

Academic Policies

Policies and Procedures

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. In addition, the Registrar's staff handles transfer evaluations and Veteran's Affairs. Requests for data from the computerized student record system are approved by this office.

All registration at Kennesaw State University is conducted via the telephone using the voice response system or over the web at : www.kennesaw.edu/registrar

The registration process consists of three different phases:

- **Priority Registration**—is open to currently enrolled students who are not on probation.
- **Final Registration**—is open to new students, students who are on academic probation but eligible to return and readmitted students.
- **Late Registration- and drop/add**— for all students eligible to enroll for the given semester.

NOTE: Specific dates can be found under the university calendar sections published in the *Schedule of Credit Courses* and the university catalogs.

Full-Time Load

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

Candidacy

The minimum requirements for admission to candidacy in any degree program shall be the successful completion of 9 semester hours of graduate credit in a degree program at KSU with a minimum cumulative grade-point average of 3.0 and a grade of "C" or better in each course presented for candidacy. Individual degree programs may establish additional requirements for candidacy (e.g., interview or examination).

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.

Time Limit

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

Transfer Credit

Graduate work taken at other Commission of Colleges (COC) regionally 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 be for courses over five years old and must satisfy the six-year rule above to count towards degree credit; cannot exceed 9 semester hours 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.

Transfer credit is not permissible for any part of the last 27 hours of credit toward the MBA degree, except under unusual circumstances and then only with written permission of the MBA program director, granted prior to

acceptance of the credit. All 36 hours of MAcc must be taken at KSU.

Transfer credit is not permissible for any part of the MBA for Experienced Professionals, the MBA for Experienced Healthcare Professionals or the Master of Science in Conflict Management programs.

Course Load

Full-time enrollment for graduate students is 9 semester hours. At his/her discretion, a graduate student in good standing may enroll for 12 semester hours in any semester. In order to enroll for more than 12 semester hours, a student must obtain approval from his/her graduate program director.

Course Repetitions

A graduate student may only repeat for credit a total of two graduate courses, one time each. Only courses in which the student previously earned a grade below B may be retaken for credit. All grades received for work attempted at Kennesaw State University are calculated in the cumulative grade-point average. Grades for repeated courses are considered as work attempted and do not replace grades already received. Individual degree programs may establish more stringent requirements. Students enrolled in KSU's executive program (MBAEP, MBAEHP, MSCM and MSACS) may not repeat courses for credit.

Schedule Changes

Graduate students are permitted to drop and/or add classes only on the official schedule change day(s). The student should consult the Kennesaw State University *Schedule of Credit Courses* or the Office of the Registrar for the applicable schedule change day(s) each semester. Graduate students must meet with their program director for approval of changes prior to the schedule change.

Withdrawal from Courses

Students may withdraw from one or more courses any time before the last three weeks of the semester. To withdraw they should complete an official withdrawal form in the Office of the Registrar. 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. Exact withdrawal dates will be published in the official academic calendar and are subject to approval by the Board of Regents. 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, which are fully documented.

Students will receive refunds only when they withdraw from all their classes and only by the schedule outlined in the University System refund policy.

Grading System

Any graduate student is required to maintain a 3.0 grade-point average. The university is organized on the semester system, with two semesters extending 15 weeks (plus exams) and summer term extending approximately eight weeks. The semester hour is the unit of credit in any course. The following grading system is used:

Grade	Grade Point
A Excellent	4.0
B Good	3.0
C Fair	2.0
D Poor	1.0
F Failing	.0

I — Incomplete grade (I) will be awarded only when the student has done satisfactory work, but for nonacademic reasons beyond his/her 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 in which the student is enrolled OR within one calendar year from the end of the semester in which the “I” was originally assigned if the student has not enrolled in other classes at Kennesaw State University. 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 student is not enrolled, up to one calendar year from the end of the semester in which the “I” was originally assigned. Upon completion of the outstanding requirements within the specified time limits, 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 within the specified time limit, 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.

W — This symbol 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 — This symbol 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 — This symbol indicates that credit has been given for completion of degree requirements other than academic course work. The use of this symbol is approved for thesis hours, student teaching, clinical practicum, internship and proficiency requirements in graduate programs.

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

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V— This symbol 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.

Grade-Point Average

The grade-point average (GPA) is the average grade made by the student on all graduate course work for which he/she has enrolled. It is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. Courses carrying S, U, W, I grades are not included.

Grade Appeal Procedure

Any student has the right in any course of instruction to appeal a final grade when he/she believes that the instructor has violated his/her stated grading policy. In such cases the following procedure will be applied:

- (1) Each faculty member must specify his/her grading policy at the first of the semester. He/she may change his/her grading policy for cause after that time, but he/she must do so uniformly, with ample notification to students, if at all possible.
- (2) If a student believes that his/her final grade is unfair in terms of the instructor's stated grading policy, he/she should first discuss the matter with the instructor. If the student remains dissatisfied with his/her grade, he/she may immediately appeal to the department chairperson for discussion and possible resolution.
- (3) If the student remains unsatisfied with his/her grade, he/she may file a written appeal with the dean of the applicable college or school within 60 days from the end of the semester or summer term in which the grade was assigned. If the instructor involved is a department chair, the appeal should be filed with the dean of the college or school. If the instructor involved is a dean, the appeal should be filed with the vice president for academic affairs.
- (4) If, based on the above criteria, the dean finds that the student has reasonable

cause for an appeal, he/she must appoint a School or College Hearing Committee consisting of three faculty members and three students. The members of the Hearing Committee should be appointed in a manner determined by the dean. However, in cases where the complaint is filed against a dean, the case is heard originally by an ad hoc School or College Hearing Committee appointed by the vice president for academic affairs.

- (5) Both the faculty member and the student have the right to an adviser to assist in preparing and arguing their case.
- (6) The Hearing Committee may draw up its own rules of procedure, but minimum due process protections shall include the right of both parties to be notified in writing at least 72 hours in advance of the date, time and place of the hearing; the right of the faculty member to be informed in writing of the specific nature of the complaint against him/her and of the evidence and/or witnesses on which it is based; and the right of both parties to present evidence and witnesses in their behalf and to cross examine adverse witnesses.
- (7) A Hearing Committee has the right not to hear a case that the student presents to the committee, when it regards the complaint as frivolous and irresponsible on the basis of evidence that the student presents to the committee. In such circumstances, the committee may want to recommend that the student talk to one of the university counselors.
- (8) All decisions will be rendered according to the principle of the preponderance of evidence.
- (9) The Hearing Committee will be expected to produce a written report summarizing the testimony, indicating its verdict, explaining the verdict and making recommendations, if desirable, to either or both parties. Copies of the written report will be submitted to both parties in the case, the vice president for academic affairs, the dean of the applicable college or school and the department chairperson.

- (10) If the dean of the School or College Hearing Committee rejects the student's appeal, the next level of appeals will be the dean of graduate studies, who represents the vice president of academic affairs.
- (11) If the final decision should be in favor of the student, the instructor and the student must attempt to agree upon a mutually acceptable grade. The Hearing Committee will participate in the discussion between the instructor and the student and try to mediate the dispute. However, if no agreement is reached, the student may be given a "W" for the course and then may be given the chance to earn credit for the course by special examination to be composed and graded by a faculty member not involved in the case. The faculty member who composes and grades the examination shall be of the same discipline and shall be selected by the dean with the consent of the student. If the complaint was against a dean, he/she shall be selected by the vice president for academic affairs with the consent of the student.

Academic Appeals (other than violation of stated grading policy)

Student complaints related to final grades in any course of instruction where the student believes that the instructor violated the stated grading policy will be heard according to the grade appeal procedures. Every attempt will be made to resolve other complaints/grievances starting with the faculty member involved. However, in instances where this is not possible, and the complaint cannot be satisfactorily resolved through procedures described above, the grievant may appeal to the dean of graduate studies. The appeal should be communicated within five days after the action of which the student complains, or unsatisfactory resolution was reached at lower level.

Expectations for Satisfactory Graduate Level Student Performance

Graduate students are expected to earn grades of at least B in most of their course work for their degree. Although graduate students may occasionally earn a grade below B, the university expects those instances to be few in number. For graduation, a graduate student must have earned a cumulative grade-point average of at least 3.0 in all graduate course work at Kennesaw State University and a grade of C or better in each course presented to meet degree requirements. (See Academic Regulations for non-degree students in the College of Education.)

Earning grades below B in graduate courses will result in the following consequences:

I. Academic Warning

Upon earning a grade lower than B in at least two credit hours of graduate course work, the student will receive a letter of warning and be advised of the consequence that will result if additional grades lower than B are earned in graduate courses at Kennesaw State University.

Upon earning a grade lower than B in at least six credit hours of graduate course work, the student will be given a letter of warning.

Upon earning a grade lower than B in nine or more hours of graduate course work, the student will be dismissed from further graduate study at KSU and will not be eligible for readmission as a graduate student.

II. Academic Probation

Whenever a graduate student's cumulative grade-point average drops below 3.0, that student will be placed on academic probation and advised of the significance and potential consequences of this action. While on probation, the student will not be permitted to apply for admission to candidacy, take comprehensive exams or obtain a graduate degree. Graduate students can have their probationary status removed by raising their cumulative grade-point average to at least 3.0.

III. Academic Exclusion

If a graduate student earns nine credit hours of grades below B, or if a graduate student on probation earns a semester or summer grade-point average below 3.0, that student will be dismissed from further graduate study at KSU and will not be eligible for readmission as a graduate student. A student who wishes to appeal after the first exclusion must submit a letter describing the situation and stating the reasons for requesting the appeal to the appropriate graduate program director who will forward his/her recommendation to the dean of graduate studies. The dean of graduate studies will then notify the appropriate graduate program director, the office of the registrar and the student of his/her decision. The decision of the dean of graduate studies is final and students may not appeal a second exclusion.

Graduation Requirements

Each candidate for a master's degree must apply for graduation through the individual program director. A student may request in absentia status by writing to the registrar prior to the graduation exercises.

Subject to the limitations and qualifications stated elsewhere in this catalog, the requirements for an advanced degree are as follows:

1. An application for graduation will be accepted and may be filed during the semester preceding the final semester or summer term of enrollment but must be filed before the end of the first week of his/her final semester. This form may be obtained from the program director's office.
2. A student must complete a minimum of 27 hours of degree requirements at Kennesaw State University. Candidates for a second Master's degree at Kennesaw State must earn a minimum of 18 additional hours in excess of any hours used toward the first Master's degree (the exact number of hours will depend on specific degree requirements).
3. Degree candidates must have earned a cumulative grade-point average of 3.0 calculated on all graduate courses

attempted at KSU and a grade of C or better in each course presented to meet degree requirements. With the approval of the Graduate Policy and Curriculum Committee, individual degree programs may establish additional graduation requirements (e.g., comprehensive exams, thesis).

Double Majors and Concentrations in a Single Degree Program

In graduate programs with specific concentrations or majors (the MAPW, MPA, and MSIS programs) a student may qualify for an additional major or concentration (within the specified graduate program) by completing a minimum of 12 additional hours of appropriate coursework beyond that required for the original concentration or major, and by completing any special requirements of that major or concentration.

The earning of a second concentration or major will be confirmed by the Office of the Registrar, upon written request by the student, and only if the additional courses are completed before any of the student's graduate credits will be more than six years old. Double Major/Concentration Request Forms are available from the program director. The grades in the additional hours must not cause the student's grade point average to fall below a 3.0. All grades must be "C" or higher.

Multiple Graduate Degrees

A student may earn a particular master's degree at Kennesaw State only once. If a student wishes to complete a second master's degree program, he or she must meet all admission requirements in effect for the second degree and thereafter fulfill all requirements for the second master's degree.

Along with other requirements as specified by the degree program, the student must complete a minimum of 18 hours of appropriate coursework beyond that required for the original masters degree (the exact number of hours will depend on specific degree requirements). Expectations for Satisfactory Graduate Level Student Performance, as outlined above, apply to all second master's degree students.

Students who have completed a master's degree elsewhere must meet all admission requirements in effect for the second master's degree at Kennesaw State and thereafter fulfill all requirements for the second master's degree. The student must also meet the 27-hour minimum residence requirement at Kennesaw State with appropriate grades and coursework.

Each candidate for a second master's degree must apply for graduation. A student may request in absentia status by writing to the registrar prior to graduation exercises. An application for graduation will be accepted and may be filed during the semester preceding the final semester or summer term of enrollment but must be filed before the end of the first week of his/her final semester. This form may be obtained from the program director's office.

Additional Academic Regulations

Individual degree programs may impose additional academic regulations. Consult with the program director, department head or adviser for this information.

