



Doctoral Policies and Procedures Handbook

Bagwell College
of Education

Kennesaw State University

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Introduction

The Doctor of Education (EdD) degrees in the Bagwell College of Education (BCOE) at Kennesaw State University are post-master's professional doctorates in education. Our doctorate programs are designed for experienced educators and school leaders. Our students are typically full-time professional educators who address real-world problems in P-12 schools. Courses are collaboratively developed and delivered with students working together. Within core courses, students contribute to each other's learning using real-life problems from their own contexts. A combination of face-to-face and online learning experiences maximize collaboration with professional colleagues and peers. We currently offer the following EdD degrees:

Early Childhood Education

Educational Leadership

Instructional Technology *

Middle Grades Education: Language Arts

Middle Grades Education: Mathematics

Middle Grades Education: Social Studies

Secondary Education: Chemistry

Secondary Education: English

Secondary Education: History

Secondary Education: Mathematics

Special Education: General Curriculum

Teacher Leadership*

*Available Online

The Office of Collaborative Graduate Programs (CGP) in the Bagwell College of Education (BCOE) serves as a resource for all doctorate programs. The CGP office collaborates with all the departments within the BCOE (Elementary and Early Childhood, Secondary and Middle Grades, Instructional Technology, Inclusive Education, and Educational Leadership) and aims to foster an environment that is efficient and supportive.

All five departments in the BCOE are represented in the CGP office. Because of our interdisciplinary nature, students in the EdD programs take common courses that span the entire college. These courses include content in research, educational psychology, assessment, diversity, and educational policy. While each program is unique and may not require the full regimen of common courses, the courses listed below are part of the “core” and are often taken with other students across the College¹.

Common/Core Courses

EDRS 8000 – Applied Quantitative and Qualitative Research

EDRS 8100 – Qualitative Research Methods I

EDRS 8200 – Quantitative Research Methods I

EDRS 9000 – Research Seminar: Conceptual Framework & Research Design

EDRS 9100 – Advanced Qualitative Research Methods

EDRS 9200 – Advanced Quantitative Methods

EDUC 7725 – Best Practices in Teaching and Learning in Content Field

EDUC 8100 – Advanced Study of Learning

EDUC 8150 – Critical Analysis of Educational Policy & Change

EDUC 8300 – Critical Multicultural & Global Learning

EDUC 8705 – Seminar in Formative Assessment for Learning

EDUC 9800 – Doctoral Seminar (Comprehensive Exam Part A)

INED 8760 – Curriculum Development for English Learners & Students w/ Exceptionalities

¹ Please see individual departments for specific Programs of Study.

All of the forms needed for matriculation and graduation are processed in the CGP office and can be found on the Collaborative Graduate Programs website under Forms/Resources: <http://bagwell.kennesaw.edu/departments/cgp/cgp-resources>

Through engagement in collaborative and interdisciplinary problem solving, educators hone their pedagogical knowledge, skills and dispositions, and find opportunities to develop the leadership potential and expertise needed to effect positive change in P-12 schools.

I. Admission to the Doctoral Program

The admissions process for the doctoral degree consists of multiple levels of review and is a highly competitive process. The final evaluation of applicant files is conducted by the Doctoral Admissions Committee within each program. Each committee employs rubrics to holistically and systematically evaluate application files. The committee's recommendation is based upon the collective professional judgment of each applicant's overall merit.

The determination of each applicant's admission file focuses on a number of key variables that are vitally important to a candidate's ability to successfully complete a doctoral degree. Those factors include related undergraduate and graduate degrees (master's required); academic performance and achievement; professional teaching and administrative certifications; professional employment in P-12 schools; verbal and writing skills; quantitative and problem solving skills; evidence of teaching effectiveness, evidence of educational and/or teacher leadership; compatible educational philosophies and professional ethics; and other related contributions and achievements of note. Students are encouraged to review each program's requirements for specific admission criteria.

Applicants who are accepted into the program are expected to formally confirm their intent to enroll and pay an admission fee of \$250.00 in order to reserve their place in the program. In addition to reserving a space in the program, this fee can be returned as a one-time reimbursement for attendance and/or presentation at a local, regional, state, national, or international conference. Proof of attendance and/or presentation must be provided to the CGP office for reimbursement.

Admitted students are also required to purchase Chalk and Wire. This is an electronic portfolio of student work that professors access for evaluation purposes. Please review the Chalk and Wire information for BCOE students here: <http://bagwell.kennesaw.edu/bcoe/chalk-and-wire>

Formal admission to the doctoral program occurs only when the student receives a letter of acceptance to the doctoral program from Education Student Services (ESS) in the Bagwell College of Education.

II. Entrance Requirements

The following are entrance requirements for applicants to the doctoral program:

1. an earned master's degree in professional education or a related field;
2. a clear and renewable Georgia Teaching Certificate or equivalent;
3. at least three years of professional teaching or administrative experience or both in P-12 education for Ed.D. (current full-time employment as a professional educator is preferred);
- 4a. minimum Graduate Aptitude & Achievement Index Score of 3500 (Graduate Index Score = GRE Quantitative Score plus GRE Verbal Score times GPA from the highest degree earned) for GRE tests taken prior to August 1, 2011.
- 4b. minimum Graduate Aptitude & Achievement Index Score of 1115 (Graduate Index Score = GRE Quantitative Score plus GRE Verbal Score times GPA from the highest degree earned) for GRE tests taken on or after August 1, 2011.

Some programs require students to have an EdS prior to enrolling in the EdD program. Students are encouraged to review each program for specific admission criteria.

For complete entrance requirements and the on-line application, please visit:

<http://www.kennesaw.edu/graduate/admissions/apply.php>

Please note: Complete applications received by the deadline will be treated with priority.

Transfer of Credit

Students who wish to have credits transferred from another university to their doctoral program at the Bagwell College of Education must begin the application for transfer with their Program Coordinator and comply with the following policies:

- maximum of 21 graduate semester hours of comparable transfer credit. These hours must be from accredited colleges or universities;
- a course cannot be transferred in if the student earned a grade below a "B-"
- course(s) being transferred must have been completed no more than 5 years before the date of admission to the program;
- an official transcript, catalog description, and a **Request for Transfer of Credit** form must be provided to the student's Program Coordinator so that a determination can be made relative to its congruence with the KSU course. A course syllabus may be requested in some cases where further description is needed.

PLEASE NOTE: Transfer credit considerations are typically restricted to courses in the concentration, guided electives, and the initial course in applied research methods. Decisions about the acceptability of transfer credit will be made on a case-by-case basis.

The completed **Request for Transfer of Credit** should be reviewed and signed by the student's Program Coordinator and Department Chair in which the course(s) are offered. The CGP Director will then review and sign the form before forwarding it to the Registrar.

III. Minimum Completion Requirements

The Doctor of Education Degree (Ed.D.) in the Bagwell College of Education is awarded to students who complete the following:

1. Maintain an overall grade point average of 3.0 or higher for all coursework taken in the program. Earning below a “B” for six (6) or more credit hours will result in academic dismissal from KSU.
2. Successfully complete all credit hours (the amount is program specific) as indicated on your Program of Study. 3. Pass a written comprehensive **examination** prior to advancing to candidacy.
4. Successfully defend the Dissertation Proposal.
5. Complete and successfully defend the **dissertation**. The candidate must follow the dissertation guidelines (*see* Dissertation Process).
6. Using Owl Express, file the **Petition to Graduate** form (a semester in advance), pay the **graduation** fee, and bring all copies and receipts to the CGP office.
7. Submit final forms and signature pages (see <http://bagwell.kennesaw.edu/departments/cgp/cgp-resources>) to the CGP office. Electronically submit the final copy of the approved dissertation to Digital Commons.
8. In addition, the responsibilities of the doctoral student entail the following:
 - a. Follow the guidelines for doctorate students and dissertations in this manual.
 - b. Establish a reasonable timeline for completion of all degree requirements (see dissertation timelines in this guide);
 - c. Select a dissertation chair and committee members who will work together to plan a **Program of Study/Advisement Sheet** and provide advice on matters related to the comprehensive examination;

- d. Prepare for any written or oral examinations by being thoroughly familiar with the material that is central to the topics being discussed. This preparation will greatly increase the chances of successfully passing these examinations;
- e. Monitor one's own progress closely. Program Coordinators and dissertation chairs assist in this process, but **ultimately it is the student's responsibility to make sure forms are filed when necessary and examinations are appropriately scheduled.** Please refer to this handbook or the CGP website for a list of forms;
- f. Attend Bagwell College of Education workshops and seminars for the duration of the time you are enrolled in the program.
- g. If possible, attend and/or present with faculty at local, regional, national, or international conferences.
- h. Adhere to KSU's standards of academic honesty, as per the graduate catalog, and exhibit professional and scholarly dispositions at all times.
- i. Submit all forms to the CGP Office after obtaining signatures from Program Coordinators, Department Chairs, and dissertation committee members.

IV. Academic Requirements

Full-Time Load

The basic unit of all college classes is the "semester credit hour." The full-time load for a doctoral student is 9 semester hours.

Residency Requirement

To receive a graduate degree from Kennesaw State University, a student must complete at least 27 semester hours of program requirements at KSU. All of these 27 hours must be completed after the student has been admitted to the degree program. This should be considered prior to completing the **Transfer of Credit Request Form.**

Time Limit

All requirements for a doctoral degree must be completed within 7 years, beginning with the first registration in graduate-level classes following admission to the degree program. Extension of time may be granted only on conditions beyond the student's control. Only courses in which credit has been earned within 7 years of the date of admission will be counted for degree credit.

Leave of Absence/Termination of Degree/Withdrawal

Leave of Absence

Students who wish to interrupt their program for one or more semesters must file an **Intent to Take Leave of Absence** with the CGP office. The request will be reviewed by both the Program Coordinator and the CGP Director. Once signed, the form will be kept on file in the Graduate College and the Office of Collaborative Graduate Programs

The student should reactivate his/her application and request re-entry within a year after last semester of enrollment. Re-entry will be subject to space available. The program of study must be updated to reflect modifications made during the student's absence from the program. Students are discouraged from taking leaves of absence once they have advanced to doctoral candidacy.

While a Leave of Absence frees the student from registering and paying fees, it does count toward the total time allowed to complete a degree program². Students must apply for readmission on return from a leave of absence after six consecutive semesters. Per the university's graduate catalog, a student may request a leave of absence for one semester, two consecutive semesters, or three consecutive semesters (Summer semester included). There is a 12-month limit for any one request of leave of absence. A student may submit multiple requests for a leave of absence subject to a 3 semester limit, while enrolled in a specific graduate program.

Students who have not begun coursework are not required to file the **Intent to Take Leave of Absence** if they do not begin their studies in the designated semester. However, students are required to obtain a **Doctoral Deferral of Admission** if applicable. Students will be required to apply for readmission and pay the readmission fee if they have not taken courses within one academic year following admission into the program or have not been granted a deferral of admission.

Intent to Exit

Students interested in terminating their enrollment should complete the **Intent to Exit** Form.

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.
- All students who have registered at least once for courses titled thesis, dissertation or project must be continuously enrolled every semester thereafter, including the

² The University Graduate Catalog offers the following stipulations: An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth or adoption: time on leave counts toward any University, Graduate College, or program time limits pertaining to the degree being sought.

semester of graduation. Summer registration is not required unless summer is the graduation term.

- Students who have completed all coursework and are planning to submit a thesis or project in partial fulfillment of the requirements for a master's degree should register for thesis or project hours consistent with a realistic appraisal of the amount of remaining thesis work and required faculty involvement.
- 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.
- Graduate students who have only thesis, dissertation, or project courses remaining will be allowed to register at a rate equivalent to the prevailing in-state tuition rate (except for premium price programs). This does not supersede the minimum enrollment requirements of other programs, offices, or any state or federal agencies.
- 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 during the semester in which they plan to graduate.

Doctoral candidates who intend to work with their dissertation chair and committee members during a particular term must be enrolled (i.e., signed up for dissertation hours) during that term.

Withdrawal from the University

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 at www.kennesaw.edu under Owl Express, Registration and Student Records. 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 wish to withdraw from the Doctoral program should complete the **Intent to Exit** form.

V. Program of Study

The **Program of Study** for the Ed.D is a guide dictating how students should proceed with your coursework. The Program Coordinator will chart the courses needed to graduate and when students should take them on a semester-by-semester basis. EdD students are encouraged to consult with their respective Advisors/Program Coordinators each semester to ensure they are taking the correct classes and are on track for graduation. Once a Program of Study is created and/or updated (i.e. course substitutions, independent studies, etc.) the Program Coordinator and the CGP office must receive a copy. Students should keep copies of all official documents in their own records as well.

In some EdD programs, students can receive an EdS (Educational Specialist) after the completion of 30-33 credit hours. Students are encouraged to review each program's website for specific information regarding this embedded degree.

Registration

The Office of the Registrar is the central administrative office responsible for registering students, maintaining the permanent academic records, administering the Regents' Testing Program Policies and test registration, performing degree audits, enforcing the academic policies of the university and generally 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. All registration for doctoral courses at Kennesaw State University is conducted over the web at: www.kennesaw.edu/registrar

VI. Program Requirements

Please see each department/program for specific degree requirements:

Early Childhood Education: <http://bagwell.kennesaw.edu/departments/eECE>

Educational Leadership: <http://bagwell.kennesaw.edu/departments/edl>

Instructional Technology: <http://bagwell.kennesaw.edu/departments/itec>

Secondary and Middle Grades Education: <http://bagwell.kennesaw.edu/departments/smge>

Special Education: <http://bagwell.kennesaw.edu/departments/inEd>

Teacher Leadership: <http://bagwell.kennesaw.edu/departments/cgp>

VII. Academic 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 doctoral student must have earned a cumulative grade-point average of at least 3.0 (“B”) in all graduate course work at Kennesaw State University.

Grades reported as incomplete

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. 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.

Grade Appeal Procedure

Kennesaw State University is committed to treating students fairly in the grading process. Students may appeal a final grade that they receive in a course, but interim grades or grades on specific assignments are not appealable. Any such appeal must be based on an allegation that the faculty member has violated his/her stated grading policy or that the grade was a result of discrimination or retaliation. The student has the burden of proving these allegations. All formal appeals under these procedures will be based only on the written record.

- A. **Informal:** Students are encouraged to discuss concerns and disputes over final course grades with the faculty member, prior to filing a formal grade appeal, in an effort to understand the basis of his/her grade. Faculty are encouraged to be available to students for such discussion regarding grades so that if possible, grade disputes can be resolved informally.
- B. **Formal:** In situations where such informal resolution does not occur or is not successful, the student may appeal the final course grade to the Department Chair. The appeal must be in writing and describe the precise basis for the appeal. Any pertinent information must be submitted with the appeal in order to be considered in this or subsequent appeals. The appeal must be submitted within 20 business days after the first day of classes of the next academic term (fall, spring,

summer[or any other term]) after the academic term in which the final grade was awarded to the student. The Chair will invite the faculty member whose grade is appealed to provide a written response to the student's appeal statement. The Department Chair (or the Chair's designee) will review the allegations and conduct any additional fact finding as needed and will provide a decision in writing to the student, within 20 business days of the receipt of the complaint in the Department. The Chair's written decision will specifically address the relevant issues raised by the student. In preparing the written decision, the Chair shall consult with the EEO officer or the Chief Diversity Officer if there is an allegation by the student that discrimination or retaliation had an impact on the grade that was awarded.

- C. The student may appeal the Department Chair's decision within 20 business days of being notified of the Chair's decision. Such appeal will be made, in writing, to the Dean of the College in which the Department is located. At the Dean's discretion, the Dean can appoint an advisory panel, consisting of two (2) faculty members from outside the department where the grade was awarded and one (1) student to review the written documentation and make a recommendation to the Dean. The advisory panel may invite the student and the faculty member who awarded the grade to meet with the panel to share each party's position on the grade dispute. The panel will provide a written recommendation to the Dean within ten (10) business days of the receipt of the appeal. The Dean will issue a decision to the student, in writing, within ten (10) business days of the receipt of the report from the advisory panel or within twenty (20) business days of the receipt of the written complaint from the student if no panel was appointed.
- D. The student may appeal the Dean's decision to the Provost, in writing, within twenty (20) business days of being notified of the Dean's decision. [However, if it is a graduate course, the student will direct this written appeal to the Graduate Dean, and the Graduate Dean will issue a decision to the student, in writing, within twenty (20) business days of receiving the appeal. Within twenty (20) days of that decision, the student may then appeal to the Provost as is described in this section]. The Provost, will issue a decision to the student, in writing within twenty (20) business days of receiving the appeal.
- E. The Provost's decision is final, and decisions regarding grades may not be appealed to the Board of Regents (BOR Policy 4.7.1)
- F. Nothing in this grade appeals process prohibits the parties from settling this matter at any stage. However, any attempt to settle the matter through mediation does not affect time deadlines for this grade appeals process.

VIII. Dissertation Process: Procedures for committee selection, comprehensive exams, proposal development & approval and dissertation completion and defense

Dissertation Committee Selection

During (or before) EDRS 9000, doctoral students will invite a Kennesaw State University faculty member in the Bagwell College of Education or in the content discipline to serve as their *dissertation chair*. Students should request a chair based on the faculty member's expertise in the area of research and based on an appropriate level of trust, collaboration, and mentorship between the faculty member and the doctoral student.

A list of possible dissertation committee members can be found here:

<http://bagwell.kennesaw.edu/departments/cgp/cgp-resources>

1. The process begins when the student contacts the potential dissertation chair, forwarding the Concept Paper (typically from EDRS 9000) for consideration.
2. Next, the student meets with the potential chair to discuss research topics and his/her service as chair. At this point, the faculty member may ask for more information or may agree or not agree to serve.
3. Third, after consulting with the selected chair, the student should invite two additional faculty members to sit on the dissertation committee. The student should forward the Concept Paper to each faculty member for his/her consideration prior to meeting.

Dissertation Committee Composition. Dissertation committees will consist of a minimum of three faculty members with the chair's option to invite an outside individual to serve as a fourth, non-voting member. All members of the dissertation committee must hold graduate faculty status. The chair of any dissertation committee in the Bagwell College of Education must be a KSU faculty member. If the chair of the committee is not from the student's area of concentration, one of the other committee members must be. If the chair invites a committee member from outside the university to sit on a dissertation committee, the outside member may be a collaborating P-12 professional, state or accrediting agency employee, faculty member at another institution or an individual who holds unique skills or expertise related to the dissertation; however, this individual may not serve as chair. Any outside individual invited to serve must also meet criteria for graduate faculty status as established by the Graduate College. Once the committee is selected, the student completes the **Request for Approval of Ed.D. Dissertation Committee** and obtains appropriate faculty signatures. This form is typically due at the beginning of EDRS 9000 with a dissertation committee formed prior to the beginning of Comprehensive Exams.

NOTE: *Normally committee membership does not change. Should there be extenuating circumstances that warrant a change in membership, a **Request for Change in Dissertation Committee Membership** must be completed.*

Comprehensive Examination

The comprehensive examination provides doctoral students with the opportunity to demonstrate their level of knowledge in a selected field of study and to synthesize that knowledge in a professionally written document. Written comprehensive examinations are taken after the completion of doctoral coursework. Individual programs may allow students to take 1-2 electives in the same semester as comprehensive exams but all research, core, and content courses must be complete.

Students will submit a completed **Doctoral Comprehensive Exams Request**, along with a hard copy of a current unofficial KSU transcript (Owl Express Advisement Guide) and an approved Program of Study to their dissertation chair and the CGP Director at least **four (4) weeks** prior to the exam and keep a copy for their records. All students taking the Doctoral Comprehensive Exams must complete this form before taking the exam.

Comprehensive Exams (also known as “Comps”) consist of 2-3 questions drafted by the student’s dissertation committee. These questions may be used to inform Chapters 1-3 of a doctorate student’s Proposal. The dissertation chair may invite the student to assist in shaping these questions. At the chair’s discretion, questions may be answered on-site or in an off campus setting.

On site: Students will write their responses on campus in a secured environment and will not be permitted to use resource materials. Other guidelines for testing will be distributed well in advance of the writing sessions and established by the dissertation committee. All questions must be completed during one 8-hour writing session.

Off campus: Questions may be written at home over a specified period of time as determined by the student’s dissertation committee. The off campus format provides access to additional resources and implies a higher level of expectation for responses including more thorough coverage of citations, greater depth and breadth of content coverage, and attention to the conventions that exemplify the characteristics of a high-quality, polished professional writing product.

Comprehensive Exams Evaluation. All dissertation committee members will read the questions administered and will evaluate the responses by providing written feedback and/or comments. The responses will be deemed as “pass” or “fail.” Students must earn a minimum rating of “pass” from all committee members to progress to candidacy. After comprehensive exams are completed, the student must upload the final documents to **Chalk and Wire** for committee evaluation.

Candidacy for the Doctoral Degree

Upon successful passage of Comprehensive Exams, students must complete and have their committee members sign the **Doctoral Comprehensive Examination Approval Ballot**. This ballot is forwarded to the Office of Collaborative Graduate Programs. Students must then enroll in Dissertation hours and prepare to write the Proposal under the guidance of their dissertation chair.

Dissertation Proposal

During the first semester of dissertation hours, students complete and later defend the dissertation proposal before the committee.

Under the direction of the dissertation chair, and in consultation with the committee, the candidate completes a dissertation proposal outlining in detail all aspects of the research project being proposed. The dissertation chair and committee have discretion regarding the format of the proposal. Typically, the proposal consists of Chapters 1-3:

Chapter One: Introduction (problem statement, purpose, research questions, etc.)

Chapter Two: Literature Review

Chapter Three: Methodology

Once the proposal is completed, the candidate will meet with the chair to schedule an oral defense. At the completion of the oral defense, the committee may render several decisions; a) The proposal is accepted; b) The proposal is accepted with stated qualifications; or c) The proposal is rejected in its present form, but may be revised and resubmitted at a later date and another oral defense will be held.

When the Dissertation Committee members are satisfied with the proposal, they will sign the **Thesis/Dissertation Proposal Approval** and the **Application for Admission to Candidacy**. These forms will be submitted to the Department Chair then to the Collaborative Graduate Programs Office in the Bagwell College of Education. All required signatures must be obtained before the proposal may be considered accepted. After the proposal is complete, the student must upload the final document to **Chalk and Wire**.

Human Subjects Review Application. Doctoral candidates must have a certificate indicating that they have completed the required (CITI) training course before submitting a proposal to the Institutional Review Board (IRB). This certificate should be secured prior to approval of the Dissertation Proposal, ensuring that the student is familiar with the Human Subjects Review process prior to the defense.

Concurrent with the Dissertation Proposal approval process, the doctoral candidate will complete an Institutional Review Board (IRB) application. The application, relevant forms, and templates can be found here: <http://www.kennesaw.edu/irb/>.

Students are strongly encouraged to work closely with dissertation committee chairs to ensure the application clearly outlines the proposed study and includes all relevant information. This application is subject to a university review process; therefore, it is advisable that the student time his/her submission of the IRB application very close to, or immediately following, the Proposal presentation.

It is the policy of the Kennesaw State University IRB that **no data may be collected for the dissertation research prior to the approval of the Human Subjects Review application.** Likewise, most school districts and/or private schools also require a separate Human Subjects Review (internal IRB) process. It is the responsibility of the student to verify with the school and/or district in which research is to take place that the required IRB approval (at the school district level) has been secured prior to conducting any data collection for the dissertation research. The student in consultation with the dissertation chair will write and sign a letter to the district and/or school, stating that the proposed research is part of the doctoral student's dissertation study. The doctoral student must provide to the dissertation chair proof (e.g., a certificate or official letter of permission) of district and/or school approval for the research to be conducted within the school and/or district. The doctoral student must also file the school district's official IRB approval with Kennesaw State University's IRB. If the district does not have an official IRB process in place, the student must still complete and submit an IRB application through KSU.

Dissertation & Final Defense

Document Specifications and Guidelines for the Dissertation. All dissertations submitted by candidates for the Doctorate of Education (Ed.D.) must comply with the BCOE guidelines as outlined in this handbook, current American Psychological Association (APA) guidelines, and other requirements as specified by the KSU Graduate College.

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

Timelines for Completion of Dissertation, Final Defense

Anticipated Graduation	Petition³ Deadline	Final Dissertation Draft to Committee	Dissertation Defense Successfully Completed	Final Copy with edits to Committee	Final PDF Copy submitted
Spring	November 1 of previous year	March 1	April 1	May 1	May 8
Summer	April 10	May 1	June 1	July 1	July 8
Fall	July 1	October 1	November 1	December 1	December 8

Doctoral students should refer to the **Dissertation Policies and Procedures Manual** before preparing final copies to the dissertation committee for the defense since regulations contained in that set of guidelines have an impact on format. While the dissertation committee may offer suggestions for revision, the student is ultimately responsible for review of the dissertation manuscript for adherence to all APA guidelines.

The Dissertation Defense. After each dissertation committee member agrees that the dissertation is ready to move to final defense, the student will consult with the chair and committee members to schedule a tentative date for the final dissertation defense and complete the **Agreement to Schedule a Final Defense** form. The chair will sign the form and the student will submit the completed form and a copy of the dissertation abstract to the Office of Collaborative Graduate Programs in the Bagwell College of Education at least **14** days prior to the final defense. The student will also provide a final draft of the dissertation to each of the committee members *at least 30 days before the defense*. (Please refer to the dates previously outlined in this handbook.) 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, as reasonable in the judgment of the dissertation committee chair, by others from outside the University. The Office of Collaborative Graduate

³ Petitions to graduate can be done through Owl Express.

Programs will notify the Kennesaw faculty electronically of the date and provide an abstract with the electronic notification after the form and abstract are submitted.

As arranged by the dissertation chair, the dissertation committee will meet 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 doctoral candidate to present his or her dissertation to those in attendance. Generally, this presentation by the candidate will last from between 30 – 45 minutes. The dissertation committee will formally question the doctoral candidate about the work he or she has completed. Any guests are not permitted to pose questions or participate in dissertation-related discussions.

Procedural Guidelines for Dissertation Defense. Generally, dissertation defenses will not exceed two hours in duration. Once the candidate has completed his/her public presentation, the dissertation chair will dismiss the audience in order to conduct a private questioning of the candidate, followed by a final discussion of the dissertation work and vote on the quality of that work without the candidate present. That is, the dissertation committee's final deliberations will take place in Executive Session, with only the dissertation committee members present. The dissertation committee members eligible for voting (Please see the section on the Dissertation Committee Composition) will vote on whether the candidate passed or failed the final dissertation defense.

Once the vote is taken, the dissertation chair invites the candidate to return to the room. The candidate is the only person who returns to the room after the dissertation committee's deliberations. The committee's final decision and any additional feedback from the dissertation committee is presented to the candidate at this time.

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. The doctoral candidate and dissertation committee should schedule their time so as to be available to discuss these edits at this time. It is the responsibility of the doctoral 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 then be submitted to the Department Chair and the Office of Collaborative Graduate Programs.

In the event a student does not successfully defend, he/she may re-defend within six (6) 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 (6) months or failure to pass the second Dissertation Defense results in the candidate's dismissal from the program without the awarding of the Ed.D. degree.

Submission of Final Dissertation. Prior to submitting your final, edited dissertation, students should read the **Contributor's Guide**:

https://email.kennesaw.edu/service/home/~//Digital%20Commons%20%40%20Kennesaw%20State%20University%20A%20Contributors%20Guid%281%29.pdf?auth=co&loc=en_US&id=100222&part=2.

This guide is designed to help students navigate the copyrighting process and provides information on requirements for submission.

Final, edited dissertations should be submitted to **Chalk and Wire** (for final committee evaluation) and **Digital Commons**:

http://digitalcommons.kennesaw.edu/teachleaddoc_etd/

Publishing Manuscripts Drawn from the Dissertation. Doctoral students frequently collaborate with faculty members 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 (see APA Ethical Principles).

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, doctoral students should consult with their dissertation chair and/or committee members about requirements and submissions for such awards.

IX. 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 and Bagwell College of Education requirements (i.e., Petition to Graduate), that 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.

Awards and Hooding

During Commencement, Kennesaw State University conducts a doctoral Hooding Ceremony as a segment of Graduate Commencement.

Names of doctoral candidates and dissertation chairs are announced along with the titles of dissertations. The title of the candidate's dissertation study will be in the official program.

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. Students are encouraged to order their regalia early.

Students are not required to attend the commencement ceremony in order to receive their degrees.

X. Forms for Students and Faculty.

Form Completion Chart

Form Title	When Completed	
Request for Transfer of Credit	Prior to 1 st semester of coursework	
Petition to Graduate	See dates in Manual	
Intent to Take Leave of Absence		
Intent to Take a Leave of Absence	(Terminate Degree)	
Petition for Extension of Time		
Request for Approval of Ed.D. Dissertation Committee	during EDRS 9000 or semester prior to comps; no later than beginning of 3 rd year of study	
Request for Change in Dissertation Committee Membership		
Doctoral Comprehensive Exams Request	during last semester of coursework,	
Doctoral Comprehensive Exams Approval Ballot	after the completion of Comps	
Thesis/Dissertation Proposal Approval	after the proposal defense	
Application for Admission to Candidacy	after the proposal and comprehensive exams (Can be submitted with the Thesis/Dissertation Proposal Approval)	
Agreement to Schedule Final Defense	file 14 days prior to defense	
Dissertation Defense Outcome Form	following dissertation defense	

XI. Program Timeline

Action or Event	When	
Graduation		
Submit final copy of dissertation Digital Commons		
Final copy of dissertation – (after edits) Approved by chair & committee		
Dissertation defense		
Dissertation provided to committee		
Dissertation provided to chair		
Petition for graduation		
Analyze Data/Develop Dissertation		
Collect Data		
Admission to Candidacy		
Successfully defend proposal		
IRB Application for Dissertation submitted (KSU and District)		
Proposal provided to committee		
Proposal provided to chair		
Comprehensive Examination		
Dissertation Committee identified/concept paper shared/agreement made and form signed		
Dissertation Chair consulted on committee membership		
Dissertation Chair identified/concept paper shared/ agreement made and form signed		
Concept Paper development		
Program of Study form completed/updated		
Classes start		
Admission to the program		
Apply for admission		