

Radow College Graduate Student Handbook



**KENNESAW STATE
UNIVERSITY**

NORMAN J. RADOW COLLEGE OF
HUMANITIES AND SOCIAL SCIENCE
Office of Academic Innovation



Disclaimer

This handbook serves as a resource for graduate students at Kennesaw State University. While we strive to keep the information current and accurate, updates may occur. Please note that no explicit or implied guarantees are made about the content provided in this guide.

Updates

This guide is provided by the Office of Academic Innovation Please email any errors, omissions, or suggestions to: OAI@kennesaw.edu

Office of Academic Innovation

The Office of Academic Innovation (OAI) in the Norman J. Radow College of Humanities and Social Sciences serves as a catalyst for transformative learning across the humanities and social sciences. OAI advances excellence in teaching and learning by empowering faculty to adopt evidence based, innovative pedagogical practices through high quality teaching resources, emerging learning technologies, and cutting-edge curriculum design. OAI further amplifies faculty innovation by supporting professional development, fostering internal and national partnerships, and showcasing how humanistic and social scientific approaches address complex global challenges.

CONTACT INFORMATION



www.kennesaw.edu/radow/academic-innovation



oai@kennesaw.edu



Social Sciences Building, Room 5086

Table of Contents

Click to go to that section!

<u>Academic Programs at Radow College</u>	01
<u>The Graduate College</u>	05
<u>> The Graduate College FAQs</u>	11
<u>Radow College Graduate Student Academic Support</u>	13
<u>> Academic Support FAQs</u>	17
<u>Financial Information for Graduate School</u>	23
<u>> Financial Information FAQs</u>	32
<u>Career and Professional Development</u>	36
<u>> Career and Professional Development FAQs</u>	39
<u>Academic Policies</u>	41
<u>> Academic Policies FAQs</u>	47
<u>Student Services</u>	50
<u>> Student Services FAQs</u>	53
<u>Campus Life and Wellbeing</u>	57
<u>> Campus Life and Wellbeing FAQs</u>	61
<u>Campus and Personal Safety</u>	64
<u>> Campus and Personal Safety FAQs</u>	69



Academic Programs at Radow College

"Learning is not attained by chance, it must be sought for with ardor and attended to with diligence." — Abigail Adams

The graduate programs in the Norman J. Radow College of Humanities and Social Sciences at Kennesaw State University are designed to foster advanced scholarship, professional development, and meaningful engagement with complex social, cultural, and global issues.

Rooted in the liberal arts tradition and committed to innovation, these programs prepare students to become thoughtful leaders, researchers, educators, and practitioners in a wide range of fields.

1

**Doctorate
Program**

7

**Master's
Degree
Programs**

6

**Graduate
Certificates**

2

**Dual Degree
Programs**

→ **Doctoral Program**

Ph.D. in International Conflict Management

An interdisciplinary program preparing scholar-practitioners to lead in global conflict analysis, negotiation, and resolution. Graduates pursue careers in academia, international organizations, and government.

Format: In-person, cohort-based

→ **Master's Degree Programs**

Master of Public Administration (MPA)

Focused on leadership in government and nonprofit sectors with a flexible, accredited curriculum.

Format: Online, hybrid, or in-person.

MA in Professional Writing (MAPW)

Offers tracks in creative writing, composition and rhetoric, and applied writing for careers in publishing, education, business, and the arts.

Format: Online, hybrid, or in-person.

MA in Integrated Global Communication (MAIGC)

A 30-hour residential program for careers in communication and media.

Format: In-person

MS in Criminal Justice (MSCJ)

Offers advanced knowledge in criminal justice administration, technology, and cultural competency. Suitable for professionals in law enforcement and policy.

Format: Online, hybrid, or in-person

MS in International Policy Management (MSIPM)

A fully online, cohort-based program focused on global policy, political risk, and regulatory analysis. Ideal for careers in international business, NGOs, and government.

Format: Online, cohort-based

MS in Conflict Management (MSCM)

A 16-month, cohort-based program emphasizing negotiation, mediation, and intercultural conflict resolution.

Format: In-person, cohort-based.

MA in American Studies (MAST)

An interdisciplinary program exploring American culture, politics, and identity through literature, history, and the arts.

Format: In-person and online starting in Fall 2026

→ Graduate Certificates

Graduate certificates are designed to provide specialized knowledge and skills in a shorter, more focused format than a full degree. They can be pursued independently or alongside a master's program.

Graduate Certificate in American Studies

Explore American culture, politics, and identity through an interdisciplinary lens. Ideal for educators, public historians, and civic professionals.

Graduate Certificate in Artificial Intelligence & Writing Technologies

Prepare for AI-integrated workplaces with training in machine learning, writing technologies, and ethical content creation. Great for editors, UX designers, and digital communicators.

Graduate Certificate in Creative Writing

Develop original fiction, nonfiction, and poetry through intensive workshops and mentorship. Ideal for aspiring authors and educators.

Graduate Certificate in Professional Editing and Publishing

Gain hands-on experience in editing, manuscript preparation, and digital publishing workflows. Perfect for careers in publishing and corporate communication.

Graduate Certificate in Professional Writing for International Audiences

Focus on writing and communication strategies for global contexts, including translation, localization, and cross-cultural messaging.

Graduate Certificate in Screen & Television Writing

Learn the craft of writing for visual media, including screenplays, episodic television, and digital storytelling formats. Ideal for aspiring screenwriters and careers in the film production industry.



→ Dual Degree Programs

These unique programs allow students to earn two master's degrees in three years.

Public Administration & Integrated Global Communication (MPA/MAIGC)

Ideal for students pursuing careers in government, nonprofit organizations, or public sector communication.

Public Administration/ Criminal Justice Dual Master's Degree (MPA/MS CJ)

Designed for individuals seeking leadership roles in public service, nonprofit organizations, and criminal justice sectors.

→ Program-Specific Information

Graduate programs may provide handbooks or manuals outlining degree requirements, course sequences, policies, and expectations. These documents are essential for understanding program structure and should be reviewed regularly. This information is typically available on the program's webpage.

Department Contacts and Faculty

Each graduate program within the Norman J. Radow College of Humanities and Social Sciences is housed in a specific department. Faculty members include program directors, advisors, and instructors with expertise in their respective fields. Contact information for each department and faculty profiles can be found on the Radow College website.





The Graduate College

"Learning is not attained by chance, it must be sought for with ardor and attended to with diligence." — Abigail Adams

The Graduate College works with Radow College to support you from your first semester through your academic and professional journey until graduation. By choosing to attend Kennesaw State University, an R2 institution, you gain access to numerous opportunities to learn from our experienced faculty members, engage in industry-leading research in your field, and become the career leader you aspire to be.

The Graduate College helps you enroll, complete your degree, and prepare for your career. Its staff supports your success throughout your academic journey and after graduation.

➔ Graduate Student Success Centers

Graduate students on both campuses have designated spaces that cater to their diverse needs and offer a serene environment for studying, group projects, brainstorming sessions, and workshops.

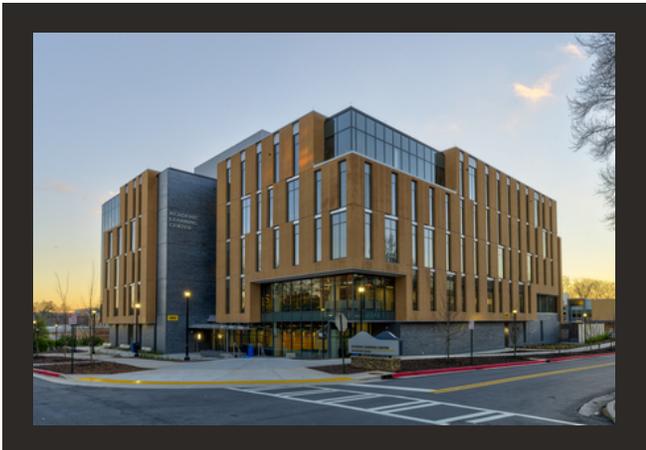
A current Talon Card is required for entry to the Student Success Center on Kennesaw campus. All Talon cards are virtual. Please charge your Talon card every seven days at any Hotspot location on campus.

Kennesaw: Academic Learning Center, ALC3550

- Open ALC building access: Mon.–Sun.: 7 a.m.–8 p.m.
- A Talon Card is required to enter the ALC building during these hours:
- Monday-Thursday: 8–11 p.m.
- Friday- Sunday: 8–10 p.m.

Marietta: Norton Hall, second floor, in front of the elevators

- Monday-Sunday: 7:30 a.m.–6 p.m.
- A Talon card is not required.

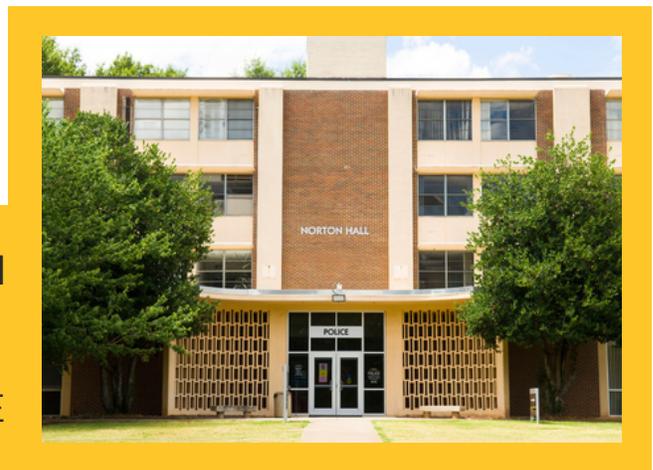


Academic Learning Center

480 Bartow Ave, Kennesaw

Norton Hall

Technology Way &
S Marietta Pkwy SE





→ Graduate Assistantships

The Graduate College offers Graduate Assistantships at several levels and in different categories for students who have been fully admitted as degree-seeking students into a master's or doctoral degree program.

A Graduate Assistantship provides valuable benefits for students, including a stipend and significant tuition reduction. This opportunity allows students to gain practical experience in their field while helping offset the cost of their education. Assistantships often offer unique professional development opportunities, enhancing both academic and career growth.

Hiring a Graduate Assistant (GA) offers faculty and staff at Kennesaw State valuable support for research, teaching, and professional projects. Graduate Assistants bring specialized knowledge from their academic programs, allowing them to contribute meaningfully while gaining hands-on experience. By supervising a GA, faculty and staff members can focus on higher-level tasks, enhance research productivity, and mentor the next generation of professionals.

The Graduate College offers Graduate Assistantships in the following categories:

- Graduate Teaching Assistant (GTA)
- Graduate Research Assistant (GRA)
- Graduate Professional Assistant (GPA)

See the Financial Aid section of this Graduate Handbook for more information on these funding opportunities.

GTA

Graduate Teaching Assistant

Teacher of Record: responsible for instruction and management of their courses.

Teaching Assistant: assist faculty members with teaching.

GRA

Graduate Research Assistant

Work under the supervision of an faculty member or center director in research-related positions. Generally funded through competitive faculty grants and contracts.

GPA

Graduate Professional Assistant

Assignment in a professional role that is relevant to the student's graduate program and their professional and scholarly goals, under the supervision of a mentor.

Graduate Teaching Assistant (GTA) refers to graduate assistantships with a primary job duty of instruction. KSU has two categories of GTAs - Teacher of Record and Teaching Assistant.

- A Teacher of Record (TOR) is the primary instructor for an undergraduate course. TORs may teach a maximum of 6 credits each semester. As a Teacher of Record, GTAs are responsible for instruction and management of their courses. Graduate student TORs will have a faculty mentor in the discipline.
- Teaching Assistant (TA) TAs assist faculty members with teaching. GTA Teaching Assistant responsibilities vary greatly and may include, but are not limited to:
 - Teaching a small section of a course
 - Holding office hours and meeting with students
 - Assisting with the grading of homework, exams, and/ or written assignments
 - Administering tests or exams
 - Assisting a faculty instructor with large lecture classes by teaching students in laboratory or discussion sessions

Graduate Research Assistant (GRA) refers to graduate assistantships that work on campus in research-related positions. These research positions primarily exist in academic departments as well as some research centers and institutes. GRAs gain the experience of working alongside faculty members on cutting edge research. GRAs are generally funded through competitive faculty grants and contracts.

GRA responsibilities vary greatly and may include, but are not limited to:

- Collecting, coding, and/or analyzing data
- Conducting literature reviews or library research
- Preparing materials for submission to funding agencies and foundations
- Writing reports
- Preparing materials for IRB review

Research assistants work under the supervision of an individual faculty member or center director. Research assistants should not be engaged in work unrelated to their academic program or that does not further their educational experience and objectives.

Graduate Professional Assistants (GPA) are assigned work that is relevant to their graduate program and the professional and scholarly goals of the student. The graduate professional assistantship should provide the opportunity for the student to use knowledge of their academic field while enhancing skills relevant to the student's professional goals and provide the student with a broader and deeper understanding of the work in their assigned site, under the supervision of a mentor.

The following guidelines should be used when determining the work assignments and workload for assistantships:

- Assistantships best serve the student, the hiring unit, and the student's academic department when they are used as an integral component of the graduate education experience.
- Assistantships should enhance a student's educational experience by exposing the student to the professional activities of their disciplines, involving them in university activities related to their academic and professional interests, and affording them the opportunity to work closely with faculty and professionals.
- Assistantships should provide high quality support for the academic mission of the University.

All Graduate Assistantships Require:

- An awarded undergraduate degree.
- Full acceptance to a graduate degree program of study.
- A maintained 3.0 grade point average in any previous/current graduate course work.
- In addition, the GRA cannot exceed 24 waived course credits in an academic year or reach or exceed the number of hours required for the registered program in waived course credits. Returning GRAs must have satisfactory performance on previous assignments.
- Be enrolled in graduate courses for the semester that you are serving as a graduate assistant.
- Be lawfully present in the United States.

Teachers of Records require all of the above and:

- A Master's in the teaching discipline or 18 graduate semesters hours in their graduate program
- Both a CV and transcript to the Graduate College prior to beginning the teaching assignment.
- Complete the Teacher of Record Appointment Form
- Complete the Buckley Form and submit it to the Registrar separately.

The Graduate College offers Student Travel Awards, Research Travel Awards, and partners with [CETL](#) to provide graduate students with information about workshops, webinars, and consultation services.



➔ Graduate College and Academic Policies

Graduate College is also the home of the academic policies and processes related to graduate study at KSU. These policies and processes are designed to provide individuals or organizations with a fair and transparent avenue to challenge decisions that they consider unjust or incorrect. The purpose of appeals policies and processes is to ensure accountability, rectify errors, and uphold the principles of justice and due process.

➔ Graduate College Professional Development

The Graduate College supports students through:

- Three Minute Thesis (3MT™) Competition: A research communication challenge to present your thesis in just three minutes.
- Graduate Student Travel Awards: Funding to present research at academic conferences.
- Opportunities for publication and conference participation Graduate College Professional Development including workshops and events focused on research, publishing, and career readiness.



The Graduate College FAQs

Q How can I contact the Graduate College?

A You can contact the Graduate College by phone at 470-578-6738, by email at gradcollege@kennesaw.edu, or in person at Town Point Drive, Suite 1700.

Q Where can I find information about orientation?

A Orientation details are typically sent via email and posted on the [Graduate College website](#). It includes sessions on academic expectations, campus resources, and networking opportunities.

Q What qualifies as full-time enrollment for graduate students?

A Full-time enrollment typically consists of nine credit hours per semester. However, individual programs may have different requirements, particularly for assistantships or financial aid eligibility. Please refer to the [Graduate Catalog](#) for additional information.

Q Where can I learn about a graduate assistantship?

A Visit the Graduate Assistantships page for eligibility requirements, position types (GRA, GTA, GPA), and application instructions.

Q What is a Graduate Research Assistant (GRA)?

A A [GRA](#) supports faculty-led research projects. Responsibilities may include data collection, data analysis, conducting literature reviews, and assisting with grant writing. This role is ideal for students pursuing research-intensive degrees or planning to pursue doctoral studies.

Q What is a Graduate Teaching Assistant (GTA)?

A A GTA assists faculty with instructional duties such as grading, tutoring, leading discussion sections, or teaching undergraduate courses (if qualified). This role is perfect for students interested in academic careers or gaining classroom experience.

Q What is a Graduate Professional Assistant (GPA)?

A A GPA works in administrative or student support offices across campus, contributing to program coordination, outreach, and service delivery. It is a great fit for students seeking experience in higher education administration or public service.

Q What are the benefits of a graduate assistantship?

A Assistantships typically include: a tuition waiver (standard graduate tuition), a monthly stipend, professional development opportunities, and eligibility for student health insurance.

Q How do I apply for a graduate assistantship?

A Check with your department or the Graduate College for openings. Assistantships typically require full-time enrollment and offer tuition waivers and stipends. Faculty post on the Graduate Research Assistant Job Board, which allows students to submit for a position.

Q How many hours do graduate assistants work?

A Most assistantships require 10–20 hours of work per week, depending on the position and funding level.

Q What is a Teacher of Record (TOR)?

A A TOR is a graduate student who teaches a course independently and is listed as the instructor in the university's course schedule. TORs are responsible for: designing and delivering course content, assessing student performance, managing classroom activities, and maintaining academic integrity and university standards.

Radow College Graduate Student Academic Support

*“Your education is a dress rehearsal for a life that is yours to lead.”
– Nora Ephron.*

Graduate student success in the Norman J. Radow College of Humanities and Social Sciences is supported by a comprehensive network of academic resources designed to meet the unique needs of advanced learners. From personalized advising and faculty mentorship to specialized writing and research support, students have access to tools that foster intellectual growth and professional development.

The college and university offer workshops, tutoring, and technology services that enhance learning, while career development programs and graduate assistantships help students prepare for life beyond the classroom. Whether navigating registration, preparing a thesis, or seeking guidance on academic policies, graduate students are encouraged to take full advantage of these resources to enrich their educational journey and achieve their goals.

Helpful Resources

- [Student Registration Guide](#)
- [Office of the Registrar – Registration Hub](#)
- [Academic Advising Registration Resources](#)
- [Graduate College – Current Students Hub](#) resources for academic policies, assistantships, and graduation procedures.
- [Graduate Catalog](#) is the official source for academic programs, policies, and course descriptions.



→ Academic Advising & Program Support

Advising: Your academic program support specialists or assigned Graduate Director is your primary contact. Check your department's website for contact details. Graduate students are not advised by general academic advisors.

Refer to the [Graduate Academic Advising Directory](#) for specific contacts.

DegreeWorks: Track your academic progress and plan your coursework.

[Access DegreeWorks](#)

→ Academic Calendar and Deadlines

The [Academic Calendar](#) outlines essential dates for registration, course adjustments, and graduation applications. Staying informed about these deadlines helps graduate students avoid missed opportunities, late fees, and academic penalties.

Registration Periods: When to register for classes each semester.

Drop/Add Deadlines: Make schedule changes without financial or academic penalties.

Payment Deadlines: Ensure tuition and fees are paid on time to avoid course deletion.

Graduation Application Deadlines: Submit your application by the posted deadline to be eligible for commencement.

Withdrawal Deadlines: Understand the last day to withdraw from a course and receive a "W" grade.

Final Exams and Grade Submission: When final exams occur and when grades are posted.

[Graduate Admissions Deadlines](#): Application deadlines for graduate programs, including required materials and submission timelines.





→ Writing & Research Support

Specialized writing coaches for theses, dissertations, literature reviews, and academic articles.

- [Graduate Writing Program Info](#)
- Schedule an [Appointment](#)
- Email: graduatewritingcenter@kennesaw.edu

University Libraries:

- Research consultations, extended loan periods, and access to scholarly databases.
- [Library Services](#)
- [Research Support](#)

→ Technology & Digital Learning Tools

D2L Brightspace: Course materials and communication.

- [D2L Login](#)

Software Access: Tools like SPSS, NVivo, Grammarly, Microsoft Office, and EndNote.

- [UITS Software Resources](#)

Library Tech Lending: Borrow laptops, anatomy models, and more.

- [Borrow & Request](#)

→ Tutoring & Academic Workshops

SMART Center: Tutoring in math, science, humanities, and social sciences.

- [SMART Center Info](#)

Supplemental Instruction (SI): Peer-led study sessions.

- [SI Program Info](#)

English Language Program (ELP): Support for non-native English speakers.

- [ELP Info](#)

→ Career & Professional Development

Career Planning and Development: Resume reviews, mock interviews, job fairs, and career advising.

- [Career Services](#)
- [Handshake Job Platform](#)

Graduate Student Professional Development (CETL):

- Workshops, micro-credentials, and teaching support.
- [CETL Graduate Development](#)

→ Accessibility & Inclusive Learning

Student Disability Services: Academic accommodations and support.

- [Disability Services Information](#)

Inclusive Learning Resources: Support for neurodiverse and multilingual learners.

- [ELP & Writing Center](#)

→ Policies & Procedures

Academic Integrity: Expectations for responsible scholarship.

- [Student Code of Conduct and Academic Integrity Policy](#)

Grade Appeals & Grievances: Radow College-specific forms.

- [Appeal Form](#)

Thesis/Dissertation Guidelines: Templates and submission deadlines.

- [Graduate College Forms](#)

→ Registration Information

Timely registration ensures students enroll in the appropriate courses, while regular advising sessions help tailor academic decisions to fit each student's career aspirations and program requirements.

Your registration will go smoothly if you are well prepared.

- Review your [Registration Holds - Office of the Registrar](#) e.g., immunization, financial, advising)
- Check your registration time ticket.
- Confirm remaining degree requirements in [DegreeWorks](#)
- Plan your schedule using the [Class Schedule Builder](#)
- Registration is completed through [Owl Express](#) and students should register early to secure preferred courses and avoid late fees.

Registration Timeline

Start Time: 8:00 a.m. on the first day of registration.

End Time: 11:45 p.m. on the last day of registration.

→ Eligibility

All currently enrolled students, readmitted students, and new graduate students are eligible to participate in registration.

Students must clear all holds before registering.

- View and resolve holds via [Prepare for Registration](#)
- Learn more about [Time Ticket Assignments](#)

Graduate Student Academic Support FAQs

Q What should I do if I am struggling academically?

A Reach out early—start with your advisor. Refer to the [Graduate Academic Advising Directory](#) for specific contacts. Also utilize [Campus Support Services](#):

- Writing Center: Specialized support for graduate-level writing, including theses, dissertations, proposals, and reports. [Learn More](#)
- Library Research Consultations: One-on-one help with literature reviews, citation management, and research strategies. [Learn More](#)
- English Language Program (ELP): Personalized support in writing, grammar, pronunciation, and public speaking for non-native English speakers. [Learn More](#)
- [Tutoring & Academic Workshops](#): Resources to strengthen academic skills and support graduate success.

Q What are the expectations for academic integrity?

A Graduate students are held to high standards of academic honesty. Plagiarism, cheating, and other violations are subject to disciplinary action. For more information, please review the [Student Code of Conduct and Academic Integrity Policy](#) for details. Kennesaw State also has a [Guidelines for AI Use at KSU policy](#).

Q What is DegreeWorks and how do I use it?

A [DegreeWorks](#) is an online tool that tracks your academic progress, showing complete, in-progress, and remaining requirements. It is accessible through [Owl Express](#) and should be reviewed regularly with your advisor.

Q What should I discuss during advising meetings?

A You should discuss course planning, degree progress, research opportunities, career goals, and any academic concerns.

Q What should I do if my course is disrupted (e.g., instructor absence, campus closure)?

A Course disruptions are addressed through departmental and university-level contingency plans. Faculty are expected to communicate alternative arrangements via D2L or email. For extended disruptions, contact your department or the [Office of Academic Affairs](#).

Q Where can I find the academic calendar?

A The official [Academic Calendar](#) is maintained by the Office of the Registrar and includes key dates for registration, payment deadlines, withdrawals, exams, and commencement.

Q What are my rights as a graduate student at KSU?

A As a graduate student at KSU, you have the right to: a respectful and inclusive learning environment; freedom of expression and academic inquiry; access to university resources and support services; and due process in academic and conduct matters. These rights are outlined in the [Statement of Student Rights and Responsibilities](#) and the [Student Code of Conduct](#).

Q Where can I find policies related to academic integrity and conduct?

A The [Student Conduct and Academic Integrity \(SCAI\)](#) office provides guidelines on plagiarism, cheating, and behavioral expectations. Violations may result in disciplinary actions.

Q What support is available for neurodiverse students or those with learning differences?

A [Student Disability Services](#) offers accommodations, coaching, and advocacy for students with ADHD, autism, and other learning differences.

Q What happens if I need to withdraw from a course?

A You can withdraw through [Owl Express](#) before the posted deadline. A “W” will appear on your transcript, but it will not affect your GPA. Withdrawals after the deadline may require special approval and could impact academic standing or financial aid eligibility. Full details of these policies are available in the [Graduate Catalog](#).

Q What is academic probation and how can I avoid it?

A Graduate students must maintain a minimum GPA of 3.0. Falling below this threshold will result in academic probation. You will need to raise your GPA in the following semester to avoid dismissal. You can find more information about this policy in the [Graduate Catalog](#).

Q Can I repeat a course to improve my grade?

A Yes, but only under specific conditions. The repeated course must be approved by your program, and both grades will appear on your transcript. Depending on institutional policy, only the higher grade may count toward your GPA. Details of this policy can be found in the [Graduate Catalog](#).

Q Do all graduate programs require a thesis or dissertation?

A No. Only select programs—such as the Ph.D. in International Conflict Management and the MA in Professional Writing—require a thesis or dissertation. Other programs may require capstone projects, portfolios, or practicum experiences.

Q When should I start planning my thesis or dissertation?

A Planning should begin early in your program. Most students start developing a topic and forming a committee by the second semester. Consult your advisor and program handbook for specific timelines.

Q Where can I find formatting and submission guidelines?

A The Graduate College [website](#) provides templates and detailed instructions for formatting, submission deadlines, and electronic upload procedures.

Q What support is available for thesis or dissertation writing?

A The [Graduate Writing Center](#), your advisor, and the library's research consultation services can help with structure, citations, and formatting.

Q Are there guidelines for submitting a thesis or dissertation?

A Yes. The [Graduate College](#) provides formatting templates, submission deadlines, and review procedures.

Q What happens during the thesis/dissertation defense?

A You will present your research to your committee, respond to questions, and receive feedback. After the presentation, the committee will determine whether to approve your work or request revisions.

Q What is an IRB and do I need approval?

A The [Institutional Review Board \(IRB\)](#) reviews research involving human subjects. If your thesis or dissertation includes surveys, interviews, or other human data, IRB approval is required before you begin data collection.

Q Who should I contact for assistance with technology or technology services?

A Navigating technology at KSU does not have to be overwhelming. For students, the [Student Technology Guide](#) breaks down everything students need to know about [Information Technology \(IT\)](#) at KSU, from accessing KSU systems and connecting to Wi-Fi, to downloading essential software.

Q How can I contact University Information Technology Services (UITS)?

A You can reach UITS by email at service@kennesaw.edu, by phone at 470-578-6999, or in person at either the Sturgis Library, Suite 4500 (4th Floor) on the Kennesaw Campus, or the Academic Building, Lower Level on the Marietta Campus.

Q How do I access my student email and other campus systems?

A Use your NetID to log into KSU systems like Outlook, [D2L Brightspace](#), and [Owl Express](#). [D2L Support](#) is available if you encounter issues.

Q How do I activate my student accounts and email?

A Visit the [NetID website](#) to activate your NetID. This gives you access to your student email, D2L Brightspace, Owl Express, and other campus systems.

Q Can I access my KSU email and Office apps online?

A Yes. You can use KSUmail, powered by Outlook, and download Office 365 apps like Word, Excel, and OneDrive from the [Technology Resources](#) page. You also have the option to install desktop versions for offline use.

Q How do I access campus technology services?

A KSU's University [Information Technology Services \(UIT\)](#) provides support for all your tech needs, including email, Wi-Fi, software, and learning platforms like [D2L Brightspace](#). You can contact the IT Service Desk at service@kennesaw.edu or call 470-578-6999 for help.

Q What is Microsoft Authenticator and why do I need it?

A Microsoft Authenticator is part of KSU's two-factor authentication system that protects your NetID and university accounts. It requires both your password and a second form of verification—such as a push notification or phone call—to log in securely. For more information, visit the [Technology Resources](#) page.

Q Who can I contact about Library services?

A [KSU Libraries](#) support student success, lifelong learning, and research by providing instruction, outreach, and access to academic resources in a welcoming and inclusive environment. You can contact the Sturgis Library on the Kennesaw Campus at 470-578-6202, or the L.V. Johnson Library on the Marietta Campus at 470-578-7276.

Q Where can I download software for my studies?

A Graduate students have access to a wide range of software including Microsoft Office 365, Adobe Creative Suite, SPSS, STATA, AutoCAD, and more.

To download software:

1. Visit <https://desktopsoftware.kennesaw.edu>
2. Log in with your KSU email and password
3. Select your software and follow the instructions to download or access it.

Please refer to the [software downloads](#) page for more information.

Q What library services are available for graduate students?

A Graduate students have access to the following [library services](#):

- Extended borrowing privileges (one semester for most books).
- One-on-one research consultations.
- Interlibrary loan and GIL Express.
- Study rooms and quiet spaces.
- Access to databases, journals, and eBooks.

Q Can I borrow technology or special materials from the library?

A Yes, you can borrow the following [technology](#):

- Laptops (in-library use)
- Course reserves
- Multimedia equipment (in some locations)

Q How can I get help with research or citations?

A You can use the [24/7 Live Chat](#) to connect with a librarian, schedule a research consultation, or attend a workshop. The library also offers [citation tools](#) and [subject-specific research guides](#). For more resources, visit the University Libraries' [Help Services](#) page.

Financial Information for Graduate School

*"An investment in knowledge pays the best interest."
- Benjamin Franklin*



Navigating the financial aspects of graduate school is essential for academic success and long-term planning. At Kennesaw State University, graduate students in the Norman J. Radow College of Humanities and Social Sciences have access to a variety of financial resources, including assistantships, scholarships, and federal aid. Understanding tuition and fee structures, payment deadlines, and available funding opportunities helps students make informed decisions and avoid unnecessary financial stress.

Graduate assistantships offer valuable professional experience alongside tuition support and stipends, while tools like [ScholarshipUniverse](#) connect students with tailored scholarship options. With careful planning and use of university resources, students can manage their educational expenses and focus on achieving their academic and career goals.

Graduate education is a significant investment, and Kennesaw State University offers a variety of financial resources to help students manage costs and access funding opportunities. Understanding these options empowers you to make informed decisions and focus on your academic and professional goals.

→ Tuition and Fees

Graduate tuition varies based on residency status, course delivery format (in-person vs. online), and program-specific fees.

- [View Graduate Tuition and Fees](#)
- [Bursar's Office – Payment Info](#)
- [KSU Graduate Tuition and Fee Structure](#)

In-State Tuition (Per Credit Hour)

Fall 2024, Spring 2025, Summer 2025

Credit Hours	Tuition	Student Fees	Total
3	\$909	\$624	\$1,533
6	\$1,818	\$624	\$2,442
9	\$2,727	\$624	\$3,351
12	\$3,634	\$624	\$4,258

Out-of-State Tuition (Per Credit Hour)

Credit Hours	Tuition	Student Fees	Total
3	\$3,357	\$624	\$3,981
6	\$6,714	\$624	\$7,338
9	\$10,071	\$624	\$10,695
12	\$13,428	\$624	\$14,052

Online (E-Tuition)

For students taking only online courses:

Credit Hours	Tuition	Student Fees	Total
3	\$1,179	\$340	\$1,519
6	\$2,358	\$340	\$2,698
9	\$3,537	\$340	\$3,877
12	\$4,716	\$340	\$5,056

**Note: Students in hybrid or on-campus courses are not eligible for online-only fee waivers.*

→ **Mandatory Student Fees (In-Person)**

Total: \$624 per semester, including:

- Activity Fee: \$46
- Athletic Fee: \$211
- Health Fee: \$51
- Parking Fee: \$30
- Rec Center Fee: \$92
- Sports & Recreation Parks Fee: \$81
- Technology Fee: \$55
- Transportation Fee: \$55
- Wellness Fee: \$3

For more details or program-specific costs (e.g., Executive or Premium programs), visit the [Graduate Financial Information page](#)

→ **Billing and Payment Deadlines**

Staying on top of billing deadlines is essential to avoid late fees or course deletion. Students should monitor their Owl Express account and pay tuition promptly to maintain enrollment. Tuition and fees are due at the time of registration. Students must pay by the posted deadlines to avoid late fees or course deletion.

- [Academic Calendar & Payment Deadlines](#)

→ **Payment Options**

Kennesaw State University's Bursar's Office offers multiple payment methods to make tuition and fee payments convenient and accessible for graduate students. Understanding these options helps ensure timely payments and avoids late fees or registration issues.

- [Student Payment Options](#)

Online Payments

Students can pay securely online through [Owl Express](#) or [Student Account Suite](#)

Accepted online payment methods:

- Webchecks (ACH): No additional fees.
- Credit/Debit Cards: Visa, MasterCard, Discover, and American Express (2.95% convenience fee applies).

In-Person Payments

Payments can be made at:

- Kennesaw Campus: Kennesaw Hall, Suite 1330
- Marietta Campus: Administration Building, Suite B141

Accepted in-person payment methods:

- Cash
- Checks
- Money orders
- (Note: Credit/debit cards are not accepted in person.)

Mail-In Payments

Students may mail checks (no cash) with their online statement to the Bursar's Office. Be sure to include your KSU ID number on the check to ensure proper processing.

After-Hours Drop Box

Drop boxes are available outside the Bursar's Office at both campuses. Use a pre-addressed envelope and include your check and online statement.

[Full Payment Options Overview – Bursar's Office](#)

Chart of Accepted Payment Options

Payment Method	Accepted Payment Types	Notes
Online (Owl Express)	Webcheck (no fee), Credit/Debit Card (2.95% fee)	24/7 online
In-Person (Bursar)	Cash, Check, Money Order, (no cards)	Mon-Fri 8am-5pm
Mail-In Payment	Check Only (KSU ID number noted)	Must arrive by payment deadline
After-Hours Drop Box	Check only with statement and KSU ID number	Located outside Bursar's office



→ **Third-Party Billing & Financial Aid**

Students receiving financial aid, scholarships, or third-party sponsorships should ensure all documentation is submitted before payment deadlines. Approved financial aid is automatically applied to student accounts once finalized.

Financial Aid

Graduate students at Kennesaw State University have access to a range of financial aid options to help cover the cost of tuition, fees, and living expenses. Unlike undergraduate students, graduate students are considered independent for financial aid purposes, which means they typically do not need to report parental income on the FAFSA (Free Application for Federal Student Aid).

Federal Student Aid

Graduate students may qualify for federal loans, grants, and work-study programs. Completing the FAFSA is the first step toward accessing these resources.

[Financial Aid Overview](#)

[Types of Financial Aid](#)

Graduate students may qualify for:

- Federal Direct Unsubsidized Loans: These loans accrue interest while in school but offer flexible repayment options.
- Graduate PLUS Loans: Credit-based loans that can cover the full cost of attendance.

KSU Office of Financial Aid

The Office of Financial Aid provides personalized support for graduate students, including:

- Help with understanding loan options and repayment.
- Guidance on maintaining eligibility.
- Assistance with financial aid appeals and verification

[KSU Financial Aid Overview](#)

Graduate School Preparation Checklist

The U.S. Department of Education offers a [Graduate School Preparation Checklist](#) to help students plan for both academic and financial aspects of graduate education. This includes tips on budgeting, loan management, and scholarship searches.

Scholarships

Scholarships are available through KSU and external sources, and many are tailored specifically for graduate students. KSU's Office of Scholarships and Financial Aid provides information on [finding and applying](#) for scholarships through the ScholarshipUniverse portal, a one-stop-shop tool to search and apply for thousands of scholarships.

[ScholarshipUniverse Portal](#)

[Scholarship Handbook \(PDF\)](#)

Federal Work-Study (FWS) Program

The Federal Work-Study Program offers part-time employment opportunities for graduate students with financial need, allowing them to earn money to help cover educational and personal expenses. Students may work on campus or in approved community service roles, up to 20 hours per week. Eligibility requires completion of the FAFSA and maintaining at least half-time enrollment with a minimum 3.0 GPA.

[Federal Work-Study Overview](#)

[Off-Campus FWS Opportunities](#)

Emergency Financial Assistance

Unexpected financial hardships can disrupt a student's academic progress. Kennesaw State University's Emergency Assistance (EA) Program, offered through CARE Services, provides short-term financial support to help students overcome crises such as housing instability, medical emergencies, or technological needs for remote learning. All degree-seeking students are eligible to apply and decisions are typically made within two weeks.

[Emergency Assistance Program](#)

[Financial Hardship Portal](#)

Graduate Assistantships

Assistantships offer financial support and valuable professional experience.

[Graduate Assistantship Info & FAQs](#)

[Radow College Funding Opportunities](#)

General Eligibility Requirements:

Be fully admitted to a graduate degree program.

Maintain a minimum 3.0 GPA in graduate coursework.

Be enrolled in graduate courses during the assistantship term.

Be lawfully present in the U.S.

Submit required application materials

[Graduate Assistantship FAQs](#)



Graduate Teaching Assistantship

Graduate Teaching Assistant (GTA) refers to graduate assistantships with a primary job duty of instruction. A Graduate Teaching Assistant (TA) assists faculty members with teaching. GTA Teaching Assistant responsibilities vary greatly and may include, but are not limited to:

- Teaching a small section of a course
- Holding office hours and meeting with students
- Assisting with the grading of homework, exams, and/ or written assignments
- Administering tests or exams
- Assisting a faculty instructor with large lecture classes by teaching students in laboratory or discussion sessions

Graduate Research Assistants

Graduate Research Assistant (GRA) refers to graduate assistantships that work on campus in research-related positions. Research assistants work under the supervision of an individual faculty member or center director. These research positions primarily exist in academic departments as well as some research centers and institutes. GRAs gain the experience of working alongside faculty members on innovative research. Work on research which is directly applicable to the student's thesis or dissertation submitted in partial fulfillment of the requirements for the Master's or Doctoral degree is not permitted. Research assistants should also not be engaged in work unrelated to their academic program or that does not further their educational experience and objectives. GRAs are funded through competitive faculty grants and contracts. GRA responsibilities vary greatly and may include, but are not limited to:

- Collecting, coding, and/or analyzing data
- Conducting literature reviews or library research
- Preparing materials for submission to funding agencies and foundations
- Writing reports
- Preparing materials for IRB review

Graduate Professional Assistantship (GPA)

GPA positions place students in administrative or academic support roles within university departments. These roles are designed to align with the student's academic program and professional goals. GPA responsibilities vary greatly and may include, but are not limited to:

- Collecting, coding, and/or analyzing data
- Project coordination
- Event planning
- Data entry and analysis
- Departmental support tasks

Teacher of Record (TOR)

Graduate students may also, once they hold a master's degree, a Teacher of Record (TOR). TORs are the primary instructors for undergraduate courses and must meet additional qualifications:

- Hold a master's degree in the teaching discipline or have 18 graduate credit hours in the subject area.
- Complete GRAD 9001 or an approved alternative
- Submit a CV and transcript to the Graduate College
- Complete the Teacher of Record Appointment Form and Buckley Form

TORs are responsible for:

- Designing and delivering course content
- Assessing student performance
- Managing classroom activities
- Maintaining academic integrity and university standards

Awarding Graduate Assistantships

Graduate assistantships at KSU are competitive and awarded based on academic merit, program needs, and available funding. These positions are designed to support graduate students financially while providing meaningful professional experience aligned with their field of study.

Application and Selection Process

Each program may require their own program-specific materials and award GA-ships based on their own criteria.

Assistantship Tiers and Workload

Graduate assistantships are structured into three tiers, which determine the number of hours worked per week and the corresponding tuition waiver and stipend



Tier Overview for Fall and Spring

Tier	Hours Worked Per Week	Week Per Semester	Hours Per Semester	Stipend Per Semester	Stipend Per Semester	Equivalent Pay Per Semester	Tuition Waiver for Semester
1	10	16	160	\$600	\$3,000	\$18.75	Max 6 hours
2	15	16	240	\$900	\$4,500	\$18.75	Max 9 hours
3	20*	16	320	\$1,200	\$6,000	\$18.75	Max 12 hours

Students may not exceed 20 hours/week across all assistantship roles. Tier assignments are based on departmental needs, funding availability, and student qualifications.

Renewal and Performance

Assistantships may be renewed if:

- The student maintains a minimum 3.0 GPA.
- The student performs duties satisfactorily.
- The department has funding.
- Students must also remain enrolled in graduate-level coursework during the assistantship term and comply with university employment policies.



Financial Information for Graduate School FAQs

Q Where can I find information about scholarships for graduate students?

A Use [ScholarshipUniverse](#) to search and apply for scholarships tailored to your profile. The [Graduate College](#) also offers scholarships like the Graduate College General and Alumni Scholarships.

Q How can I contact the Office of Scholarships and Financial Aid?

A You can reach the [Office of Scholarships and Financial Aid](#) by phone at 470-578-4636, by email at finaid@kennesaw.edu, or in person at Kennesaw Hall on the Kennesaw Campus or Administration Building B on the Marietta Campus.

Q Where can I gain additional Financial Wellbeing information?

A [Merlin Financial Education credentials](#) are independent, self-contained, online asynchronous learning experiences focused on student financial health. [Workshops and resources](#) are available through the Financial Aid Office, which is committed to building student awareness of financial responsibility by providing education resources on money management.

Q How do I apply for financial aid?

A Complete the [FAFSA \(Free Application for Federal Student Aid\)](#) as early as possible. For scholarships, visit [KSU's scholarship portal](#) and search for graduate-specific opportunities.
FAFSA opens: October 1
Scholarship application window: November 1 – March 1

Q What types of financial aid are available to graduate students?

- A** Graduate students at KSU may be eligible for:
- Federal Loans (e.g., Stafford Unsubsidized, Grad PLUS)
 - Scholarships (including KSU Foundation Scholarships)
 - Graduate Assistantships (GRA/GTA positions with tuition waivers and stipends)
 - Work-Study Programs

Q How does the Federal Work-Study Program work for graduate students?

- A**
- The FWS Program provides part-time jobs for students with financial need. Graduate students must have a 3.0 GPA, be enrolled at least half-time, and complete the FAFSA by March 1 to be considered. Federal Student Aid Office of the U.S. Department of Education also offers information, such as the Graduate School Preparation Checklist.

Q What services does the Bursar's Office provide for students?

- A**
- The Bursar's Office offers:
 - Student account services (billing and payment processing)
 - Cashier services (in-person payments and account inquiries)
 - Disbursement of financial aid refunds
 - Administration of private scholarships and third-party billing
 - Collection of Perkins Loans and KSU Emergency Loans

Q How can I contact the Bursar's Office?

- A** You can reach the Bursar's Office by phone at 470-578-6419, by email at bursars@kennesaw.edu, or in person at Kennesaw Hall, Suite 1330 on the Kennesaw Campus, or at the Administration Building B on the Marietta Campus.

Q Where can I make in-person payments or ask questions about my account?

- A** You can visit the Cashier's Office, located in Kennesaw Hall. They accept payments and assist with account-related inquiries, including charges, holds, and refunds.

Q How are financial aid refunds disbursed?

A Refunds are issued after your financial aid is applied to your account. You can receive refunds via direct deposit (recommended) or paper check. Set up your refund preference in the [Student Account Suite](#).

Q How are private scholarships and third-party payments handled?

A The [Bursar's Office](#) processes external scholarships and third-party billing (e.g., employer-sponsored tuition). You must submit documentation and authorization forms for third-party payments each semester.

Q What if I have a Perkins Loan or a KSU Emergency Loan?

A The [Bursar's Office](#) oversees the collection and repayment of [Perkins Loans](#) and [KSU Emergency Loans](#). You will receive billing notices and can make payments online or in person. Contact the office for deferment or repayment questions.

Q What are my options for paying tuition and fees?

A You can pay online through the [Student Account Suite](#) or [Owl Express](#) using:

- Web check (no fee)
- Credit/debit card (2.95% convenience fee)
- Mail (check only)
- In-person at the Bursar's Office (cash, check, money order)

Q Are there payment plans available?

A Yes. KSU offers:

- [Nelnet Payment Plan](#): Breaks tuition into monthly payments with no interest or credit check.
- [Housing Payment Plan](#): Available to students living on campus, this plan allows housing charges to be paid in four installments.

Q What are the key financial aid and payment deadlines?

A Important dates include: [FAFSA](#) Opens: December 1
For a full list of deadlines, visit the [Financial Aid Dates & Deadlines](#) page.

Q What types of scholarships are available for graduate students?

- A** KSU offers:
- Merit-based scholarships: Based on academic achievement, leadership, and service.
 - Need-based scholarships: Require [FAFSA submission](#) and demonstrate financial need.
 - [KSU Foundation Scholarships](#): Funded by donors and awarded annually.
 - [Staff Senate Scholarship](#): For KSU employees enrolled in USG courses.

Q How do I apply for scholarships at KSU?

A Use [ScholarshipUniverse](#), KSU's scholarship portal, to search for and apply for both internal and external scholarships. Log in with your NetID and complete your profile to be matched with eligible opportunities.

Q Do I need to pay taxes on my assistantship or stipend?

A Yes. [Stipends](#) are considered taxable income. KSU offers workshops and resources to help students understand tax obligations.

Q Does KSU offer help with taxes or financial planning?

A Yes. Workshops and resources are available through [Financial Aid](#) and [CARES](#) to help with budgeting, taxes, and financial literacy.

Q What should I do if I'm facing an unexpected financial hardship?

A You can apply for support through the [Emergency Assistance \(EA\) Program](#) offered by [CARE Services](#). This program helps degree-seeking students overcome unforeseen challenges. Assistance may include:

- [Temporary housing](#)
- [Textbook purchases](#)
- [Technology for remote learning](#)
- [Transportation costs](#)
- [Rent or utility bills](#)
- [Emergency healthcare](#)
- [Childcare expenses](#)
- [Tuition and outstanding balances](#)

Career and Professional Development

"The beautiful thing about learning is that nobody can take it away from you." – B.B. King

Graduate students in the Norman J. Radow College of Humanities and Social Sciences are encouraged to actively engage in career and professional development throughout their academic journey. We will help you prepare for meaningful careers in academia, industry, government, and nonprofit sectors. Our programs offer a wide range of career and professional development resources to help you explore career paths, build essential skills, and transition confidently into the workforce.





→ Career Planning and Development Services

The [Career Planning and Development Office](#) provides personalized support for graduate students, including:

- Career advising appointments.
- Resume and CV reviews.
- Mock interviews and interview coaching
- Job and internship search tools via Handshake
- Professional headshots and branding workshops
- Career fairs and employer networking events. Internships are available through Radow College departments and KSU's [Experiential Education Program](#)
- [Big Interview](#): an online mock interview platform

[Graduate Student Career Resources](#)

[Resume & Cover Letter Resources](#)

→ Graduate College Professional Development

The [Graduate College](#) supports students through:

- [Three Minute Thesis \(3MT™\)](#) Competition: A research communication challenge to present your thesis in just three minutes.
- [Graduate Student Travel Awards](#): Funding to present research at academic conferences.
- Workshops and events focused on research, publishing, and career readiness.
- [Radow College](#) and external research grants
- Opportunities for publication and conference participation

[Graduate College Professional Development](#)

→ Teaching and Learning Development

The [Center for Excellence in Teaching and Learning \(CETL\)](#) offers specialized programs for graduate students interested in teaching:

- Graduate Student Teaching Orientation
- Micro-credentials in scholarly teaching and instructional design
- Workshops and webinars on evidence-based teaching practices
- Individual consultations and classroom observations

[CETL Graduate Student Teaching Resources](#)

➔ Career Exploration Tools

There are several platforms that help you assess your strengths and explore career options:

- Focus2Career: Career planning and major exploration
 - Steppingblocks: Career outcomes and salary data for KSU graduates
 - Education Abroad Programs: International internships and global career development
 - Owl Trek: Career exploration and site visits
 - O*NET Interest Profiler: Match interests to potential career
- Career Self-Assessment Tools

➔ Building Your Resume or CV

Graduate students can access tailored resume and CV templates, including discipline-specific examples from Radow College departments.

[Build Your Resume/CV – Radow College](#)
[Resume & Cover Letter Resources](#)



Career & Professional Development FAQs

Q How can I contact the [Career Planning and Development Office](#)?

A You can reach the Career Planning and Development Office by email at career_services@kennesaw.edu, by phone at 470-578-2727, or in person at either the following locations:

- Kennesaw Campus: Academic Learning Center, Building 480, Suite 3525
- Marietta Campus: Joe Mack Wilson Student Center, Building A, Suite 16

Q Are there resources for career planning and job placement?

A Yes. Graduate College and Career Services offer workshops, resume reviews, and networking events tailored specifically for graduate students. The [Career Planning and Development Office](#) serves as the central hub for career services at KSU. Graduate students have access to:

- Personalized career advising appointments.
- Resume and cover letter reviews.
- Mock interviews through [Big Interview](#)
- Job and [internship fairs](#)
- The [Handshake platform](#) for job and internship listings

Q Are there volunteer opportunities?

A Yes. Volunteer at KSU Day of Service, which includes students, alumni, faculty, staff, and community members serving together at many sites. Everyone can find an opportunity to fit their interests! [KSU Day of Service](#).

Other volunteer opportunities: [Events & Programming](#), [Volunteer Opportunities](#), [Tracking Service Hours](#)

Q Can I participate in internships or assistantships?

A Yes. Many graduate programs offer [graduate assistantships](#) or support [internships](#). Check with your department for eligibility requirements and application procedures. Internships provide valuable professional experience, allow you to apply classroom learning, and help you build your network. They may be paid or unpaid and can sometimes offer academic credit.

Steps to Apply for Internship Credit:

1. Search and apply for internships via Handshake.
2. Accept an offer and complete the Experience Form in Handshake.
3. Register for the internship course in [Owl Express](#) once approved.

Q Are there career services specifically for graduate students?

A Yes. The [Graduate College](#) and [Career Services](#) offer [resume reviews](#), [mock interviews](#), career fairs, and job search tools tailored to graduate-level careers.

Q Where can I go to get help with my Resume, CV or Cover Letter?

A The [Department of Career Planning and Development](#) is here to assist students with any and all career-related needs. They also have a [website full of examples](#).

Q What are the key financial aid and payment deadlines?

A Important dates include: [FAFSA](#) Opens: December 1
For a full list of deadlines, visit the [Financial Aid Dates & Deadlines](#) page.

Q Can I get professional headshots?

A Yes! Whether you need a professional headshot for your LinkedIn profile, e-portfolio, professional networking, or any other reason, Career Planning and Development has got you covered! [Click Here](#) to make an appointment.

Academic Policies

*"The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn."
– Alvin Toffler.*

Graduate students at Kennesaw State University are expected to uphold high academic standards and engage with a wide range of support services designed to foster success, integrity, and well-being. Understanding university policies and knowing where to find help are essential to navigating your academic journey effectively.

Explore the Graduate Catalog

Click a tab to go to that section!

- 1** **General University Regulations**
- 2** **Registration Policies**
- 3** **Grading Policies**
- 4** **Academic Standing, Probation, and Reinstatement Policies**
- 5** **Program Requirements and Graduation Policies**
- 6** **Transfer Policies**
- 7** **Faculty Curriculum Development Policies**

Graduate Catalog and Academic Policies

The Graduate Catalog is the official source for academic policies, program requirements, and course descriptions. Students should consult it regularly to stay informed.

- [Graduate Catalog](#)

Academic Policies Overview

KSU's academic policies are organized into key categories that guide your progress through graduate study:

- **Registration Policies:** Guidelines for course enrollment, add/drop deadlines, and withdrawal procedures.
- **Grading Policies:** Standards for grade assignment, appeals, and incompletes.
- **Academic Standing:** Policies on probation, dismissal, and reinstatement.
- **Graduation Requirements:** Degree completion criteria, thesis/dissertation submission, and commencement eligibility.
- **Transfer Credit Policies:** Rules for transferring graduate-level coursework from other institutions.
- Additional policies related to integrity and student conduct.

Graduate Academic Policies

Graduate students at Kennesaw State University are expected to follow institutional policies that guide academic progress, registration, grading, graduation, and transfer of credits. These policies ensure consistency, fairness, and transparency across all programs. Students have the right to a safe, inclusive, and academically rigorous environment. They also have responsibilities to follow university policies and engage in ethical scholarship. [Student Rights and Responsibilities](#)

General University Regulations

These policies cover institutional expectations such as student responsibility, FERPA compliance, and operational procedures. Students are expected to be familiar with university rules and consult official sources when making academic decisions.

[General University Regulations – Graduate Catalog](#)

[Registration Policies – Graduate Catalog](#)

[Class Withdrawal Policy – Registrar](#)



→ Registration Policies

Graduate students must register each academic year to maintain active status. Policies include time ticket access, registration holds, continuous enrollment for thesis/dissertation work, and withdrawal procedures.

→ Grading Policies

Grading policies define how grades are assigned, changed, and appealed. Graduate students must earn a grade of “C” or better in all courses counted toward the degree. Grade appeals must be based on miscalculation, inconsistent grading, or violation of stated policies.

[Grading Policies – Graduate Catalog](#)

[Grade Appeals – Registrar](#)

→ Academic Standing

Graduate students must maintain a minimum institutional GPA of 3.0. Falling below this threshold results in probation, and failure to improve may lead to dismissal. Reinstatement requires a formal petition and adherence to a remediation plan.

[Academic Standing, Dismissal & Reinstatement – Graduate Catalog](#)

[Academic Standing Appeals – Registrar](#)

→ Graduation Requirements

To graduate, students must complete all program requirements, maintain a 3.0 GPA, and submit a graduation application by the posted deadline. Thesis and dissertation students must follow formatting and submission guidelines.

[Program Requirements & Graduation – Graduate Catalog](#)

[Thesis & Dissertation Guidelines – Graduate College](#)

→ Transfer Credit Policies

Graduate students may transfer up to 25% of required credit hours from other regionally accredited institutions. Only courses with a grade of “B” or higher are eligible, and transfer credits do not affect GPA.

[Transfer Policies – Graduate Catalog](#)

[Graduate Transfer Credit Request Form \(PDF\)](#)

→ Academic Integrity and Student Conduct

Kennesaw State University is committed to fostering a culture of integrity, respect, and accountability. Graduate students are expected to uphold the highest standards of academic honesty in all coursework, research, and scholarly activities.

Violations of academic integrity include:

- Plagiarism: Using someone else's work or ideas without proper citation
- Cheating: Unauthorized use of materials or assistance during exams or assignments
- Fabrication: Falsifying data, research, or academic records
- Unauthorized Collaboration: Working with others on assignments meant to be completed individually.

Sanctions for violations range from grade penalties to suspension or expulsion, depending on the severity and nature of the misconduct. Students are strongly encouraged to review university policies and procedures through the Office of Student Conduct and Academic Integrity (SCAI), which provides guidance on expectations, reporting, and resolution processes.

[Office of Student Conduct and Academic Integrity \(SCAI\)](#)
[Academic Integrity Resolution Process \(PDF\)](#)

→ Appeals and Grievance Procedures

Graduate students may appeal academic decisions such as admissions, grades, or dismissals. The Graduate College and Dean of Students Office provide structured processes to ensure fairness.

[Graduate Appeals and Policies](#)
[Complaints and Appeals Resources](#)

→ Military and Active Duty

Military-connected students—including veterans, active-duty personnel, and dependents—may qualify for VA education benefits. KSU certifies enrollment for several programs including the post-9/11 GI Bill®, Montgomery GI Bill®, and Veteran Readiness and Employment (VR&E). Students must:

- Be formally admitted to a degree-seeking program.
- Submit a Certificate of Eligibility and Request for Certification form each semester.
- Maintain full-time or half-time enrollment to receive housing stipends.



→ Title IX and Sexual Misconduct Policy

KSU is committed to maintaining a safe and equitable campus environment. Title IX prohibits sex discrimination in education, and KSU addresses violations through its Sexual Misconduct Policy. Students affected by sexual misconduct have access to confidential support services and can report incidents through the Office of Institutional Equity.

[Title IX Policy and Support Services](#)
[Report Sexual Misconduct – TellKSU](#)

→ Role of the Registrar

The Office of the Registrar at Kennesaw State University plays a vital role in supporting graduate students throughout their academic journey. From enrollment to graduation, the Registrar ensures that student records are accurate, secure, and accessible. Below are key services provided by the Registrar that are especially important for graduate students:

Academic Records Management

The Registrar maintains official student records, including grades, course history, and degree progress. The office processes transcript requests and enrollment verification for employment, licensure, and financial aid. It also supports updates to personal information such as name changes and preferred names.

Transcripts and Enrollment Verification

The Registrar manages official academic records, including transcripts and enrollment verification. Graduate students may request:

- Official Transcripts for job applications, licensure, or further education.
- Enrollment Verification Letters for insurance, loan deferment, or employment.

Requests can be made online through [Owl Express](#) or the [Registrar's Transcript Services](#)

[Enrollment Verification Request](#)

Diplomas and Degree Conferral

After graduation, the Registrar is responsible for:

- Verifying degree completion
- Issuing printed diplomas and certified electronic diplomas (CeDiplomas)
- Updating student records to reflect degree conferral

Diplomas are typically mailed 4–6 weeks after the end of the term.

[Diplomas and Degree Conferral Info](#)

Full-Time Registration Requirements

Graduate students are considered full-time when enrolled in 9 or more credit hours during a fall or spring semester. For summer, full-time status depends on program structure. Full-time enrollment may be required for:

- Graduate assistantships
- Financial aid eligibility
- International student visa compliance

Students should consult their program coordinator or advisor for enrollment expectations.

[Graduate Academic Policies – Full-Time Status](#)

Graduation Application Process

Graduate students must apply for graduation via Owl Express in the semester they plan to complete their degree. Deadlines are posted on the Registrar's website.

[Graduation Application Instructions](#)

FERPA and Personal Records Updates

The Family Educational Rights and Privacy Act (FERPA) protects student education records. Students can update personal information and manage privacy settings through Owl Express.

[FERPA Overview](#)

[Personal Information Updates](#)

Immunization Requirements

All students must submit proof of required immunizations upon admission. Failure to do so will result in a registration hold 30 days into the term.

Immunization records are submitted via the Immunization Portal.

[Immunization Requirements and Submission Portal](#)

[Immunization Forms and Exemptions](#)

Updating Personal Information

Students can update their personal information, including legal name, preferred name, address, and gender—through Owl Express or by submitting appropriate forms to the Registrar. These updates ensure accurate records and compliance with identity management standards.

[Update Personal Information – Registrar](#)

[Student Forms and Requests](#)

Immunization Requirements

All students must submit proof of required immunizations to avoid registration holds. Records can be uploaded via the [Immunization Portal](#), and exemptions may be requested through [Immunization Forms](#).

Academic Policies FAQ

Q How do I transfer graduate credits from another institution?

A Official transcripts and a [transfer credit](#) request must be submitted. Typically, up to nine credit hours may be transferred, subject to approval by your program and the Graduate College.

Q What is the process for transferring credits from another institution?

A You must submit official transcripts and a transfer credit evaluation request. Approval is subject to program and [Graduate College policies](#).

Q How can I contact the Registrar's Office?

A You can reach the [Registrar's Office](#) by email at registrar@kennesaw.edu, by phone at 470-578-3186, or in person at either the Kennesaw Hall Rotunda (Kennesaw Campus) or Administration Building B (Marietta Campus).

Q How do I register for graduate courses?

A Registration is completed through [Owl Express](#). Be sure to consult your program advisor before registering to ensure you meet [degree requirements](#).

Q Are immunizations required for graduate students?

A Yes. All students must submit proof of required immunizations through the KSU [Immunization Portal](#). An Immunization Exemption form is available for eligible special populations. You can review the full list of requirements and guidelines on the [Immunizations](#) webpage. Please note that holds may be placed on your account if documentation is missing.

Q Can I take undergraduate courses as part of my graduate program?

A No. Graduate programs do not count undergraduate courses toward degree requirements unless specifically approved by your advisor and program coordinator.

Q How do I apply for graduation?

A Submit your graduation application through [Owl Express](#) by the posted deadline for your intended graduation term.

Q What is the process for applying for graduation?

A You must apply through [Owl Express](#) by the posted deadline for your intended graduation term. Your advisor will help ensure you have met all degree requirements.

Q Where can I access my grades and GPA?

A Grades are posted in [Owl Express](#) at the end of each semester. You can view your semester GPA and cumulative GPA there. Official grade reports are no longer mailed. Please review [Grading Policies](#) for more information.

Q How do I request an official transcript or enrollment verification?

A You can request [transcripts](#) and [enrollment verifications](#) directly from the Office of the Registrar for special cases.

Q What is the minimum GPA required to remain in good academic standing?

A Graduate students must maintain a minimum GPA of 3.0. Falling below this may result in academic probation or dismissal. Refer to the [Graduate Catalog](#) for additional information.

Q How do I update my personal information (name, address, etc.)?

A You can update your address or phone number by logging into [Owl Express](#). For legal name changes, submit the required documentation to the Registrar's Office.

Q What are my rights under FERPA?

A The [Family Educational Rights and Privacy Act \(FERPA\)](#) protects your educational records. You have the right to access your records and request corrections.

Q What university policies should I be aware of?

A Key policies include:

- [FERPA](#)
- [Title IX](#)
- [Academic Integrity](#)
- [Student Code of Conduct](#)

Q How do I apply for graduation and receive my diploma?

A Submit your graduation application through [Owl Express](#) by the posted deadline. Diplomas are mailed after degree conferral. Refer to the [Office of the Registrar](#) website for additional information.

Q How do I use my VA education benefits at KSU?

A The [Military and Veteran Services Office](#) helps you:

- Submit intake paperwork.
- Request enrollment certification.
- Understand how changes in enrollment affect your benefits.

Q What are my options for certifications or proof of degree?

A You can request [degree certifications](#) or [letters of completion](#) through the Registrar's Office for employment, licensing, or graduate school applications.

Student Services

*"Education is not the learning of facts, but the training of mind to think."
- Albert Einstein*

Kennesaw State University offers a wide range of campus services to support graduate students in their academic, professional, and personal lives. From printing and mailing to international advising and study spaces, these resources are designed to make campus life more efficient, inclusive, and enriching.

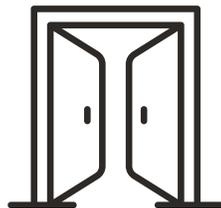
→ Talon Card and KCash

Your Talon Card is your official student ID and key to campus access, dining, printing, and events. You can load funds onto your card using KCash, which works like a campus debit account.

Meal Plans



Door Access



Events



KCash



Talon One Service Center locations:

Kennesaw

James V. Carmichael Student Center

- Monday – Friday, 8:00 AM – 5:00 PM
- 395 Cobb Avenue Kennesaw

Marietta

Joe Mack Wilson Student Center

- Monday – Friday, 8:00 AM – 5:00 PM
- 860 Rossbacher Way Marietta

University Village Suites

- Monday – Friday, 10:00 AM – 7:00 PM
- 1074 Canton Place NW Kennesaw

You can also call at 470-578-8663 (T-ONE) or email talonone@kennesaw.edu.



→ **Visa and Immigration Services**

The [International Student and Scholar Services \(ISSS\)](#) office supports F-1 and J-1 visa holders, exchange visitors, and international faculty. Services include visa advising, SEVIS compliance, emergency support, and workshops on maintaining status. Students can access [iStart](#) for document submission and appointment scheduling

→ **International Student Orientation**

All new international students are required to attend [International Student Orientation](#), which introduces visa regulations, academic expectations, and campus resources. Graduate students also receive tailored support through the [Graduate College Orientation](#).

→ **Housing and Dining**

Graduate students can live in upperclassmen housing and access flexible meal plans. Learn more about [Housing and Residence Life](#) and [Residential Meal Plans](#), which include Dining Dollars usable across campus eateries.

→ **Transportation and Parking**

KSU offers shuttle services via the [Big Owl Bus](#), bike-share programs, and EV charging stations. Students must register for parking permits through the [Parking Portal](#).

→ **Bookstore and Library Services**

The KSU Bookstore provides textbooks, tech accessories, and Day One Access digital materials. The [University Libraries](#) offer research consultations, printing services, and 24/7 chat support.

→ **Printing and Copying Services**

Students can print, copy, and scan documents at multiple locations across campus, including libraries and student labs.

- Use your Talon Card and KCash to pay for printing.
- Access printers via [KSU Print](#) or visit [Library Printing Services](#) for locations and costs.

→ **Campus Postal Services**

KSU's Campus Postal Services handles incoming and outgoing mail, including USPS, FedEx, and UPS.

- Student mail centers are located on both campuses.
- Amazon Lockers are available for convenient package pickup.
- Contact: TalonExpress@kennesaw.edu

→ **Office of the Ombuds**

The Ombuds Office provides confidential, impartial support for resolving academic and interpersonal concerns.

- Offers informal conflict resolution, policy guidance, and referrals.
- Available to all students, faculty, and staff.

→ **International Student and Scholar Services (ISSS)**

The ISSS Office supports F-1 and J-1 visa holders and international scholars.

- Advising available in-person and virtually.
- Emergency support via KSU Police at 470-578-6666.
- [ISSS Contact Info](#)

→ **Textbooks and Course Materials**

The KSU Bookstore offers textbooks, supplies, and digital materials.

- [Day One Access](#) provides discounted digital textbooks available through D2L.
- Students can search by course and compare prices online.

→ **Study Spaces**

Graduate students have access to dedicated study spaces across both campuses:

- [Library Study Rooms](#) for group collaboration.
- [Graduate Student Success Centers](#) in ALC3550 (Kennesaw) and Norton Hall (Marietta).
- [The Study](#): 24/7 quiet study spaces with Talon Card access

Student Services FAQ

Q What is the Talon One Service Center?

A The Talon One Service Center is for questions related to Campus Services. You can contact them by email at talonone@kennesaw.edu, by phone at 470-578-8663, or visit in person at the following locations:

- Kennesaw Campus: Carmichael Student Center and University Village Suites
- Marietta Campus: Joe Mack Wilson Student Center

Q What is a Talon Card?

A Your Mobile Talon Card is your official KSU ID and your key to campus. Use your iPhone, Apple Watch, Samsung Galaxy, or other eligible devices to access libraries, bookstores, classes, dining halls, residence halls, and more.

Q How do I get my Talon (student ID) card?

A To get your Talon Card, visit the Talon One Service Center office on campus and bring a valid photo ID. Your student ID provides access to campus buildings, library services, and events. Physical Talon Cards are available to incoming students whose mobile devices are not compatible with the Mobile Talon Card.

Q What is KCash and how do I use it?

A KCash is a prepaid account linked to your Talon Card that can be used for printing, dining, bookstore purchases, and vending machines. You can add funds online or at campus kiosks.

Q Where can I get printing and copying services?

A The Campus Print Shop and Copier Services provide printing, copying, and binding services for students. You can submit jobs online or in person.

Q Where do I go for campus dining?

A Both campuses feature full-service [university dining](#) halls, along with popular quick-service restaurants. On the Kennesaw Campus, you will find The Commons, and on the Marietta Campus, Stingers serves as the main dining hall.

Q What dining options are available on campus?

A KSU offers a variety of [dining locations](#) across both campuses, including [meal plans](#), retail dining, and [mobile ordering](#).

Q Is there a campus post office?

A Yes. [Campus Postal Services](#) handles mail and package delivery for students living on campus and offers mailing services for all students.

Q What if I need access to a specific building or lab?

A [Door Access Services](#) manages electronic access to secure areas. Your [Talon Card](#) may be programmed for access based on your course or assistantship.

Q What transportation options are available?

A KSU offers shuttle services between campuses. [Parking permits](#) can be purchased through [Parking Services](#). Additionally, public transit options such as [CobbLinc](#) serve the surrounding area, providing convenient access to and from campus.

Q How do I order textbooks and course materials?

A You can search by course and order online through the [KSU Bookstore](#) website. Choose between new, used, rental, or digital formats. Orders can be shipped or picked up in-store.

Q How do I find my way around campus?

A KSU provides several tools to help you navigate both the Kennesaw and Marietta campuses:

- [Interactive Campus Maps](#): These show building locations, parking areas, dining options, and accessibility features.
- [Virtual Campus Tour](#): A great way to familiarize yourself with key locations before arriving.
- [BOB Bus Shuttle Tracker](#): For commuting between campuses, the [Big Owl Bus \(BOB\)](#) shuttle offers real-time tracking and route info.

Q What can I buy at the KSU Bookstore?

A The [KSU Bookstore](#) offers:

- Textbooks and course materials (including Day One Access)
- Graduation regalia and diploma frames
- KSU-branded apparel and gifts
- School supplies, electronics, and software

Q Are there bookstores on both campuses?

A Yes. The [Kennesaw Campus Bookstore](#) is can be reached by phone at 470-578-6261 or visit in person at the Carmichael Student Center. The Marietta Campus Bookstore is in the Joe Mack Wilson Student Center and can be reached by phone at 470-578-4535.

Q What if my textbook is on back order or my order is delayed?

A Backordered items will be shipped when available. You will not be charged until the item is processed. For updates, contact the bookstore at onlineorders@kennesaw.edu or call 470-578-6261.

Q What services are available for international graduate students?

A The Office of [International Student and Scholar Services \(ISSS\)](#) offers visa support, cultural programming, and compliance guidance.

Q Is housing available for graduate students?

A On-campus housing is limited for graduate students, but off-campus options are plentiful. The KSU [Housing Office and Off-Campus Housing website](#) can help you explore options.

Q If I live off campus, where can I study?

A KSU offers dedicated graduate student study spaces on both campuses:

- Kennesaw Campus: Academic Learning Center (ALC 3550) provides quiet study areas and collaborative spaces.
- Marietta Campus: Norton Hall, 2nd floor, offers similar amenities tailored for graduate students.

Q How do I report concerns or complaints at KSU?

A Use the [KSU Concern Portal](#) to report:

- Discrimination or harassment
- Campus services issues
- Enrollment or financial aid concerns
- Policy violations

Q Who should I contact if my university-related concerns are not resolved through normal channels?

A If your concerns are not adequately addressed through standard university channels, the [Office of the Ombuds](#) offers confidential and informal assistance. The Ombuds is an impartial resource who helps you explore options and strategies for resolution. You can reach the Office of the Ombuds by phone at 470-578-7773, by email at ombuds@kennesaw.edu, or in person at:

- Kennesaw Campus: Kennesaw Hall, Room 2302
- Marietta Campus: Norton Hall, R2-314

Campus Life and Wellbeing

*"Whatever you do, always give 100%. Unless you're donating blood."
– Bill Murray*

Graduate school is a time of intense academic focus, but it is also important to maintain your physical, emotional, and social wellbeing. Kennesaw State University offers a wide range of services and programs to support students in managing stress, staying healthy, building community, and finding balance. Whether you are seeking counseling, health care, recreation, or leadership opportunities, KSU provides resources to help you thrive both inside and outside the classroom.



Counseling and Psychological Services (CPS)

CPS offers free, confidential mental health services to currently enrolled students. Services include:

- Individual, group, and couples counseling
- Psychiatric evaluations and medication management
- Case management and crisis support
- Peer counseling and wellness workshops
- 24/7 support is available via UWill at 833-646-1526.

Explore [CPS Services](#)



Disability and Accessibility Services

Student Disability Services (SDS) provides academic accommodations and accessibility support for students with documented disabilities. Services include:

- Testing accommodations
- Academic coaching
- Housing and classroom adjustments
- Real-time captioning and interpreting
- Learn how to get started with SDS

→ Student Organizations and Leadership

Graduate students can join over 375 [Registered Student Organizations \(RSOs\)](#) or participate in leadership development through the [Department of Student Leadership](#). These opportunities foster community engagement, professional growth, and campus impact.

→ Health Services and Immunizations

[Student Health Services](#) offers primary care, immunizations, wellness education, and virtual appointments.

- Clinics located on both campuses
- Immunization records must be submitted via the [Immunization Portal](#)
- Health insurance options are available through the [Registrar's Office](#)

→ Work-Life Balance and Wellness Resources

[Health Promotion and Wellness](#) provides programs to support emotional, physical, and social wellbeing.

- Nutrition counseling, CPR training, and fitness assessments
- Relaxation Station with massage chairs and mindfulness activities
- Peer Health OWLs and wellness workshops
- Explore Wellbeing@KSU

→ Athletics and Recreation

Graduate students can participate in intramural sports, fitness classes, and recreation activities. They can access to campus fitness centers with membership, purchase tickets to KSU Athletics events, and participate in outdoor adventures and wellness challenges.

→ Graduate Student Engagement and Organizations

Graduate students can join [Registered Student Organizations \(RSOs\)](#), participate in leadership programs, and serve in student government.

- [Department of Student Leadership](#) offers workshops and micro-credentials.
- [Global Ambassador Program](#) connects international and domestic students.
- Volunteer through [Student Volunteerism and Service](#)

→ Children and Family Programs (CFP)

The Children and Family Programs in the Wellstar College of Health and Human Services provide evidence-based services to support student parents. These include:

- Behavioral parent training and therapy
- Academic and well-being consulting
- Virtual office hours for parenting and academic support
- Internships and professional development for students interested in family services
- Email: cfpinfo@kennesaw.edu for appointments or consultations.

→ CARE Services for Student Parents

CARE Services offers holistic support for students experiencing financial instability, food insecurity, or housing challenges. Services include:

- Emergency financial assistance
- Campus food pantries
- Case management and referrals
- Support for students with children or dependents
- CARE also hosts wellness panels and events tailored to graduate students.
- CARE Services offers food pantries, emergency housing, and financial assistance for students facing hardship.

→ Parent and Family Programs

The Parent and Family Programs Office helps families stay connected to KSU and provides resources to support student success. Services include:

- Owl Family Hub for updates and resources
- Family Weekend and engagement events
- Support for parents attending orientation with their student
- Email: family@kennesaw.edu for more information.

→ Health Promotion and Wellness Services

KSU's Health Promotion and Wellness office offers a wide range of services, including:

- Nutrition counseling and wellness coaching
- CPR, First Aid, and AED training
- Sexual health education and peer health programs
- Virtual wellness workshops and events
- Students can also borrow educational models and materials for presentations or personal learning.

→ **Group Fitness and Recreation**

Graduate students have access to campus fitness centers and group classes. These include yoga, strength training, dance, and more.

- Visit the [Department of Sports and Recreation](#) for schedules and membership details.

→ **Wellness Education and Resources**

KSU promotes holistic wellness through the [Wellness Education & Resources](#) portal, which covers:

- Mental health and stress management
- Heart health, diabetes prevention, and nutrition
- Mindful eating and healthy weight management
- Free access to wellness catalogs and online classes

→ **Nature Bound Program**

[Nature Bound](#) is KSU's signature outdoor recreation initiative. It offers trips and activities for all skill levels, including:

- Hiking and backpacking
- Mountain and road biking
- Kayaking, canoeing, and paddleboarding
- Rock climbing and caving
- Snowboarding and hang gliding
- Trips are designed to foster experiential learning, build confidence, and connect students with nature and each other.

→ **Climbing Gyms**

KSU has climbing gyms on both campuses:

- Kennesaw Campus: 3,722 sq. ft. climbing space with a 47' tower and bouldering wall
- Marietta Campus: 845 sq. ft. bouldering area added in 2025
- Open climbing hours, belay courses, and "Try Rock Climbing Nights" are available weekly.
- Explore [Climbing Gym Info](#)

Campus Life and Wellbeing FAQs

Q How can I reach the Counseling and Psychological Services Office?

A You can reach counseling and psychological services by phone at 470-578-6600, by email at counseling@kennesaw.edu, or in person at the following locations:

- Kennesaw Campus: Kennesaw Hall, Suite 2401
- Marietta Campus: Joe Mack Wilson Student Center, Suite 170

Q How do I manage work-life balance during graduate school?

A KSU has many [wellness programs](#) that can help you maintain balance.

- [CARE Services](#): Access to food, housing, and emergency support.
- Center for Young Adult Addiction and Recovery (CYAAR): Support for students in or seeking recovery.
- Sports & Recreation: Fitness classes, intramural sports, and outdoor activities
- Peer-to-peer support: Trained students offering mentoring and wellness guidance.
- Mental Health Training: Awareness and skills for supporting others.
- UWill Online Counseling: Free, secure, and immediate access to licensed counselors, including evenings and weekends

Q Who should I talk to if I have questions about student engagement opportunities?

A The [Division of Student Affairs](#) enhances the student experience by fostering a sense of belonging and preparing students for lifelong success. You can reach the office by email at studentaffairs@kennesaw.edu, or visit in person at Kennesaw Hall, Room 3007, on the Kennesaw Campus.

Q Can graduate students join student organizations or leadership programs?

A Yes. Graduate students are encouraged to participate in student organizations, Graduate Student Association (GSA), and leadership development programs offered through Student Affairs.

Q Where can I find the KSU Athletics Calendar?

A Visit the KSU Owls Athletics Calendar for schedules of games and events across all sports.

Q What mental health resources are available to graduate students?

A KSU's Counseling and Psychological Services (CPS) offers free and confidential support. Graduate students are encouraged to use these services. CPS offers free, confidential mental health services to currently enrolled students, including:

- Individual, group, and couples counseling
- You @ Kennesaw is a confidential and 24/7 tool that provides personalized wellbeing support. KSU students, faculty and staff can access self-care tips, guided meditation, wellbeing assessments, and campus resource information.
- Peer Support Groups offer Peer-to-Peer Support where you can meet with fellow students (on-campus or online) trained in various fields to offer support such as counseling, mentoring, health, and more.
- Sexual Wellness Programs and Services is dedicated to providing a range of sexual and reproductive health resources and services encompassing contraception, STI screening, and healthy sexual relationships.
- KSU's Mental Health Initiative offers Mental Health Training and Recovery Support Training to students, faculty, and staff. A top priority of the initiative is to equip the entire campus with the awareness, knowledge, and skill needed to provide a community of support that facilitates optimal performance of students, faculty, and staff.

Q Are there other wellness resources available to me at KSU?

A Yes, KSU has the following:

- American Red Cross First Aid/CPR/AED program helps participants recognize and respond appropriately to cardiac, breathing and first aid emergencies. The program teaches skills to give immediate care to a suddenly injured or ill person until more advanced medical personnel arrive and take over. Available only to current KSU students, staff, and faculty. A valid KSU ID is required.
- Meet with a Dietitian: The Health Promotion and Wellness dietitians follow a non-diet, weight neutral approach to nutrition. This approach includes Intuitive Eating, Health at Every Size®, and mindfulness principles to foster positive relationships with food and body image.
- Nutrition Counseling includes meeting one-on-one with a registered and licensed dietitian to discuss any concerns you may have with your current eating patterns and your relationship with food and/or your body. Nutrition counseling can be provided in person or virtually via Microsoft Teams to clients who are physically in Georgia.
- A Wellness Assessment gives you a Wellness Profile that analyzes your current health behaviors, prints an easy-to-read summary of current wellness, and provides recommendations to reduce the risk of future disease or disability. This questionnaire focuses on the areas of Exercise, Nutrition, Alcohol and Tobacco use, Safety, and Stress.
- Fitness Assessment give you a Fitness Profile that tests one or more of the following components: Blood pressure, Resting heart rate, Weight, Body composition, Muscular strength, Flexibility, and Cardiovascular endurance.

Q How can I connect with other graduate students?

A Join graduate student organizations, attend Graduate College events, and participate in departmental seminars or social gatherings.

Q Can graduate students use the recreation center?

A Absolutely. Your student fees include access to the gym, pool, fitness classes, and intramural sports.

Campus and Personal Safety

"Safety doesn't happen by accident" attributed

Kennesaw State University is committed to providing a safe and supportive environment for all students, faculty, and staff. Graduate students are encouraged to be proactive about their personal safety and to familiarize themselves with campus resources, emergency procedures, and wellness services. Whether responding to a crisis, reporting a concern, or seeking support, KSU offers a comprehensive network of services designed to protect and empower its community.

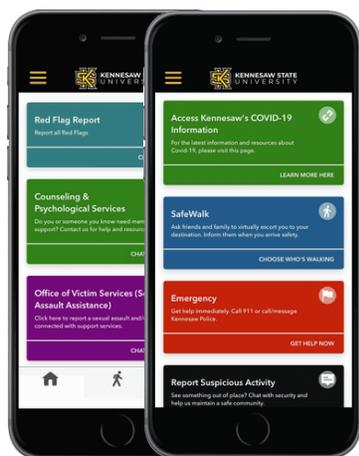


Emergency Management and Campus Police

KSU's Office of Emergency Management oversees preparedness, response, and recovery efforts for campus emergencies. The Department of Public Safety and University Police operates 24/7 and can be reached at 470-578-6666 for emergencies.

You are encouraged to download the LiveSafe App for real-time safety alerts and direct communication with campus police.

1. Download the LiveSafe app from iTunes or Google Play app stores
2. Verify your email address and create a password-protected account
3. Search for "Kennesaw State University" to select it as your organization



→ **Clery Act and Crime Reporting**

KSU complies with the Clery Act, which mandates transparency around campus crime statistics and safety policies. Students can access the Annual Security and Fire Safety Report and view the Daily Crime Log to stay informed.

→ **Behavioral Response and Crisis Support**

The Behavioral Response Team (BRT) identifies and supports individuals exhibiting concerning behavior. Students can submit a Red Flag Report to help prevent crises and connect peers with resources.

→ **Mental Health and Wellness Services**

KSU's Counseling and Psychological Services (CAPS) offers free counseling, psychiatric services, and case management for enrolled students.

For 24/7 support, students can access UWill Counseling or call 833-646-1526.

Additional resources include CARE Services for housing, food, and financial support, and the Accessibility Collaboration Team (ACT) for neurodiverse and disabled students.

→ **Safety Training and Preparedness**

The Office of Emergency Management offers free safety training for students, including:

- Fire safety
- Bomb threat management.
- Active shooter response
- Travel abroad safely.
- CPR and AED certification

Students can register for scheduled courses.

→ **Emergency and Non-Emergency Procedures**

In an emergency, students should call 911 or contact KSU Police at 470-578-6666. For non-emergencies, students can reach campus police at 470-578-6206. KSU's Office of Emergency Management coordinates preparedness, response, and recovery efforts.



→ Using the ETQ Reliance System

ETQ Reliance is KSU's centralized platform for reporting safety incidents, managing environmental health concerns, and submitting compliance-related documentation. It helps ensure that all safety issues are documented, investigated, and resolved in a timely and transparent manner.

What You Can Report

Graduate students, faculty, and staff can use ETQ Reliance to report:

- Injuries or accidents on campus
- Unsafe working or learning conditions.
- Environmental hazards (e.g., chemical spills, air quality concerns)
- Property damage
- Near misses or safety concerns

How to Access the System

- Visit kennesaw.etq.com
- Log in using your KSU NetID and password.
- Select the appropriate form or module (e.g., "Incident Report," "Safety Concern," "Permit Request")

Steps to Submit a Report

1. Log in to the ETQ Reliance portal.
 2. Choose the report type that matches your situation.
 3. Fill out the form with detailed information, including location, date/time, description of the incident, and any witnesses.
 4. Attach supporting documents or photos if applicable.
 5. Submit the report for review by Environmental Health & Safety (EHS).
- You will receive confirmation of your submission and may be contacted for follow-up information.

Other Uses of ETQ Reliance

- Request Personal Protective Equipment (PPE)
- Submit Hot Work Permits or Lab Safety Approvals
- Access training guides and job aids for safety procedures

Why It Matters

Using ETQ Reliance helps KSU maintain a safe and compliant campus. It ensures that all incidents are tracked, investigated, and addressed according to university and regulatory standards.

→ Ethics and Misconduct Reporting

KSU maintains a [Compliance and Ethics Reporting Hotline](#) for anonymous reporting of fraud, harassment, or other misconduct. This service is available 24/7 and supports a culture of accountability and transparency.

→ Title IX

Title IX is a federal law that prohibits sex-based discrimination in any educational program or activity receiving federal financial assistance. At Kennesaw State University, Title IX protections extend to all students, including graduate students, and cover issues such as sexual harassment, sexual assault, dating and domestic violence, stalking, and gender-based discrimination.

KSU enforces a strict [Title IX policy](#) to prevent and respond to sexual misconduct. Students can report incidents confidentially through [TellKSU](#) and access medical, legal, and counseling support.

What Title IX Covers

Graduate students are protected under Title IX in all aspects of university life, including:

- Academic programs and classroom environments
- Campus housing and student organizations
- Employment and assistantships
- Athletics and extracurricular activities

Violations may include:

- Unwelcome sexual advances or comments
- Sexual assault or coercion
- Intimate partner violence
- Stalking or harassment based on gender identity or expression.

Students can report incidents confidentially or formally through the following channels:

- [TellKSU Reporting Portal](#)
- [Office of Institutional Equity](#)
- Email: titleix@kennesaw.edu
- Phone: 470-578-2614

Reports can be made anonymously, and students are not required to file a formal complaint to receive support services.

Graduate students are encouraged to participate in Title IX training and prevention programs offered through the [Office of Institutional Equity](#).

→ Types of Reporting Available

Students can report concerns through multiple channels:

- [Red Flag Reports](#) for behavioral concerns
- [TellKSU](#) for sexual misconduct and Title IX violations
- [SCAI Reporting](#) for academic and conduct violations.
- [General Concern Portal](#) for discrimination, service issues, or other grievances

→ Support Services Available

KSU offers trauma-informed support for students affected by sexual misconduct:

- [SAFE Center Services](#): Provides forensic exams, advocacy, and crisis support
- [Counseling and Psychological Services \(CAPS\)](#): Provides free mental health counseling and psychiatric care
- [Academic and Housing Accommodations](#): Offers assistance with class schedules, housing changes, and no-contact orders



Campus and Personal Safety FAQs

Q Who can I talk to regarding campus security and safety?

A If you have questions or concerns about campus security and safety, the [Department of Public Safety](#) is your primary resource. You should also familiarize yourself with emergency procedures through the [Office of Emergency Management](#) which can be reached at 470-578-6985.

Q What should I do in case of an emergency?

A Call 911, call [KSU Public Safety](#) at 470-578-6666 (Dispatch – Request an officer), or use the [LiveSafe app](#) to report the emergency and access safety resources.

Q Who should I contact if I have a non-emergency on campus?

A If you need assistance from an officer for a non-emergency situation, contact KSU Public Safety at 470-578-6206. You can also visit a nearby Public Safety location:

- Kennesaw Campus: Public Safety Building #351
- Marietta Campus: Norton Residence Hall, Ground Floor, (Building R2)

Q How do I stay safe on campus?

A Download the [LiveSafe App](#) to report concerns, request virtual escorts, and receive emergency alerts. Campus police also patrol regularly and offer safety workshops.

Q Is there support for students affected by violence or harassment?

A Yes, [Victim Services](#) offers confidential support, advocacy, and resources for students impacted by interpersonal violence.

Q How do I report a concern about someone's behavior or safety?

A Use the Behavioral Response Team ([BRT](#)) [referral form](#) or contact [CARE Services](#) for early intervention and support.

Q How do I stay informed during an emergency on campus?

A KSU uses multiple channels to communicate during emergencies:

- [LiveSafe App](#): Real-time alerts and direct connection to campus police.
- [KSU Advisories Website](#): Updates on closures, delays, and emergencies.
- [Campus Safety Information](#)
- Social media: Follow [@KSUOEM](#) and [@kennesawstate](#) for updates.
 - [Office of Emergency Management Facebook](#)
 - [Office of Emergency Management X](#)
 - [Office of Emergency Management Instagram](#)

Q What types of reporting are available?

A It depends on the type of concern.

- TellKSU Safety Resources is a Central hub for reporting sexual misconduct, domestic violence, and stalking and offers guidance on preserving evidence and accessing medical care. [TellKSU Get Help Page](#)
- SAFE Center is a Trauma-informed advocacy and forensic response for victims of sexual assault, domestic/dating violence, stalking, and strangulation. Services include: forensic medical evaluations, Crisis intervention, Legal advocacy, Safety planning, Academic support coordination. [SAFE Center Website](#)
- The Office of Institutional Equity (Title IX) handles formal complaints and investigations of sexual misconduct. [Title IX Office](#)

Q How do I report safety or environmental incidents?

A Use the [EtQ Reliance system](#) to report the following:

- Injuries or illnesses
- Property or environmental damage
- Near-miss incidents

Q Can I report anonymously?

A Yes. Use the [Compliance & Ethics Reporting Hotline](#) to report anonymously 24/7.

Q What types of safety training does KSU offer?

A There are several you can take, among them:

- Naloxone Training. Free training and kits for overdose prevention at the [Center for Young Adult Addiction and Recovery \(CYAAR\)](#) website. Includes education on Georgia's Medical Amnesty Law.
- One Choice Bystander Intervention Training empowers students, faculty, and staff to recognize and safely intervene in potentially harmful situations. It is offered through partnerships with Residence Life, Athletics, and the Women's Resource Center. Click here for [Training Details](#)
- Office of Emergency Management (OEM) [offers free training](#) on: Active shooter response, Fire safety, Bomb threat management, and Personal disaster preparation.



**THE NORMAN J.
RADOW COLLEGE
OF HUMANITIES AND
SOCIAL SCIENCES
GRADUATE STUDENT
HANDBOOK**



**KENNESAW STATE
UNIVERSITY**

NORMAN J. RADOW COLLEGE OF
HUMANITIES AND SOCIAL SCIENCE

Office of Academic Innovation