the last year, you need to save some credit hours for summer semesters – and there are only 6 left for the degree. Please plan your course taking carefully because the university does not offer tuition waivers for the credit hours beyond the degree requirement. Also, if a F-1 student takes less than 9 hours in the last semester, he/she needs to apply for a new I-20 with reduced course load before applying for OPT. Please make sure to consult with ISSSO regularly for details and updates of the policies regarding to international students.

Time Limit

According to University policy in the Graduate Catalog, all requirements for a doctoral degree must be completed within ten years, beginning with the first registration in graduate-level classes following admission to the degree program. Extension of time may be granted, for example, on conditions beyond the student's control. The KSU policy states that only courses in which credit has been earned within seven years of the date of admission will be counted for degree credit, excluding transfer credits, unless an exception was granted by the Program Director.

It is still the expectation of the program that students will complete in four years.

Ph.D. Hack – TIMING The Ph.D. in Analytics and Data Science offers a MAXIMUM of four years of stipend funding and up to 78 credit hour of tuition waiver for students in our program. It is imperative that students understand this and plan their courses and research accordingly.

Continuous Enrollment

- Students enrolled in a Graduate degree program must register for at least one course in at least one semester per academic year in order for the original program requirements for their degree to remain unchanged unless a Leave of Absence has been approved.
- If dissertation, thesis, capstone, or project courses comprise 50% or more of a student's credit hours in any semester, they must be continuously enrolled every semester thereafter until satisfying the requirements of the student's program. Summer registration is not required unless the student intends to graduate in summer semester.
- Students who have completed all coursework and are planning to submit a dissertation in partial fulfillment of the requirements for a doctoral degree should register for dissertation hours consistent with a realistic appraisal of the amount of remaining dissertation work and required faculty involvement.
- Students are not eligible to receive thesis, dissertation, or project guidance nor use campus resources during any term for which they are not registered.
- If a student has completed all degree requirements and will no longer require any of the campus resources or faculty time, the student may request an enrollment waiver.

- Graduate students must be registered for at least one semester hour in the semester, or preceding semester, they plan to graduate.

Withdrawal from Courses

Students may withdraw from one or more courses any time before the last three weeks of the semester. To completely or partially withdraw from classes at KSU, a student must withdraw online using Owl Express. Students who officially withdraw from courses before mid-semester will receive a "W" in those courses and receive no credit. They will not, however, suffer any academic penalty. Students who officially withdraw after mid-semester (and before the last three weeks of the semester) will receive a "WF," which will be counted as an "F" in the calculation of their grade point average. Students who simply stop attending classes without officially withdrawing usually are assigned failing grades.

The only exceptions to these withdrawal regulations will be for instances involving unusual circumstances that are fully documented. Students may appeal to the Academic Standing Committee for consideration of unusual circumstances.

Leave of Absence

A leave of absence provides a mechanism for students experiencing unusual circumstances to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval of the Graduate Program Coordinator and The Graduate College. A leave of absence will be granted only for good cause such as serious medical and health-related issues; major financial and employment issues; pregnancy, childbirth, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study.

If students take a leave of absence for any reason, their GRA funding will be terminated immediately and is not guaranteed upon returning to the program. It is essential that students discuss any potential leave of absence with the Program Director as soon as possible.

Please see the Catalog and Graduate College website for more information.

Intent to Exit

We take your success in this program seriously because you are more than students, you are colleagues, and the future of the field of Analytics and Data Science. If you are struggling, have unexpected circumstances arise, or anything else that comes up

personally or professionally which leads you to start thinking about leaving the program, please discuss it with us as soon as possible.

Many issues can be overcome with enough notice, teamwork, and creative thinking. All faculty teaching in this program have been where you are and may have had similar issues during their Ph.D. program and KSU has a range of programs and offices specifically designed to assist students.

GRADING POLICIES

Grade Expectations for Satisfactory Graduate Level Student Performance

Each course syllabus sets the standard for academic grades. Class attendance is required, as specified by each course instructor. For graduation, a Ph.D. student must have earned a cumulative grade-point average of at least 3.0 ("B") in all graduate course work at Kennesaw State University.

Issuance of grades and formulation of individual attendance policies are the prerogative of the instructor. There is, however, a limit to the number of excused absences a student may take during a single course. The student should practice careful judgment in deciding how these absences should be used in one semester – whether for conference attendance or for other university-sanctioned/sponsored activities. It is highly unlikely that a student can succeed in any Ph.D.-level course where he/she has missed a large number of weekly course sessions.

Students are encouraged to meet with professors early during a semester to ensure they are making satisfactory progress in their courses. Faculty must provide feedback to students about their progress prior to the last published day to withdraw without academic penalty. Grades are expected to conform to those listed below. Any deviations must be approved by the Faculty Senate and the Office of the Registrar.

The following are the final grades included in the determination of the scholastic grade point average (students should note that professors may provide specific grades on a 100-point scale for courses to the Admissions and Curriculum Committee):

Grade	Grade Point
"A" Excellent	4.0
"B" Good	3.0
"C" Fair*	2.0
"D" Poor	1.0
"F" Failing	0.0

*** Grades of "Fair" (and below) are not acceptable for Ph.D. courses and are not considered making normal progress.**

I: incomplete grade. The grade of "I" will be awarded only when the student has done satisfactory work up to the last two weeks of the semester, but for nonacademic reasons beyond the student's control, is unable to meet the full requirements of the course. The grade of "I" must be removed by the end of the next semester or term, for example: I's given in a Spring Semester must be removed by the end of the Summer Semester. The grade of "I" will not be included in the calculation of the student's scholastic average at

the end of the semester in which the grade of "I" is received. Upon completion of the outstanding requirements within the specified time limit, a final grade of "A," "B," "C," "D," or "F" will be assigned in the course on the basis of the student's total performance, and the grade will then be included in the calculation of the student's cumulative grade point average. If the outstanding work is not completed by the end of the following semester or term, then the "I" will be changed to an "F" and calculated into the student's cumulative grade point average. An "I" cannot be removed by reenrolling in the course. Please see the Graduate College policy for additional details at: http://catalog.kennesaw.edu/index.php

W: indicates that the student was permitted to withdraw from the course without penalty with the approval of the program director and registrar within the first 28 working days (including registration days) of the semester. Withdrawals without penalty may be permitted after the official withdrawal period in hardship cases only with approval of the registrar. A course in which the grade of "W" has been assigned will not be included in calculating the student's scholastic average.

WF: indicates that the student was permitted to withdraw from a course after the first 28 working days of the semester. The dropping of a course under these circumstances is equivalent to failure and will be included in the calculation of the student's scholastic average.

S: indicates that credit has been given for completion of degree requirements other than academic course work. The use of this grade is approved for dissertation hours, student teaching, clinical practicum, internship and proficiency requirements in graduate programs.

U: indicates unsatisfactory performance or progress in an attempt to complete degree requirements other than academic course work. The use of this grade is approved for dissertation hours, student teaching, clinical practicum, internship and proficiency requirements in graduate programs.

V: indicates that the student was given permission to audit the course and is not included in the calculation of the scholastic average. Students may not transfer from audit to credit status or vice versa.

NR: indicates that no grade was reported.

IP (In Progress) Grade: In most graduate courses, the grades "A," "B," "C," "D," "F," "I" (Incomplete), "W" (Withdrawal), and "WF" (Withdrawal with an "F") are awarded. In some graduate courses, particularly dissertation, and project courses that are intended to last more than one semester and are not completed during the semester in which the student is first registered for the course; the notation "IP" (In Progress) is

used. A student then has to pay to enroll for a specified number of hours in each consecutive semester in which work is still in progress. While the work is in progress, the instructor will report a grade of "IP" for these credit hours at the end of each term. Dissertation and project course credit hours taken during the semester that the work is completed will be awarded a grade of "S" (satisfactory) or "U" (unsatisfactory). Grades of "IP," "S," or "U" shall not be computed in the student's grade-point average.

Academic Probation and Grade Appeals

Whenever a graduate student's cumulative graduate grade-point average drops below 3.0, that student is placed on academic probation. **While on probation, the student is not eligible for funding, is not permitted to apply for Ph.D. candidacy, or to obtain a graduate degree.** Graduate students can have their probationary status removed by raising their cumulative grade-point average to at least 3.0.

Graduate students will be dismissed from further graduate study under any of the following conditions:

- While on probation, the term GPA is less than 3.0;
- Not clearing probation after two semesters;
- Achieving a semester GPA of less than 2.0 in any semester.
- Students must maintain a minimum overall GPA of 3.0 and must further achieve a minimum grade of 3.0 in ALL core courses by the end of their degree.

Special Program Policy - Students must achieve a minimum grade of 3.0 in **ALL** core courses by the end of their degree. A student receiving a grade lower than 3.0 in a core course MUST retake that course at its next offering and will have only that one opportunity to raise that grade to the acceptable level. [Note: The initial lower grade remains in the calculation of the student's overall GPA; it is NOT REPLACED by the new grade, assuming it is in fact higher. But if they achieve a B or higher, they will have met the requirement for minimum grade in the core course.]

Students have the right to appeal their grade. Please see the University's policy on grade appeals in the university graduate catalog http://catalog.kennesaw.edu/index.php

Before filing a formal appeal, students are encouraged to contact the faculty member for clarification and discussion of the grade received.

STUDENT CONDUCT AND ACADEMIC INTEGRITY (SCAI)

All students at Kennesaw State University are expected to familiarize themselves with and be held accountable to the KSU Student Code of Conduct, which includes both elements of "academic honesty" and "disruption of campus life". The full Code can be found here: http://scai.kennesaw.edu/codes.php

Plagiarism

As a graduate program, we take academic integrity, especially plagiarism, very seriously. We are also aware that not everyone fully understands plagiarism; therefore, we have included (modified and added to) this information taken from the SCAI Office to better inform you[2].

Section II A of the KSU student code of conduct states:

> No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit (including examinations, laboratory reports, essays, themes, term papers, etc.). Unless specifically authorized, the presence and/or use of electronic devices during an examination, quiz, or other class assignment is considered cheating. Engaging in any behavior which a professor prohibits as academic misconduct in the syllabus or in class discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No student may submit the same, or substantially the same, paper or other assignment for credit in more than one class without the prior permission of the current professor(s).

Deliberate Plagiarism

1. Buying a paper
2. Getting someone else to write a paper for you
3. Deliberately not acknowledging sources so that the teacher will believe the writing is yours – **including code (e.g. GitHub)**
4. Thinking that a few words or lines taken from other sources really don't matter; that they're trivial and don't need to be acknowledged

[2] The full text is available at: http://scai.kennesaw.edu/KSU%20Codes%20of%20Conduct%202017-2018.pdf

Accidental Plagiarism

"Misuse of Sources" is still plagiarism and will get you in trouble. This includes but is not limited to:

1. Forgetting to put quotations around direct quotes (often happens with careless Internet "cut and paste" work)
2. Paraphrasing too close to the original writing. (Just changing a few words isn't sufficient)
3. Thinking that if you list all sources in a bibliography or works cited page you don't need to also cite within the body of the paper
4. Not knowing the rules of the citation style book you're supposed to follow
5. Too many direct quotations linked by a few sentences written by you may not be plagiarism, assuming you use quotation marks and cite properly, but it's a poorly written paper (you need to do your own work and show your own thoughts and ideas) and will probably cause you to earn a bad grade

Unauthorized Collaboration

Another form of academic misconduct is "unauthorized collaboration".

1. Submission for academic credit of a work product, or a part thereof, represented as one's own effort, which has been developed in substantial collaboration with or without assistance from another person or source, is a violation of academic honesty.
2. It is also a violation of academic honesty to knowingly provide such assistance.
3. Collaborative work specifically authorized by a faculty member for specific projects and outlined in a syllabus or scope of work is allowed.

Although we do not expect cheating, plagiarism, or unauthorized collaboration from any Ph.D. students, depending upon the severity of the plagiarism any of the following penalties may apply at the discretion of the faculty member and ADS Ph.D. Director: a failing paper grade, a failing course grade, and/or expulsion from the ADS Ph.D. program. The minimum penalty is typically an F for an assignment and/or a course (this is completely at the discretion of the faculty member)…AND it is the Ph.D. Program's position that any academic misconduct is considered grounds for dismissal from the Program. In addition to the KSU SCAI procedures and potential sanctions that shall apply to all students, the ADS Ph.D. Program reserves the right to dismiss a student for multiple acts of plagiarism.

RESEARCH EXPECTATIONS, ETHICS, AND IMPACT

As noted in the Introduction, much of what you get out of a Ph.D. takes place outside the classroom and nowhere is this more important than in the area of research productivity. While much of this work may take place in the context of your GRA assignment and "lab", you should begin building your academic track record as soon as you start the program.

Why? While it is true that you need to complete your Ph.D. to get a faculty position, most new assistant professors are not hired without already having some publications. Even if you are not thinking about an academic career, having academic publications shows that you are engaged with academic and professional communities and that your work has been "validated" by others in the field. Publication also establishes you as a thought leader. The importance of this cannot be overstated, which is why an established track record of peer reviewed publication is an ***expectation*** in this program ***– not an exception.***

Note: You should be working closely with the lab principal investigator (P.I.) regarding any non-disclosure agreements (N.D.A.) that impact dissemination of project results. Knowing this information and how it could impact your publication options has a critical impact on your current and future research plans. If you are working in a lab through CSAR, also check with the CSAR Director about any limitations on publication of results.

There are several different entry points to academic publications:

1. Developing research lab projects into conference presentations/manuscripts.
2. Developing class projects into posters and conference presentations. These are typically a good starting point for graduate students and should be an objective in your first year. Take a project you are working on in one of your core courses (you are spending a lot of time on it already) and develop it into a poster presentation for a local, regional, or national conference.
3. Developing conference presentations into manuscripts. Take the feedback you received at the conference on your poster or presentation and begin to turn it into a publication for a journal or more prestigious conference for inclusion in conference proceedings.
4. Co-publishing with a faculty member is another way to begin your research track and ultimately an expectation in the program. Even if you have published before, establishing that you are a productive researcher with faculty at Kennesaw State will demonstrate connection and impact. You can either request to work on a paper based on a faculty member's existing research (e.g. write the literature review or assist in collection, analysis, etc. before contributing to the writing) or ask a faculty

member to help you with a problem on which you are working. You will need to be thoughtful about authorship in these situations (see below).

5. Co-publishing with other students is another way of doing interesting work in a way that (often) is more fulfilling than individual research. These collaborations with colleagues may allow you to use your strengths while learning something new and producing tangible results like posters, presentations, and/or papers. As with the faculty collaboration process, there are some issues around authorship about which you will want to be aware. It is ALWAYS best to have these conversations early in the process.
6. Digital Commons at KSU is a way to make research not yet published in another outlet available to a wider audience. These are also sometimes referred to as "working papers". The site and the process for doing so is here: https://digitalcommons.kennesaw.edu/etds.html and https://digitalcommons.kennesaw.edu/faq.html You should also be certain to upload any published work to Digital Commons to increase visibility and citations/impact.

When in doubt, talk to the faculty, your student colleagues, the Center Director, and the Ph.D. Program director for information and advice about getting started in the publication process.

Ph.D. Hack – PUBLICATIONS Always be on the lookout to convert any of your work into a publication – it is the coin of the realm.

Authorship

A few notes on authorship. There is no good way to do a comprehensive review or provide perfect advice on authorship of academic papers in limited space. Therefore, we have provided some additional links we think you should explore. These websites and papers examine expectations, processes, and best practices around establishing authorship.

https://www.ieee.org/publications/rights/section-821.html

https://people.csail.mit.edu/jsolomon/assets/programmersprofessorsparasites.pdf

http://www.apa.org/science/leadership/students/authorship-paper.aspx

http://www.apa.org/science/about/psa/2015/06/determining-authorship.aspx

In general, communication is key and the earlier you begin discussing your interests in developing publications from the work you are doing the better. A final point, it is essential for you to understand that **your dissertation MUST all be your own work**. Since some students are using the "multiple paper" approach to the dissertation, it is important that you demonstrate that each of these papers is your complete original work.

Unfortunately, there are also "predatory" journals that are not "real" journals but may reach out to you to consider as a publication outlet for your work. Before you submit your hard work to a journal for consideration, ensure that it is not on one of the "predatory" lists.

https://beallslist.net/

https://guides.library.yale.edu/c.php?g=296124&p=1973764

You can also refer to several well-established journal ranking sites to understand a journal's level of prestige. Note that a top journal in one discipline (e.g. Statistics) may not be a top journal in another discipline (e.g. Computer Science).

https://www.scimagojr.com/journalrank.php

https://scholar.google.com/citations?view_op=top_venues&hl=en

https://www.annualreviews.org/about/impact-factors

As you start submitting your work for publication, be sure to set up your researcher profile through Google Scholar, ResearchGate, LinkedIn, and ORCID. These are important platforms for dissemination of your work.

Institutional Review Board

As work in Analytics and Data Science comes under increasing scrutiny and regulation, it is good for researchers to become familiar with the policies of the Institutional Review Board or IRB. While you may believe that your work does not fall under the purview of the IRB, it is always better to be safe than sorry. The primary link to the IRB is here:

http://research.kennesaw.edu/irb/

We suggest that all students complete the CITI (Collaborative Institutional Training Initiative) Training in case you ultimately end up directly collecting data OR any questions are raised about the data you are using (even if it was provided to you by a 3rd party). You will note that the IRB's scope includes:

Kennesaw State University requires prior review and approval to be obtained from the IRB for all research involving human participants, including plans to gather data from participants: For all graduate and undergraduate student projects conducted outside the classroom, including Master's theses and dissertations. Student research involving human subjects cannot be conducted without supervision by a Faculty Advisor as well as IRB oversight…From the study of de-identified existing data, documents, records, pathological specimens, or diagnostic specimens…Involved in public benefit or service programs (http://research.kennesaw.edu/irb/purpose-scope.php)

Please take this seriously! Research ethics violations could result in serious consequences for your dissertation research (it may have to be stopped), any future planned publications (they won't be able to be published), the university (could lose access to any federal grant funding), and ultimately create personal legal liability for you.

DISSERTATION PROCESS

The degree of Doctor of Philosophy (Ph.D.) in Analytics and Data Science at Kennesaw State University indicates that the holder has completed doctoral-level graduate training in research under academic supervision and has submitted a dissertation that the examiners have declared to be a significant contribution to knowledge that demonstrates the author's capacity to carry out independent research.

Writing the dissertation is the hallmark and ultimate objective of any Ph.D. program. A high-quality dissertation is the product of vision, significant planning, detailed execution of research, writing and revision (and more revision), and continuous communication and collaboration with faculty advisors and committee members. A dissertation is a significant achievement that illustrates to the world that not only are you a subject matter expert, but also that you are capable of conceptualizing, managing, and implementing a multi-year, multi-phased project. While historically much of the focus of dissertations has been on creating disciplinary knowledge, increasingly dissertations are as interested in synthesizing knowledge from multiple fields for application to complex problems that cross disciplinary boundaries.

DEVELOPING YOUR RESEARCH

Most students come into a graduate program with a research question in mind at least in very general terms. The purpose of the curriculum, the additional research opportunities, and occasional emails faculty send about interesting topics, webinars, or conferences are designed to help students refine their topics and questions. In other words, every course you take, every project you complete, every hour you spend working with faculty should in some way help you achieve the objective of completing a strong dissertation. Graduate education is designed to be a time of intense discovery, reflection, and integration of sometimes disparate ideas, which can be overwhelming for students and the faculty advising them.

Given these expectations, these projects also represent a significant investment of human and financial resources on the part of the faculty and the university. Thankfully, there are tools and resources available across at the university. To help organize thoughts, keep track of readings, references, and ideas, both the KSU Graduate Library and the Writing Center have resources available to help. We would especially recommend the program-specific resource pages in the Library and some of specific programs available in the Writing Center. For example, pages focusing citation and literature management, understanding the literature review, and dissertation process are useful. There are even free tools like RefWorks that students and faculty can access. In addition, faculty can advise students to access the Graduate Writing Program and

even recommend the students join a writing group to help them outside of class. Other resources like the Office of Research, and CETL can help faculty and graduate students build a strong program and produce quality research and capstone projects.

DISSERTATION COMMITTEE SELECTION & COMPOSITION

Choosing an advisor and thesis/dissertation chair is one of the most important tasks for a Ph.D. student. The Ph.D. Program Director often acts as the first advisor to students, as they are the first and primary point of contact for new students and likely remain the primary information provider for issues like course selection; however, students should begin working with other faculty members as soon as possible. This is important because the more contact students have with a variety of faculty members, the better they will be able to begin making informed choices about their advisor and committee members.

Students should formally identify a list of potential advisors by the end of their first year and formally identify a dissertation advisor and/or dissertation committees members by the beginning of their second year of study in the program. Students may ask any Kennesaw State University faculty member affiliated with the Analytics and Data Science program or within their dissertation discipline to serve as their dissertation chair or on their dissertation committee. The dissertation chair or committee member must have a current Graduate Faculty appointment to remain as the dissertation chair. Students should select a chair based on the faculty member's expertise in the area of research that is of interest to the student and based on an appropriate level of trust, collaboration, and mentorship between the faculty member and the student.

In consultation with their dissertation committee chair, students should identify additional faculty members whom they would like to join their committee. As soon as possible, but typically by the middle/end of the second year, students should have identified all members of their dissertation committee.

It is important to remember that this program draws from Mathematics, Statistics, and Computer Science; however, **it is not a Ph.D. program in any one of these disciplines but is a multidisciplinary program** that should seek to integrate the perspectives of these three and view it through a different lens.

Ph.D. Hack – DISSERTATION COMMITTEE We strongly recommend that students have at least one faculty member from each of the

program's three primary disciplines – Mathematics, Statistics, and Computer Science. Domain experts from related fields (Business, Economics, Finance, Engineering, Psychology, Healthcare) can add significant value to the dissertation committee. All non-KSU committee members, which includes faculty at other universities and industry professionals, must obtain Graduate Faculty status, so early planning in involving these individuals is important.

The Dissertation Committee must have a minimum of three and a maximum of five faculty members, including the Chair. The interdisciplinary nature of this program suggests that dissertation committee members will likely come from different disciplines and, in some cases, from other colleges or institutions.

Faculty outside KSU may also serve with the approval of the Committee Chair. However, participation by non-KSU faculty is limited to one member of the committee. Although exceptions can be granted by the Program Director, we would ask that these be rare exceptions. All committee members (including external members) must have a Graduate Faculty appointment. If a potential committee member does not have this status, he or she needs to petition The Graduate College to obtain it, using the KSU Graduate College Request for Appointment to Graduate Faculty. Once the committee is selected, the student completes the Request for Approval of Dissertation Committee and obtains appropriate faculty signatures.

NOTE: Once the dissertation committee is finalized, it is highly irregular for the committee membership to change. Should there be extenuating circumstances that warrant a change in membership, however, a Request for Change in Dissertation Committee Membership must be filed with the Program Director and new paperwork will need to be completed.

DISSERTATION PROPOSAL

Defending one's dissertation proposal early will assist significantly in completing the Ph.D. in a timely fashion. Students are therefore strongly encouraged to select their dissertation advisor by the end of their first year in the program and to defend their proposals by the end of year three, if not earlier. In all cases, students are required to defend their dissertation proposals within two semesters of completing course work. Students are responsible for providing written justification for any excessive delays in progress toward the defense of their proposal. Students who do not meet this requirement may be terminated from the program.

Once the committee has agreed that the proposal is ready to defend, the student coordinates the defense date with the Program Administration and the committee.

The purpose of the proposal and defense is to:

1. Demonstrate the student's ability to design a research project. The design must reflect the student's learning from his or her coursework and methods training.
2. Develop a plan for producing Ph.D.-level research. Such research must be methodologically robust, build on previous research in the field, and make a new contribution to knowledge.
3. Demonstrate the student's ability to produce Ph.D.-quality writing and to defend his or her ideas orally.

The narrative portion of the proposal should be between 5,000 - 8,000 words (including footnotes, but excluding bibliography and appendices), and the proposal should include the elements described below.

Essential elements of the ADS dissertation proposal include:

1. One-page executive summary.
2. Research proposal (typically presented before the end of year 2). The student will submit a detailed plan for his or her research that addresses the following points:
    a. Review of the literature as it pertains to the topic and informs the research.
    b. Justification for new research (i.e., how this project will add to existing knowledge in a meaningful way). This should include not just an explanation of how the dissertation will break new ground, but also how the data gained will be useful in the academic, practice or policy arenas.
    c. Key question(s) to be addressed.
    d. Hypothesis or Hypotheses to be tested.
    e. Description of methods to be used to test this hypothesis or these hypotheses and reasons for using these methods.
    f. Description of data to be gathered and how it will be collected and analyzed.
    g. Limits or possible short-comings of the approach used.
    h. Timeline for dissertation research completion.
3. Bibliography. The student will submit a bibliography of sources related to his or her research topic.
4. Appendices. As needed, students are encouraged to also include appendices detailing their instruments of investigation and any other additional documents they deem appropriate.

Proposals are defended orally, and publicly to give students practice for their ultimate Ph.D. defense. The defense takes place before a committee of at least two professors (Chair and one committee member) and committees may choose to include one examiner external to the student's dissertation committee (“surprise reviewer”), to provide an outside perspective. The external examiner is selected by the dissertation committee in consultation with the Program Administration if/when necessary.

Ph.D. Hack – DISSERTATION At every stage of your public presentation of your dissertation work – particularly the proposal defense and the final defense – have a slide that acknowledges and thanks your dissertation committee. This is a simple act of grace that will be remembered.

Proposals receive one of the following marks following the defense (see below). Marks are accompanied by specific comments on the strengths and weaknesses of the proposal and note areas that can be further improved, even for proposals receiving no revisions.

1. **The proposal is accepted.** The proposal is interesting and feasible in its current form. It seems likely to produce high-quality results if executed according to plan. Student writing and oral defense exceeds expectations.
2. **The proposal is accepted with qualifications.** The student is ready to proceed to Ph.D. candidacy status, but the proposal itself requires minor revisions. Student must submit written evidence of these changes to the exam committee within three months of the defense. The changes must be approved before the student begins data collection. Students who do not complete the revisions in the allotted time may be terminated from the program.
3. **The proposal is deemed unsatisfactory.** The proposal shows considerable deficiencies in theoretical frame, methodological rigor, and/or feasibility to implement the design. The student is required to provide extensive revisions, in consultation with her/his committee, and to defend the new proposal following the process outlined above. Students are only permitted to defend a new/revised proposal once. Should the new/revised proposal still be deemed unsatisfactory, the student is terminated from the program.

Upon successful completion of the dissertation proposal defense, the ADS program will inform The Graduate College of the outcome using the Thesis/Dissertation Proposal Approval Form.

WRITING THE FINAL DISSERTATION

A Ph.D. dissertation is generally a lengthy, formal document that argues in defense of a particular thesis. The research performed to support a thesis must be both "original" and "substantial" and the dissertation must show it to be so. Dissertations are often grounded in theory and tend to follow the scientific method, i.e., defending a thesis (and any derived hypotheses) based on evidence collected. The integration of theory, the definition of concepts, and the analysis of the evidence are at the heart of the work. A dissertation often concentrates on principles: it derives best practices, and states lessons learned, and not merely the facts behind them. In general, every statement in a

dissertation must be supported either by a reference to published scientific literature or by original work. Moreover, a dissertation does not merely repeat the details of critical thinking and analysis found in published sources; it uses the results as fact and refers the reader to the source for further details.

Dissertation Format

Dissertations that fulfill the general requirements outlined in the general description above can take a number of forms as long as they are original, grounded in theory and existing research, employ the scientific method or related appropriate approach, and draw generalizable conclusions that advance a particular field of knowledge. The particular form a dissertation takes is determined by the underlying problem(s) or question(s) and must be justified as the most appropriate way to solve the problem or answer the question. Irrespective of the specific format, all Ph.D. candidates must undertake quality dissertation-type projects that are original, theoretically grounded, and methodologically rigorous. The dissertation must make a substantial contribution to Analytics and Data Science. **Dissertations should never be methods-driven unless the dissertation problem requires developing new methods**, rather the methods used ought to be the most appropriate for answering the research question(s).

Style

Doctoral dissertations are required to be written in English. Students should consult the appropriate style manuals and professional journals and their major professors to determine the most appropriate style within their area of research. The dissertation must be certified as substantially free of errors and ready for publication before it is submitted to the Graduate College.

Dissertations may be formatted in IEEE, Chicago Manual of Style, APA, AMA, or another recognizable, professional style. Please refer to previously published dissertations in the program to serve as templates and refer to reputable guides such as (1) Kate L. Turabian's A Manual for Writers of Research Papers, Theses, and Dissertations, (2) IEEE Style Manual, (3) American Psychological Association Style Guide, or others listed above. You can also access the Writing Center Workshops and Guides/Handouts.

Strict timelines are in place for the submission of all dissertation related documents. Doctoral candidates are required to adhere to these timelines.

Timelines for Completion of Dissertation, Final Defense

These are general dates, but not specific for each year. Please consult the Registrar's Office and The Graduate College.

Anticipated Graduation	Petition Deadline	Final Dissertation Draft to Committee	Dissertation Defense Successfully Completed	Final Copy with edits to Committee	Final PDF Copy submitted
Spring	During Fall Semester	March 15	April 15	May 1	Day of Graduation
Summer	During Spring Semester	June 15	July 8	July 15	Day of Graduation
Fall	During Spring or Summer Semester	November 1	December 1	December 8	Day of Graduation

https://registrar.kennesaw.edu/academiccalendar/

While the dissertation committee may offer suggestions for revision, the Ph.D. student is ultimately responsible for review of the dissertation manuscript for adherence to all appropriate style guidelines.

NOTE THAT THERE MUST BE AT LEAST TWO FULL ACADEMIC SEMESTERS BETWEEN YOUR DISSERATION PROPOSAL AND YOUR FINAL DISSERTATION DEFENSE – PLAN YOUR SCHEDULE APPROPRIATELY!

THE DISSERTATION DEFENSE

After each dissertation committee member agrees that the dissertation is ready to move to final defense, the student consults with the chair and other committee members to schedule a date for the final defense. The dissertation chair submits a copy of the dissertation abstract to the Program Director at least 14 days prior to the final defense. The student will also provide a final draft of the dissertation to each of the dissertation committee members at least 14 days before the defense. This final draft must be complete in all respects and editorially acceptable for final approval at the time of the defense. Failure to comply with this procedure will result in a delay of the defense.

The defense is posted as a public hearing and may be attended by other members of the University community and by others from outside the University. The ADS program will notify the Kennesaw faculty electronically of the date and provide an abstract with the electronic notification.

As arranged by the dissertation chair, the dissertation committee meets before the scheduled defense to discuss the dissertation and procedures for the defense. Whenever possible, the defense should be scheduled in a room that will accommodate visitors comfortably. The chair establishes matters of protocol prior to the actual defense.

Faculty and any others who sit in as an audience for the defense are required to defer to the dissertation chair's judgment concerning matters of protocol.

The public defense provides a formal opportunity for the Ph.D. candidate to present his or her research questions, design, methods, findings, and conclusions to those in attendance. Generally, this presentation by the candidate will last between 25-45 minutes. The dissertation committee then formally questions the doctoral candidate about the work he or she has completed along with any additional questions or input from the audience. Generally, the formal question session will last between 35-45 minutes. Dissertation defenses should not exceed two hours in duration. Once the candidate has completed his/her public presentation, the audience has time to ask questions. The dissertation chair can then dismiss the audience in order to conduct a private questioning of the candidate or allow the audience to remain. The committee then excuses the candidate and deliberates on the results of the defense in private. The defense outcome is recorded and shared with the candidate both verbally and in writing.

Generally, immediately following the announcement to the candidate of the results of the dissertation committee's deliberations, the candidate may expect the dissertation committee to make suggestions for final edits. **It is the responsibility of the student** to make personal written notes about the suggested revisions and, subsequently, to complete all edits.

The dissertation chair completes the Dissertation Defense Outcome form signifying any additional edits or final changes that need to be made in the dissertation document. All committee members must sign the form prior to leaving the dissertation defense and the form must be submitted to the Program Office. Once the manuscript is in print-ready form, the Dissertation Signature Page should be signed by all members of the dissertation committee and submitted to the Program Office. The Dissertation Signature Page is included in the student's final online and/or bound manuscript.

In the event a student does not successfully defend, he/she may re-defend within six months of the initial defense. A candidate may have only ONE additional attempt to defend and to pass the defense of the dissertation. Failure to re-defend within six months or failure to pass the second dissertation defense results in the candidate's dismissal from the program without the awarding of the Ph.D. degree.

Please see the following page for a suggested format and rubric for the dissertation defense.

A SUGGESTED DISSERTATION DEFENSE FORMAT AND EVALUATION RUBRIC

A dissertation defense is a public event and may be attended by other members of the University community and by those from outside the University. The public defense provides a formal opportunity for the Ph.D. candidate to present his or her research questions, design, methods, findings, and conclusions to those in attendance. The program will notify Kennesaw faculty electronically of the date and provide an abstract with the electronic notification. Either the student or chair should bring a copy of the appropriate form and a copy of the signature page of your dissertation to the defense.

Procedural Guidelines for Dissertation Defense

1. Dissertation defenses should not exceed two hours in duration.
2. Generally, a defense begins with a presentation by the candidate of approximately 30 minutes, or as otherwise agreed.
3. Following the public presentation, the audience will have time to ask questions of the candidate about her/his work. This should last no more than 15-20 minutes.
4. The dissertation chair will dismiss the audience in order to conduct a private, formal questioning of the candidate about the work s/he has completed. This can take as long as needed by the committee.
5. The committee will then excuse the candidate and deliberate on the results of the defense. This can take as long as needed by the committee.
6. The committee will invite the candidate to return to the room. At that point, the defense outcome will be announced to the candidate and recorded in writing on the appropriate university form.

For the Committee members:

As arranged by the dissertation chair, the dissertation committee may meet before the scheduled defense to discuss the dissertation and procedures for the defense. Please provide any written comments to the student and copy the chair. In your evaluation of the dissertation:

<u>You **shall** address the following criteria:</u>

1. Clarification of the question/problem
2. Logical consistency of the scientific approach (structure and organization)
3. Knowledge of developments and state of research in the field (completeness and relevance of materials)
4. Quality and appropriateness of the methodological approach;
5. Form of expression and linguistic competence
6. Contribution to the field of analytics and data science
7. Originality of approach and outcomes
8. Critical reflection on findings and their implications/generalizability

<u>You **may** wish to address the following:</u>

1. Reference to and relevance of theory or theories
2. Categorization of results into levels of knowledge in corresponding discipline(s)
3. Discussion of possible generalizations/extensions of work into other areas
4. Practical relevance/application to future research or industry

Copyright of Dissertation

Candidates may choose to copyright their dissertation when submitting their final copy to the Sturgis Library (https://digitalcommons.kennesaw.edu/etds.html). Regardless of whether the Ph.D. student copyrights the dissertation, the candidate is responsible for complying with all current copyright laws and regulations governing inclusion of another's work in his or her work.

Publishing Manuscripts Drawn from the Dissertation

Ph.D. students frequently collaborate with faculty who have made substantive contributions to the dissertation. In all cases, however, the author of the dissertation should be listed as the first author on any paper and/or publication based primarily on the dissertation research that is submitted for publication. Published work may be used as chapters in the dissertation upon committee and program approval. Contributions regarding co-authorship need to be clearly distinguished so that the committee can evaluate the candidate's contribution.

Dissertation Awards

Graduate students are also advised that numerous professional organizations present competitive awards for outstanding dissertation research. Upon completion and approval of the dissertation, Ph.D. students should consult with their dissertation chair and/or committee members about requirements and submissions for such awards.

PROFESSIONAL DEVELOPMENT & CONFERENCES

We recognize that students in the program have different work experiences and career ambitions. It is important to understand that a Ph.D. sets you up for a different kind of professional career. The Graduate College has a page dedicated to professional development with links. In addition, the Director of the Center for Statistics and Analytical Research regularly works with practitioners and corporate sponsors of analytical labs and can be an excellent resource for professional development and mentoring. In addition, below are some general resources and places for you to get started.

We especially encourage you to network within professional circles in Atlanta and at academic/professional conferences.

Some organizations with conferences that you may want to consider are

- Data Science ATL
- Southern Data Science Conference
- INFORMS Analytics
- SAS Global Forum

There are many additional disciplinary conferences and outlets that you will be exposed to through faculty during your research and coursework; **it is important that you connect with at least one deeply during your time as a PhD student**. These organizations are essential for career networking, building a scholarly profile, and professional service opportunities that are building blocks for a successful career whether in industry or academia.

Kennesaw State has resources available to you to help you in some aspects of your career and professional development and you should take advantage of as many of those as possible. The Department of Career Planning and Development provides some online resources, in-person workshops and other networking opportunities that may be of interest to you. While primarily aimed at undergraduates (and to some extent master's students) many of these resources can be relevant for you as well. Note that your skill sets and interdisciplinary academic training may leave you straddling several areas on the DCPD website.

For those of you thinking about academic positions, one of the authoritative sources on U.S. academic life is The Chronicle of Higher Education and their associated careers. This site routinely has articles and information resources that will be useful to Ph.D. students looking to enter the job market and to understand the world of academia. If you are interested in international academic positions, another good source is the Times

Higher Education Supplement. They have both a jobs section and a news/advice section.

Some of the key things to which you will want to pay attention are: Resumes vs. CVs, Writing Cover Letters In Academia, Transferable Ph.D. Skills, why professors sometimes give bad advice to students not on an academic career track, graduate teaching resources, and improving yourself as an instructor.

We recommend that you use the Kennesaw State University CV template for faculty as a starting point for your first CV.

As you find more professional development resources, please feel free to share them with the director so we can add them to the handbook.

KSU AWARDS

There are Honors and Awards that are available at the Program, College, and University level at various times of the year. Students shall be eligible for these awards and information about these will be made available as it is released. The major awards for the ADS Ph.D. program are given at the **Annual Ph.D. Reception in the Fall**.

SEEKING EXTERNAL FUNDING & INTERNSHIPS

Competing for external funding is part of the professional development of doctoral candidates. Receiving a competitive external fellowship is an honor that stays with students throughout their career and can improve their professional prospects. **Please discuss with the Program Director, Center Director, and/or Associate Dean BEFORE you seek external financial support in the form of paid internships, dissertation fellowships, and grants.** This is especially important for International Students because of some VISA restrictions around working for pay.

That said, Ph.D. are students are encouraged to seek out these opportunities when they believe they will benefit their career and/or dissertation research. Any successfully acquired external funding will have to be considered in the context of the financial assistance received from the Ph.D. program, and how it will connect to how the student meets all other requirements for the program.

FUNDING AND PROGRESS

Program funding consists of graduate research assistantships (GRAs) to support the research and teaching responsibilities of the university with specific focus on supporting the research and teaching activities of the ADS Ph.D. Program Faculty and

contributing departments. Provided satisfactory academic and assistantship performance, and depending on the annual program budget, ADS typically provides funding for the duration of one academic year, renewable for a maximum of four total years.

NOTE: Students that go onto Academic Probation are no longer entitled to funding.

ELIGIBILITY AND RENEWAL OF ADS PH.D. ASSISTANTSHIPS

To be eligible for an ADS Ph.D. assistantship, a student must:

For First-Year Students:

- Be accepted into the program and receive a recommendation by the Program Admissions Committee to be considered for funding.

For Year 2, 3, & 4 Students:

- Successfully complete the first year of study.
- Successfully pass/pass with conditions the majority of the comprehensive exams and complete all conditions within the first semester of the 2nd year.
- Maintain a 3.0 GPA. Should a student's grade point average fall below 3.0 (academic warning/probation), the student has one semester to improve and return to academic good standing before the assistantship is terminated.
- Submit all workload information/descriptions required by the PhD Program Director.
- Receive positive performance evaluations from the supervisor(s) of assistantship assignments.
- Receive a recommendation for new or continued funding from the ADS Admissions and Curriculum Committee between the first and second year of study.

Decisions on continued funding and types of assistantships are made on a competitive basis based on a comparative evaluation of students' performance both academically (coursework, comprehensive exams, dissertation proposal) and in completing their assigned assistantship duties. Decisions are made by the Program Director in consultation with Program Faculty, Center Director, and the Executive Director of the School of Data Science, as well as the Admissions and Curriculum Committee.

GRADUATE RESEARCH ASSISTANTSHIPS (GRA)

Graduate Research Assistant (GRA) - this is a student whose work predominantly involves assisting a faculty member with academic research. GRAs are not independent researchers and are not directly responsible for the outcome of the research. They report

to a research supervisor or principal investigator (PI). The duties of a Graduate Research Assistant primarily involve applying and mastering research concepts, practices, or methods of scholarship.

Duties may include but are not limited to: performing independent research under the direction of a faculty member, research supervisor, or PI; conducting literature reviews or library research; preparing materials for submission to funding agencies, foundations, or IRB; collecting, coding, cleaning or analyzing data; designing an experiment; assisting in a faculty member's laboratory; coding computer programs to automate processes; presenting findings in a publication or dissertation; co-authoring the resulting research papers.

All funded students will work in a lab or with a faculty member as a researcher on a data science related project during their PhD experience; however, students should also gain experience as a teacher (preferably of record) during the program.

Graduate Teaching Assistant (GTA) - this position is for graduate students who are teaching a course(s) and listed as the "Teacher of Record" (TOR). This category is not appropriate for those that are assisting in a classroom or assisting a faculty member. **To be a teacher of record, students should have an appropriate Masters' degree for the field in which they are teaching and/or a sufficient number (18 cr. hours) of graduate course work in that field. Students should also have completed the 1 credit hour GRAD 9001 - College and University Teaching, have prior college/university teaching experience, or an approved equivalent before starting their teaching assignment.**

ADS PhD GTA/GRA contracts (and associated tuition waivers) are 10 months, students should discuss any summer course plans with the Director before enrolling. Remember that this is your job. Since you are receiving a GTA/GRA, you are NOT permitted to work for pay outside of this 10 month contract.

Ph.D. Hack – SUMMER Use the summer as the time to write. Target to have at least one publishable paper completed at the end of each summer semester.

GTA/GRAs who are in the dissertation phase can register for as little as 1 credit hour and still be eligible for assistantships, but those GTA/GRAs can only qualify for tuition waivers if they have less than 78 credit hours.

1. GRA/GTA projects should be allocated in support of graduate faculty scholarship and teaching or in support of the applied research needs of the program. Graduate student involvement is encouraged toward extramurally-funded research programs

where state and federal funding agencies allow graduate stipends and tuition waivers.

2. GRA/GTAs should in most cases be assigned to work with faculty who hold Full or Provisional Graduate Faculty Status, are formally affiliated with the ADS Ph.D. program, and are highly involved in the Ph.D. program (e.g., faculty who teach, on average, one class each year and who are actively involved in scholarship endeavors related to the program).
3. The Program Director may solicit project proposals from graduate faculty and notify the office of the Graduate College which faculty members have been awarded GRA/GTAs each semester.
4. **Qualification of Candidate**: Once the faculty member has selected or been assigned their student, the following procedure should be followed: The faculty member will verify that you meet the qualifications to be a GRA/GTA: (1) has a GPA of 3.0 or better; (2) has not exceeded 24 waived course credits in an academic year, or has not reached or exceeded in waived course credits the number of hours required for the program; and (3) if a returning GRA/GTA, has satisfactory performance on previous assignments.
5. **Complete the Graduate Research/Teaching Assistant Hiring Proposal** form (https://gradassistantships.kennesaw.edu/students/studenthiring.php) in its entirety. The information contained on this form has two purposes. It should be completed by the hiring supervisor working with the Program Coordinator and reviewed with the GRA/GTA before signing. The "Funding Source" should be specified by the hiring program. If you are using an allotment provided by the Graduate College, select "Graduate College Funded" from the drop down menu and place the Graduate College's speed chart in the appropriate box. If the funding source is provided by the program or a grant, then enter the program's speed chart number or grant number. When funds are coming from two sources (i.e., a combination of two departments, or a grant and the program), select "Split Funded" and enter the speed chart number for the two sources with the percentage for each in the second box. The GTA/GRA and supervisor are both required to sign this form.
6. **Complete the Graduate Research/Teaching Assistant Contract & Approval form** in its entirety. The graduate student is encouraged to read the contract in its entirety before signing. The Contract & Approval form is approved by the Graduate Dean. The information contained on both the Hiring Proposal and Contract & Approval forms constitutes the "contract" entered into by the graduate student.
7. **Submission of Enrollment Package to Graduate College**: Following the faculty member's selection of a GRA/GTA and completion of the two forms which comprise the application packet, the Program Coordinator will submit the candidate's application packet to the Graduate Dean for approval.

8. **Mandatory Orientation**: Upon receipt of the approved contract by the Graduate Dean, the faculty supervisor should instruct the GRA/GTA to contact HR by phone (470-578-6030) or e-mail (hr@kennesaw.edu) and identify themselves as a "GRA/GTA for the upcoming semester" to complete the hiring-in process. Please note that the GRA/GTA cannot be paid until this mandatory final step has been completed.
9. **Onboarding**: It is important for students to meet with their Graduate Faculty Project Supervisors to review the project (i.e., based upon research or teaching expectations), discuss specific duties, and schedule work hours. GRA/GTAs are evaluated by their supervisors; their performance may be reported to the CSAR Director, the ADS Program Director, and ultimately the Graduate Dean.
10. **Fees**: The GRA/GTA will pay all student fees, including the mandatory health insurance fee, if required. Tuition, both in-state and out-of-state, will be waived for a maximum of 12 credit hours for all GRA/GTAs in the Fall and Spring Semesters, not to exceed 24 hours in one fiscal year. GRA/GTAs will be responsible for the cost of any credit hours beyond the maximum. Though the 12-hour credit is now available for GRA/GTAs, approval in writing is required for all hours over 9 from the GTA/GRAs academic supervisor or Program Coordinator ensuring the graduate assistant's sound academic standing. This approval has been incorporated into the Hiring Proposal Form which is signed by the supervisor/program director. In addition, the Graduate Dean renders approval for all course hours over 9. Additional on-line course tuition fees are not included in the tuition waiver. All GRA/GTAs will be assessed the cost for mandatory health insurance. If the graduate assistant has insurance otherwise, a waiver of the health insurance may be applied for directly at the United Health Care's website: https://studentcenter.uhcsr.com/Kennesaw.
11. **Performance**: The GRA/GTA will perform work as outlined in the project description and as instructed by the ADS Director.
12. Any faculty working with students on a funded GRA position will provide timely feedback on student performance to the Program Director, CSAR Director, and/or the Graduate College as requested, but as least once per semester.
13. The Graduate Faculty Project Supervisor will advise the CSAR and Program Director on an ongoing basis if the GRA/GTA fails to complete job requirements, and the Program Director will confer with the appropriate Graduate Deans (Assistant/Associate) about termination of the GRA/GTA contract. No separate paperwork is required when the GRA/GTA completes the contract period as scheduled.
14. **Stipend**: The stipend for program funded assistantships is made in monthly payments over the year. The first payment date will be the last business day of the

first month of the contract. The payment is compensation provided for and is herein contingent upon the continued availability of funds for personnel services under the General Appropriations Act.

15. **Work Assignment & Hours**: Students must render service to the institution, university, college, or program to which they are assigned during the period of the appointment. The responsibilities and expectations of their position are described on the hiring proposal as an extension of the contract. The assistantship requires that the GRA/GTA work 20 hours per week for the designated contract period stated above. The faculty supervisor will provide assignments to be completed in a timely manner. Regular meetings between the faculty supervisor and the GRA/GTA should take place to assess progress on the project and for the GRA/GTA to receive any new assignments. The supervisor will submit an evaluation of the quality and outcome of the project and completed work at the end of the term and will provide documentation of the number of hours devoted to the project by the graduate assistant. While working as a graduate assistant, you may not be employed in any other position within the University System of Georgia, including KSU.
16. **Vacation/Time Off** – Students should contact their lab director, CSAR Director and the Ph.D. program Director to notify us of any time off you are planning to take. In general, student will be granted all reasonable time off (two weeks per year) but still need to discuss timing with faculty to whom they report since timing of project deadlines and deliverables varies with each lab.
17. **Termination of Contract**: The GRA contract will be terminated immediately if the graduate assistant fails to meet the requirements of the contract as determined by the faculty supervisor. A GRA/GTA wishing to resign must submit a letter of resignation to the Graduate Dean, Director, and their Faculty Supervisor. In both circumstances, compensation will cease upon termination and the GRA/GTA may be required to reimburse the university for tuition waived for the semester using the guiding principles detailed in the GRA/GTA guidelines.

PROGRAM PROGRESS

Students in the Ph.D. program shall make adequate and recommended progress to graduate within 4 years. The Admissions and Curriculum Committee is the body responsible for evaluating the performance and progress of all current ADS students.

We strive to engage in continuous formative assessment of student progress. These may include ongoing conversations among the Ph.D. Director, faculty teaching core courses in the program, and GRA/lab supervisors. This informal feedback is an important part of professional development and both students and faculty should offer and seek this out.

A more formal summative evaluation process will also take place annually. The elements of the evaluation include the following: (1) precise course grades from all classes taken; (2) individual assignment grades within courses (as relevant); (3) an updated Curriculum Vitae (CV) (4) a one-page Progress Report (details below) (5) GRA/GTA evaluations from supervisor; (6) evidence of any Student Conduct and Academic Integrity violations. The deadlines are announced at the start of the Spring semester each year.

The Progress Report should include a one-page reflective narrative written by the student discussing his/her achievements and progress over the last year. It shall include **(a)** Research focus/Dissertation topic; **(b)** specific timeline for achieving major milestones (e.g. completing courses, taking comps, defending proposal, submitting presentations and papers) **(c)** Potential career path/Steps taken toward professional goals, **(d)** Specific contributions made to the ADS Ph.D. program, **(e)** Learning accomplishments/outcomes. (Each sub-section of the report should be no more than 250 words in length.).

We would prefer for this report to be endorsed by an advisor/supervisor who is affiliated with the PhD program. Advisors may choose to submit separate reports. Curriculum and Admissions will meet once each semester to review progress reports. Candidates not making timely progress will receive a written warning and 2 semesters of lack of timely progress can lead to dismissal from program.

If a student appears to be struggling and/or the Director is receiving conflicting reports from various sources, it may warrant a more in-depth assessment. If this happens, the Director may charge the Admissions and Curriculum Committee (ACC) to request additional information from the student and faculty who are directly supervising and teaching the student. The ACC would then be tasked with formally assessing whether students have failed to make reasonable progress toward the Ph.D. and reserves the right to terminate students from the program.

The Admissions and Curriculum Committee reserve the right to add additional evaluation criteria as necessary. These additions will be announced to any affected students several months in advance of the review period.

COMMENCEMENT

Procedural Checks

Students should check with the Registrar to ensure no grades of "Incomplete" remain on their transcript, that they have completed all program requirements (i.e., Petition to Graduate through Owl Express), all fees are paid, and that they are on the graduation clearance list. These checks ensure the graduation process will go smoothly. Students can also check most of this information online through Owl Express.

Ph.D. Hack: Students must file a petition to graduate in the semester BEFORE they intend to graduate. If you are graduating in spring, you file your petition in the fall. Petitions can be carried over to the next semester if needed.

Graduation Procedures

Students must follow graduation procedures as outlined by the university. These procedures are available from the Commencement website.

Awards and Hooding

During the Graduate Commencement, The Graduate School conducts a Doctoral Hooding Ceremony. The Dean/Associate Dean of Graduate Programs announces the names of doctoral candidates and dissertation chairs, along with the titles of dissertations. The title of the candidate's dissertation study is provided in the official Program. The entire dissertation will be published on Digital Commons, the digital repository for scholarly work at Kennesaw State University (http://digitalcommons.kennesaw.edu/etd/).

Regalia

Doctoral regalia are available in the KSU Bookstore and may be purchased or rented. The regalia will be featured on the KSU Bookstore website in advance of graduation.

OTHER UNIVERSITY INFORMATION AND POLICIES

FINANCIAL AID

Kennesaw State University is committed to ensuring that a post-secondary education is accessible to qualified graduate students. In order to accomplish this commitment, the financial aid office subscribes to the following goals to assist students in paying for their educational investment:

- Evaluate the family's financial ability to pay for educational costs;
- Distribute limited resources in an equitable manner; and
- Provide a balance of gift aid and self-help aid.

A wide variety of financial aid programs from scholarships, grants, employment, and loans are available to help students with educational costs. Most awards are based on financial need while some are awarded in recognition of merit or achievement.

For more information, visit the Financial Aid Office, view the website at https://financialaid.kennesaw.edu/contact-us/index.php. Or call 470-KSU-INFO (470-578-4636).

EMAIL USAGE STANDARD AND PROCEDURES

The Email Usage Standard and Procedures governs the use of @kennesaw.edu e-mail Accounts.

Account Acceptable Use:

Policies and regulations that apply to other forms of communications at the University also apply to electronic mail. In addition, the following specific actions and uses of university e-mail accounts are inappropriate:

1. Use of e-mail for private, non-University, matters.
2. Concealment or misrepresentation of names or affiliations in e-mail messages.
3. Alteration of source or destination address of e-mail.
4. Use of e-mail for commercial or private business purposes.
5. Use of e-mail for organized political activity or political solicitation.
6. Use of e-mail to harass or threaten other individuals.
7. Use of e-mail that degrades or demeans other individuals.
8. Use of email to transmit external account numbers or credit card information.

No one shall deliberately alter or attempt to conceal their true return mail address, or the origination location of the message. No one shall deliberately set forth to interfere

with the reception of e-mail by an individual. No one shall deliberately set forth to intercept or receive, and/or view another individual's email without that user's consent.

E-mail correspondence and associated attachments may be considered official university records and, as such, may need to be retained based on guidelines established by the Board of Regents. It is the responsibility of the sender and recipient of these e-mail messages to determine the required retention period, to comply with applicable policies and procedures regarding record retention, and to preserve these e-mail records either electronically or in printed form with all of the associated header and transmission information. No e-mail, in any form, shall be retained for longer than its established retention cycle, unless directed to do so by the KSU Department of Archives and Records Management.

PRINTING AND PHOTOCOPYING

- All ADS program faculty and students are encouraged to scan instead of print or photocopy documents if/when possible.
- All ADS program course syllabi, readings, and additional materials must be digitized and uploaded for students through D2L.
- The Ricoh printer system on campus is available during regular business hours for scanning documents. Faculty can access the printer using their faculty ids. Students can request access to the printer directly from staff for scanning purposes only. Staff (i.e., student assistants) will assist with program-related jobs if/when available.
- When it is necessary to print hard copy documents, all ADS program faculty and students are encouraged to print from their home or office printers. Faculty and students are encouraged to print on the economy setting in black and white, double-sided to save on toner and paper.
- ADS Ph.D. students are able to print in the ADS computer lab as necessary. Toner will be provided by the program. Please limit printing as much as possible.

IMPORTANT FORMS FOR STUDENTS AND FACULTY

The majority of the forms required for this program are university specific forms. At time of publication these were available here:

Graduate College Forms

http://graduate.kennesaw.edu/students/forms.php

The specific forms about which students and faculty should be aware and to which they should be attentive are:

Program of Study

Committee Approval

Proposal Approval

Candidacy Approval

Dissertation/Thesis Defense

Leave of Absence Form

Petition to Be Reinstated After Academic Dismissal