



KENNESAW STATE
UNIVERSITY

SOUTHERN POLYTECHNIC COLLEGE OF ENGINEERING AND ENGINEERING TECHNOLOGY

PH.D. IN INTERDISCIPLINARY ENGINEERING PROGRAM

Ph.D. in Interdisciplinary Engineering

PROGRAM HANDBOOK

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Approval Page

I, the Director of the Ph.D. in Interdisciplinary Engineering (PhD.IE) Program, confirm that the program policies and procedures described in this handbook, dated 11/07/2024, were approved by the PhD.IE Program Committee:

<u>Philippe Sucosky</u> Name	<u>PhD.IE Program Director</u> Title	<u></u> Signature	<u>12/5/2024</u> Date
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Summary of Changes

Changes and updates made since handbook version 2024.R2 and effective as of January 1st, 2025:

- A “Summary of Changes” section has been added at the beginning of the handbook to describe the most important revisions made to the previous handbook version
- The current Program Committee composition has been added in section 2.1.3
- A description of the Student Health Insurance Plan (SHIP) available to graduate students has been added in section 4.1.2
- The descriptions of all travel and publication grants available through the Graduate College, the University Libraries and the PhD.IE program have been added in section 4.3 and section 4.4
- The description of student and advisor responsibilities has been added in section 5.2
- The description of the Course Substitution process in section 6.7 has been revised
- The “Student Publication Grant Application” has been added as form B-1
- The “Advisor-Student Agreement” has been added as form B-2
- The “Graduate Faculty Status Form” from the Graduate College has been added as form B-3
- The Program of Study Form (form B-7) has been revised to include course substitution requests
- The urls of all program forms have been added in Appendix C
- The numbering of all program forms has been updated
- Language edits and typo corrections

Preface

This handbook describes the expectations, requirements, and policies pertaining to the Ph.D. in Interdisciplinary Engineering (PhD.IE) program at Kennesaw State University (KSU). The information provided in this handbook consists of information specific to the PhD.IE program and other relevant University and Graduate College policies.

All KSU graduate students are expected to be familiar with all university policies in the University Graduate Catalog, as well as other pertinent university requirements and policies. In the case of any inconsistencies, current university and graduate catalog policies take precedence over the information presented in this handbook. Where possible, summaries of and/or links to these policies, procedures, and requirements are included.

Certain information in this handbook (e.g., credits, names, places, times, course numbers, and URLs) is subject to change. Students are encouraged to maintain regular contact with the Program Director, Program Faculty, and their Dissertation Committee to ask any questions about program requirements or other program-related issues.

This handbook is organized into eight sections. **Section 1** provides an overview of the program, including its mission statement and learning outcomes. **Section 2** describes the program administrative structure, program faculty, and research focus areas. **Section 3** describes the procedure of admission into the program and the application evaluation process. **Section 4** describes the different types of financial aid available to the students admitted into the program. **Section 5** presents the requirements specific to the PhD.IE program. **Section 6** and **section 7** provide details about the coursework and research requirements, respectively, for obtaining the PhD.IE degree. Lastly, **section 8** describes the dissertation formatting guidelines.

At the end of this manual are three appendices: **Appendix A** contains the recommended program timelines, **Appendix B** contains a printed copy of all electronic forms currently used in the program, and **Appendix C** includes the URLs of all electronic forms.

*Note: The forms included in **Appendix B** are for information only; the actual forms accepted by the Program Office are those included in **Appendix C**.*

Quick Links and Resources

Program Office and Contacts



PROGRAM DIRECTOR

Philippe Sucosky, PhD

- Phone: (470) 578-3158
- Email: psucosky@kennesaw.edu
- Location: Engineering Technology Center (Q) 103A



PROGRAM OFFICE MANAGER

Brayden Milam

- Phone: (470) 578-5953
- Email: bmilam3@kennesaw.edu

Location: Engineering Lab (G) 216

Program Online Portal

Program news, announcements, handbook, electronic forms, updates and general information are frequently posted in the [Team-PhD.IE Member Portal](#) (Microsoft Teams). Membership and access to this portal are automatically granted to students and their advisors upon admission into the program.

Program Forms

All the forms currently used in the program are included in **Appendix B** for information only. Students and dissertation advisors must use the electronic version of those forms available in the [Team-PhD.IE Member Portal](#), and whose URLs are listed in **Appendix C**.

Graduate College Orientation

Students enrolled in the PhD.IE program can explore valuable information about Graduate College policies and resources in the Graduate College On-line Orientation: <http://gradorientation.kennesaw.edu>

Other Resources

Below is a list of the most frequently accessed websites for information that will be important over the course of the Interdisciplinary Engineering doctoral studies. This list, which complements the information provided in this handbook, should be consulted when questions about policies and procedures arise.

- Ph.D. in Interdisciplinary Engineering Program: <https://www.kennesaw.edu/phdengineering>

- Southern Polytechnic College of Engineering and Engineering Technology: <https://engineering.kennesaw.edu>
- KSU Graduate College Student Portal: <https://graduate.kennesaw.edu/student-resources/>
- Kennesaw State Student Portal: <https://www.kennesaw.edu/currentstudents.php>
- The Graduate Catalog: <http://catalog.kennesaw.edu/index.php>
- Office of the Registrar: <https://registrar.kennesaw.edu/>
- Graduate Program Forms: <https://graduate.kennesaw.edu/forms/student-forms.php>
- The Graduate Library: <https://libguides.kennesaw.edu/graduateportal>
- Graduate Student Writing Center: <https://writingcenter.kennesaw.edu/gwp/index.php>
- Tuition & Fee Information: <http://graduate.kennesaw.edu/admissions/resources/financials.php>
- Parking & Transportation: <https://parking.kennesaw.edu>
- Student Health Insurance: <https://registrar.kennesaw.edu/student-resources/student-insurance.php>
- Commencement/graduation information: <https://commencement.kennesaw.edu/>

Additional Resources for International Students

- International Student and Scholar Services: <http://dga.kennesaw.edu/iss/>
- English Language Program: <http://uc.kennesaw.edu/academicinitiatives/esl/>
- International Student Health Insurance: <http://dga.kennesaw.edu/iss/insurance.php>
- Cultural Awareness Resource Center: <https://carc.kennesaw.edu/index.php>
- International Student Association: <https://kennesawisa.wixsite.com/kennesawisa>

1. Program Overview

1.1. Program Description

Today's engineers face complex problems that require interdisciplinary approaches. Industries are particularly interested in interdisciplinary graduate education that emphasizes both breadth of knowledge and depth in a particular field. The Ph.D. in Interdisciplinary Engineering (PhD.IE) is a unique thematic doctoral program designed specifically to meet these needs.

As compared to traditional engineering doctoral programs, which specialize students in one engineering area, the PhD.IE transcends the boundaries of traditional engineering disciplines, creating an educational experience that serves as a strong foundation for exciting, rewarding research and development careers in industry, government, and academia.

The program takes advantage of unique resources and strengths from all six departments in the Southern Polytechnic College of Engineering and Engineering Technology to provide students with opportunities to work on interdisciplinary research in *Intelligent Robotic Systems*, *Smart Infrastructure*, *Biomedical and Health Systems*, and *Innovative Materials*, and to contribute to groundbreaking research, new technologies, and innovative solutions that can transform lives.

1.2. Program Mission and Highlights

The PhD.IE provides students with opportunities to work across multiple disciplines in a subject area that extends their knowledge base outside their core undergraduate expertise to equip them with a well-defined research expertise in a subject area and a broad-based expertise in technological innovation.

This program differs from other doctoral engineering programs in four ways:

- i. **Interdisciplinary thematic degree** – The Ph.D. in Interdisciplinary Engineering program is an interdisciplinary collaboration between the six departments within the Southern Polytechnic College of Engineering and Engineering Technology. Students conduct dissertation research in one of three research areas, which draw on faculty resources throughout the college. The coursework also uniquely transcends the boundaries of traditional engineering disciplines, creating an educational experience that serves as a strong foundation for exciting, rewarding research and development careers in industry, government, and academia.
- ii. **Industry-focused program** – The unique and innovative curriculum offered under the PhD.IE program includes two courses that equip the doctoral students with the personal and professional skills needed to launch a successful career path in industry or entrepreneurship, yet will still have utility in academia. The courses cover topics important for all career paths, including engineering education, grant writing, self-awareness and personal SWOT (Strengths-Weaknesses-Opportunities-Threats) analysis, and entrepreneurship.

- iii. **Defined timeline to graduation** – The structure and course sequence of the PhD.IE program were designed to provide a defined timeline to completion. This Ph.D. degree clearly defines and manages pathways to graduation from either a Bachelor of Science (B.Sc.) or a Master of Science (M.Sc.) degree in a maximum of four (4) or three (3) years (pending 12 approved graduate transfer credits), respectively, pending satisfactory progress on the dissertation research.
- iv. **Externally funded program through grants and contracts** – Students enrolled in the PhD.IE program conduct meaningful research with societal impact at the forefront of engineering innovation and technology. Most projects are externally funded through federal grants and contracts, and provide most admitted eligible students with a Graduate Research Assistantship consisting of a stipend and a tuition waiver.

1.3. Program Outcomes

The PhD.IE is designed to help students achieve the following learning outcomes:

- i. Synthesize and develop advanced engineering knowledge from multiple disciplines across colleges and external partners
- ii. Conduct research independently on unexplored topics for innovative research or new applications of knowledge to advance the engineering sector
- iii. Effectively communicate and disseminate the results of their research both in writing and through oral presentations
- iv. Develop professional competencies in ethics, pedagogy, proposal writing, patenting, research team organization, entrepreneurship, etc.
- v. Collaborate with researchers from diverse backgrounds in a variety of circumstances
- vi. Acquire and apply new knowledge as needed, using appropriate learning strategies, for the rapidly evolving challenges of the 21st century

2. Program Structure

2.1. Program Administration

2.1.1. Program Director

The PhD.IE program is managed by the Program Director, who is responsible for coordinating all aspects of the program, enforcing the policies and procedures of the program, providing guidance for drafting new policies and procedures necessary to run the program, and representing the Program Faculty as well as the students enrolled in the program within and outside of the university.

2.1.2. Program Office Manager

The Program Office Manager is responsible for the administrative aspects of the program including graduate research assistantship contracts, course scheduling, student records, program forms, administrative support, and internal/external inquiries.



Brayden Milam
Office Manager

2.1.3. Program Committee

The PhD.IE program is administered by the Program Committee. The Program Committee consists of the following five (5) members:

- i. the PhD.IE Program Director (Chair)
- ii. the Chair of the Electrical and Computer Engineering Department (permanent member)
- iii. the Senior Associate Dean (permanent member)
- iv. the Assistant Dean of Research (permanent member)
- v. one additional SPCEET Department Chair (rotating member, 1-year term)

Current PhD.IE composition:



Dr. Philippe Sucosky
Program Director



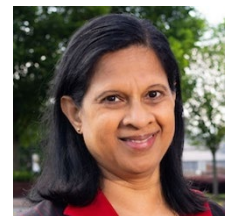
Dr. Benjamin Klein
ECE Department
Chair



Dr. Christina Scherrer
Senior Associate
Dean



Dr. Adeel Khalid
Assistant Dean of
Research



Dr. Sunanda Dissanayake
CEE Department
Chair

The main responsibilities of this committee include:

- i. Providing guidance for drafting new policies and procedures
- ii. Reviewing applications to the program and providing admission recommendations to the Program Director
- iii. Reviewing and approving students' Dissertation Committees
- iv. Reviewing students' petitions

2.1.4. Program Faculty

The Program Faculty consists of faculty members who hold full graduate faculty status with the Graduate College and who contribute to the PhD.IE program. Program Faculty members may supervise students enrolled in the program, participate in candidacy exams, proposal defense and dissertation defense, and serve on dissertation committees.

2.2. **Research Areas**

The PhD.IE program is articulated around four (4) research focus areas:

- Intelligent Robotic Systems
- Smart Infrastructure
- Biomedical and Health Systems
- Innovative Materials

Descriptions of those research focus areas are provided in the following subsections.

2.2.1. Intelligent Robotic Systems (IRS)

IRS is an interdisciplinary field of research interfacing engineering disciplines of Mechanical Engineering, Electrical Engineering, and Computer Engineering. Traditionally, robotic systems are pre-programmed to perform certain tasks and mainly used in factories. However, the next generation of robotics systems will be more intelligent and adaptable to their environment as well as safer to interact with humans. Therefore, this focus area has all the traditional elements of robotics including kinematics, dynamics, system theory and control as well as modern elements such as artificial intelligence and soft robotics. This area requires a multidisciplinary approach to cover traditional robotic topics coupled with the latest advances. The IRS focus area provides comprehensive interdisciplinary training in research through advanced educational programs and hands-on research experience, using the state-of-the-art labs and facilities across the university. The core faculty of this concentration area have expertise in broad range of advanced robotics topics including kinematics, dynamics, advanced control theory, soft robotics, robust control, biomedical device development, compliant mechanisms, collaboration of heterogenous team of robots, path planning and avoiding obstacles, and AI algorithms for localization of robots in complex and dynamic environments.

2.2.2. Smart Infrastructure (SI)

A continuous evolution in computing and communication technologies is changing how we live our day-to-day lives, how we interact with components of existing systems and sub-systems, and how various systems and sub-systems interact with each other to improve quality of life. These interactions between users, users and systems, and systems and sub-systems have resulted in massive amounts of data that can benefit current and future generations. While there is a potential to fundamentally change how society will survive and thrive, current research, innovation, development, and deployment activities are fragmented. The SI focus area focuses on a comprehensive approach by: 1) blending expertise in multiple disciplines to research and develop

solutions for smart, connected, and adaptive infrastructure systems; 2) harnessing available data and/or generating new data to develop solutions that can convert existing infrastructure into an intelligent, resilient, and sustainable systems of systems; and 3) identifying research and innovation opportunities in optimizing existing resources to support future technologies.

2.2.3. Biomedical and Health Systems (BHS)

The BHS focus area aims at pushing the traditional boundaries of engineering (mechanics, thermal and fluid sciences, materials science, mechatronics, industrial and systems engineering, electrical engineering technology, mechanical engineering technology), science and medicine to increase fundamental biomedical knowledge and improve healthcare. The interactions between these disciplines at KSU result in a wide range of biomedical engineering studies with applications in cardiovascular biomechanics, mechanobiology, tissue engineering, biophysics modeling, electrophysiology, medical devices and prostheses, biomaterials, medical imaging, rehabilitation, and human factors engineering. The BHS focus area builds upon the strong foundation of successful research and educational programs in the Southern Polytechnic College of Engineering and Engineering Technology. It also leverages multidisciplinary approaches and state-of-the-art equipment across four engineering departments and three departments in the College of Science and Mathematics to provide excellent collaborative opportunities and an outstanding environment for training the next generation of leaders in bioengineering.

2.2.4. Innovative Materials (IM)

Innovative materials are driving technological change across all engineering disciplines. Innovation in the composition, structure, and production of materials ranges from newly discovered nanocomposites to more traditional semiconductors, metals, ceramics, building materials, and polymers. The IM focus area aims to foster a multidisciplinary approach to drive innovative materials, and manufacturing research and development as well as theoretical calculations and simulations across a diverse range of technological applications including electronics, communications, infrastructure, sensing, energy storage, and more. Motivated by grand challenges in power, computing, sustainability, transportation, robotics and healthcare, this focus area will offer comprehensive and experiential training in advanced materials for graduate students and provide them with the necessary state-of-the-art skill set to address these challenges and provide solutions.

3. Admissions

3.1. Admission Requirements

3.1.1. Qualifications and eligibility

The Program Committee considers several factors when making admissions decisions, including academic performance at prior institutions, statement of purpose, and letters of recommendation. GRE scores are not required but will be considered if submitted. Applicants' undergraduate and graduate records and recommendation letters will be given greater consideration.

To be considered for admission into the PhD.IE program, a student must satisfy the program eligibility requirements described below:

- i. Hold an undergraduate or graduate degree in engineering, or a related degree (e.g., physics, mathematics, computer science) from an accredited college or university
- ii. Have a minimum undergraduate degree grade point average (GPA) of 3.0 on a 4.0 scale or its equivalent. The average undergraduate and graduate GPAs of students accepted into the program are 3.2 and 3.6 on a 4.0 scale, respectively.
- iii. Have successfully completed Calculus I and Calculus II and at least one higher-level mathematics course (e.g., Calculus III, Linear Algebra, Differential Equations, Discrete Mathematics)

Notes:

- *Preference in admission will be given to applicants having relevant engineering or project management experience after earning B.S. degree or a Professional Engineering license.*
- *Applicants who possess an undergraduate degree outside of engineering will be considered on a case-by-case basis.*

3.1.2. Application deadlines

The program accepts applications for Fall and Spring; the deadline for Fall is July 1; for Spring November 1. For international students, the deadline for Fall is June 1; for Spring October 1.

3.1.3. General Requirements

Applicants must submit the following to the Office of Graduate Admissions no later than the published deadline date for the semester in which they plan to enroll:

- i. **[Online graduate application](#)** – There is a non-refundable application fee
- ii. **Transcripts** – Official transcripts from each College or University attended. Must be in a sealed envelope from the institution or sent electronically from the institution directly to ksugrad@kennesaw.edu
- iii. **Statement of Purpose** – A one-to-two-page Statement of Purpose describing career and educational goals, recent accomplishments and activities, research interest, and the targeted program concentration area (*Intelligent Robotic*

Systems or Smart Infrastructure or Biomedical and Health Systems or Innovative Materials).

- iv. **Resume** – Documented relevant engineering or project management experience (preferably research focused) after earning B.S. degree or Professional Engineering license will strengthen the application.
- v. **Letters of recommendation** – Three (3) letters of recommendation from academic or professional contacts; at least two (2) recommendation letters must be from an academic contact.
- vi. **English proficiency (International students only)** – Official TOEFL or IELTS Scores (exemption of the TOEFL or IELTS test is determined by the [College of Graduate and Professional Education](#)).

Notes:

- *CV/resume documenting relevant engineering or project management experience after earning B.S. degree or Professional Engineering license will strengthen the application.*
- *Applicants can supplement their application with an official copy of their Graduate Record Examination (GRE) general test results. High quantitative scores will strengthen the application.*
- *It is strongly recommended that the applicants contact potential advisors among the Program Faculty in order to assess funding availability and faculty's interest prior to applying to the program. In cases where a mutual agreement is found between an applicant and a faculty advisor, the submission of a letter of support from the faculty advisor describing his/her commitment to advise the student and all funding sources that will be used to support the student should be submitted along with all the application material described above.*

3.1.4. Additional Requirements for International Students

International students should provide official TOEFL or IELTS scores. Exemption of the TOEFL or IELTS test is determined by the [College of Graduate and Professional Education](#). International students should also consult the [Office of Graduate Admissions – International Students](#) website for additional requirements.

3.2. **Admission Application Evaluation Process**

The applications for admission are submitted to the Office of Graduate Admissions. All applications are then received by the PhD.IE Program Director and reviewed for meeting the expected requirements as established by the program.

If all requirements are met:

- i. The application is forwarded to the Program Committee for evaluation following the receipt of the application by the Program Director.
- ii. The Program Committee reviews the application and provides an initial recommendation on admission, research area (based on the applicant's educational background and experience), and financial aid (based on funding availability) to the Program Director.

- iii. The Program Director reviews the Program Committee recommendation and provides the final decision on admission to the Office of Graduate Admissions.

4. Financial

4.1. Graduate Research Assistantship

4.1.1. Description

The PhD.IE program is primarily an externally funded program. Students enrolled in the PhD.IE program conduct meaningful research with societal impact at the forefront of engineering innovation and technology. Most projects are externally funded through federal grants and contracts, and provide most admitted eligible students with a Graduate Research Assistantship (GRA) consisting of a stipend and a tuition waiver.

The GRA contract awarded by the PhD.IE program consists of:

- i. a monthly stipend of \$2,200 (26,400/academic year)*
- ii. a tuition waiver for up to 12 credit hours per semester

4.1.2. Responsibilities

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

Notes:

- *Graduate Research Assistants should also not be engaged in work unrelated to their academic program or that does not further their educational experience and objectives.*
- *GRA positions are considered exempt employees of the university, which means they are to utilize content knowledge that requires at least a bachelor's degree, and as a result are paid as exempt professionals. Under the federal Fair Labor Standards Act (FLSA), exempt work is performed by:

 - *executives/administrators*
 - *professionals, and is paid on a salaried basis regardless of the specific number of hours worked in a given week.**
- *The University System of Georgia provides eligible students with access to a comprehensive and competitively priced [Student Health Insurance Plan \(SHIP\)](#). Graduate Research Assistants also have the option of enrolling for the USG GRA medical plan instead of the SHIP. The USG encourages graduate students to compare all options available to them to determine what best meets their needs. International students may have additional requirements and/or restrictions associated with their visa status and should consult with the appropriate campus resource for further detail. Enrollment in both plans is not allowed.*

* Current stipend level in effect during academic year 2024-2025

4.1.3. Graduate School Policy

To continue the assistantship, the student must maintain good academic standing and an acceptable job performance. However, should a student's grade point average (GPA) fall below 3.0 (academic warning), the student will have one semester to improve and return to academic good standing before the assistantship is terminated. Should a student fail to return to good standing after one semester, or should a student receive academic exclusion and be dismissed from the degree program, the assistantship would be terminated at once. For more details on Graduate School policies, please visit: <https://gradassistantships.kennesaw.edu/policies.php>

4.2. **External Funding**

Competing for external funding is part of the professional development of doctoral candidates. Receiving a competitive external fellowship is an honor that stays with students throughout their career and can improve their professional prospects. Therefore, all Doctoral students are strongly encouraged to seek external financial support in the form of dissertation fellowships and grants to cover the dissertation related expenses.

Applications to external funding opportunities should be discussed with the student's Dissertation Advisor. All proposals for external funding (grants, subawards, contracts, consulting agreements) must be routed through the [Office of Research](#), and the Kennesaw State University Research and Service Foundation (KSURSF) is the legal applicant. It is recommended to work closely with the Office of Research staff to verify funding eligibility and ensure on-time submission of all required application material.

4.3. **Conference Travel Grants**

Conference Travel Grants are designed to encourage and support the professional development of doctoral students by making it possible for them to present results of their dissertation research at domestic professional conferences in their fields.

Students seeking to attend a professional conference to present research should first apply to the Research Travel Award offered by the Graduate College. When the travel costs exceed the amount awarded by the Research Travel Award, supplementary travel funds can be provided by the PhD.IE Student Travel Grant.

4.3.1. Graduate College Research Travel Award

Graduate students seeking to attend domestic virtual or in-person professional conferences to present research are eligible for consideration for one award. The Graduate College will award funds up to a maximum of \$800. The award provides funding for presenting original research at conferences. All required documents must be submitted at least 3 weeks prior to the conference. Requests later than 3 weeks prior to conferences will be reviewed but may not be funded.

The periods for full consideration of travel are:

- August 1 for September 1 - January 31 conference dates
- January 1 for February 1 - August 31 conference dates

For the most up-to-date information about the Graduate College Research Travel Award, please visit the [Professional Development - Graduate College](#) webpage.

4.3.1.1. Application Process

Students who wish to apply must provide the following documents:

- i. A completed [application](#)
- ii. Signature and brief written support from program
- iii. Submit a one-page summary of research and statement on the benefits of attending conference for successful completion of their graduate degree
- iv. Submit acceptance and/or evidence of submission materials (note for submissions, an acceptance letter/email must be submitted prior to travel)

Students should submit the complete packet with all attachments to gradcollegeforms@kennesaw.edu. Incomplete packets may not be considered. A checklist on the application will help ensure you know what to submit. Additional travel authorization documents may be required per KSU Policy.

4.3.1.2. Eligibility

Students who apply for this award must meet the following eligibility criteria during the semester when the funds will be used:

- Be in Good Standing (minimum institutional GPA of 3.0)
- Be enrolled in a minimum of 6 credit hours OR enrolled in dissertation hours
- Note that no more than two student authors on the project or presentation can be eligible to receive a Graduate College award.

4.3.2. PhD.IE Student Travel Grant

The PhD.IE Student Travel Grant provides conference travel funds to supplement the amount awarded by the Graduate College Research Travel Award.

4.3.2.1. Application Process

Applications to the Graduate College Research Travel Award for conference travel costs exceeding \$800 will be automatically reviewed by the PhD.IE Program to determine their eligibility for the PhD.IE Student Travel Grant. The Student Travel Grant funds will be awarded on a first-come-first-served basis until funds run out. Students will receive a notification of the Program Committee decision within two weeks following the submission of the Graduate College Research Travel Award application.

4.3.2.2. Eligibility

Doctoral students who wish to receive this award must meet the following eligibility criteria during the semester when the fund will be used:

- Be the presenting author (please include documentation providing evidence of this)
- Have applied to or have received funding from the Graduate College Research Travel Award
- Be in Good Standing (minimum institutional GPA of 3.0)

- Be enrolled in a minimum of 6 credit hours OR enrolled in dissertation hours

4.4. Publication Grants

4.4.1. Library Open Access Publishing Fund

The University Libraries, in conjunction with the Office of Research, supports KSU faculty authors with the cost of open access manuscript publication through the Faculty Open Access Publishing Fund. Open access publishing assistance will be considered for publication or production costs (e.g., article processing charges) of peer-reviewed open access publications (like those indexed in the Directory of Open Access Journals or the Directory of Open Access Books).

While doctoral students are not eligible to apply to the Library Open Access Publishing Fund, students who co-author an open-access journal article with a KSU faculty should ask their advisor to apply for this fund to offset publication costs. More details about award conditions, eligibility and exclusions can be found on this page: [Faculty Open Access Publishing Fund](#).

4.4.2. PhD.IE Student Publication Grant

Doctoral students who (co-)author a research article to be published in a journal (open access or non-open access) can apply to the PhD.IE Student Publication Grant for covering publication fees.

4.4.2.1. Application Process

Students who wish to apply to the PhD.IE Student Publication Grant should complete a *Student Publication Grant Application* form (see **B-1 Student Publication Grant Application**).

Note: If the article is to be published in an open-access journal and is co-authored with a KSU faculty, the faculty should first apply to the Library Open Access Publishing Fund before the student requests additional funds from the PhD.IE Student Publication Grant.

4.4.2.2. Eligibility

Doctoral students who apply for this grant must meet the following eligibility criteria during the semester when the fund will be used:

- Be an author (or co-author) on the article
- Submit the article to a journal indexed by Medline, Scopus, PsycINFO, Web of Science, or other legitimate abstracting or indexing services or databases
- Be in Good Standing (minimum institutional GPA of 3.0)
- Be enrolled in a minimum of 6 credit hours OR enrolled in dissertation hours

5. Program Requirements

5.1. Dissertation Committee

The Dissertation Committee is responsible for administering the Candidacy Exam, Dissertation Proposal Defense, and Dissertation Defense.

By the end of the first year of study, the student, in consultation with the Dissertation Advisor, should select a Dissertation Committee of at least five members, including the Dissertation Advisor, who will serve as the Dissertation Committee Chair.

5.1.1. Dissertation Advisor

The Dissertation Advisor serves as Chair of the student's Dissertation Committee and directs the research study.

- The Dissertation Advisor must be a member of the Program Faculty.
- The Dissertation Advisor is responsible for the overall direction of the research, the regular advising of the student, and the continuing progress of the student in completing his/her Program of Study in a timely manner.
- It is permissible to have two committee members co-advise a dissertation. The two co-advisors must hold full graduate faculty status. One of the two co-advisors must be designated as primary advisor and should be affiliated with the Southern Polytechnic College of Engineering and Engineering Technology.

To facilitate the selection of a Dissertation Advisor, it is recommended that the students discuss their educational objectives with several Program Faculty members within their research area prior to submitting their application.

5.1.2. Dissertation Committee Members

The composition of the dissertation committee should include a minimum of four members in addition to the Dissertation Advisor as follows:

- Two (2) faculty members from the Southern Polytechnic College of Engineering and Engineering Technology at KSU with full graduate faculty status
- At least one (1) external member from a Carnegie-classification doctoral research university, with graduate faculty status
- A final member of the committee can be from KSU, another research university, a government laboratory, industry, or a non-academic research institution, with graduate faculty status
- One of the committee members can serve as a co-advisor
- Exceptions to the committee composition as specified above can be made on a case-by-case basis through a petition by the dissertation advisor to the Program Committee.

5.1.3. Dissertation Committee Approval Procedure

- i. As soon as the members have been identified and have agreed to serve on the Dissertation Committee, the Dissertation Advisor and the student should prepare a Graduate Faculty Appointment form for all Dissertation Committee members

- without this status (including the external members of the Dissertation Committee). On the *Graduate Faculty Status Form* (see **B-3 Graduate Faculty Status Form**), the student should complete the information at the top of page 1, as well as section 1 and section 2. The Dissertation Advisor should draft the justification in section 3, part b.
- ii. The Program Committee will review the information provided and will submit the application to the Graduate College.
 - iii. Upon Graduate College approval, the student and Dissertation Advisor will be notified and invited to submit a *Dissertation Committee Approval Form* (see **B-4 Dissertation Committee Approval Form**) for approval by the Program Director and the Dean of the Graduate College. In the event a member can no longer serve on the Dissertation Committee due to unforeseen circumstances, a suitable replacement must be found, and the student must submit a new *Dissertation Committee Approval Form*.

5.2. Student and Advisor Responsibilities

Organized and effective advising is beneficial to both the advisor and advisee. In an effort to establish productive professional relationships between the student and the advisor, the PhD.IE program has formulated a number of guidelines for clarifying expectations, lessening conflict and providing structure (see **B-2 Advisor-Student Agreement**). The content of this document needs to be discussed between the Dissertation Advisor and the student, and approved, initialed and signed by both parties by the end of the first semester in the program. Failure to complete this agreement during the first semester of study may jeopardize the student's ability to register for graduate research credits (ENGR 8860) the next semester.

5.3. Recommended Timelines

Students and advisors are strongly encouraged to follow the recommended timeline for meeting program milestones (see **A-1 Recommended Example Timeline**, and **A-2 Recommended Example Timeline (Students with 12 Graduate Transfer Credit Hours)**). In addition, certain program milestones carry deadlines for completion. Milestone deadlines are discussed below.

5.3.1. Milestone Deadlines for Students with No Graduate Transfer Credits

- **Milestone 1** – By the time a student has completed 18 credit hours*, the student is required to apply for the Program Qualifying Review.
- **Milestone 2** – By the time a student has completed 36 credit hours*, the student is required to take the Candidacy Exam.
- **Milestone 3** – By the time a student has completed 54 credit hours*, the student is required to defend the Dissertation Proposal.
- **Milestone 4** – Within completion of 72 credit hours*, the student is required to present the Dissertation Defense.

* coursework plus research hours

5.3.2. Milestone Deadlines for Students with Graduate Transfer Credits

- **Milestone 1** – By the time a student has completed 27 credit hours in residence*, the student is required to take the Candidacy Exam.
- **Milestone 2** – By the time a student has completed 42 credit hours in residence*, the student is required to defend the Dissertation Proposal.
- **Milestone 3** – Within completion of 60 credit hours in residence*, the student is required to present the Dissertation Defense.

5.3.3. Consequences of not meeting Milestone Deadlines

If a student fails to meet a milestone:

- i. financial support, including GRA and tuition waiver, from any University source may be stopped;
- ii. in the following summer, the student may not be permitted to register for graduate or dissertation research hours;

until the student is in compliance with the objective of the milestone.

For any exceptions that would delay the required program milestones, the student may petition to the Program Committee.

5.4. **Program of Study**

Students must complete the *Program of Study Form* (see **B-7 Program of Study**) under the supervision of their Dissertation Advisor and in coordination with their Dissertation Committee. The purpose of the Program of Study is to design an appropriate program to meet the specific needs of a given student in his or her chosen research area as determined by the Dissertation Committee. Ideally, a tentative plan should be formulated by the end of the first semester of study. Failure to comply with this requirement may jeopardize further course registration.

After being signed by the student and Dissertation Advisor, the form is forwarded to the PhD.IE Program Director for final signature. Once the form has been approved and signed by all parties, the student is responsible for ensuring that their program of study is correctly reflected in DegreeWorks (<https://advising.kennesaw.edu/orientation/degreeworks.php>).

Notes:

- *Minor changes in the Program of Study can be made in case of course offering deletions or schedule conflicts. These changes must also be approved by the Program Director and filed one week prior to the start of the final semester of graduate study. The coursework must be selected to form a unified program of study.*
- *Course substitutions (if any) must receive prior approval from the dissertation advisor and the PhD.IE Program Office (refer to section 6.7 **Course Substitution of this handbook**).*

5.5. Grade Standards

Grade standards in the PhD.IE program are identical to those of the Graduate College. Students in the Program must maintain at least a 3.0 grade point average in all graduate courses in which a letter grade is assigned. Students who do not meet these requirements are subject to probation or dismissal.

- If the GPA falls below 3.0, the student will be placed on probation and will have two semesters to get the GPA back to at least 3.0. If after two semesters the GPA remains below 3.0, the student may be dismissed.
- During the probation period, the student must achieve at least a 3.0 GPA every semester during the probation period. Otherwise, the student may be dismissed.
- If the GPA falls below 2.0 in any semester, the student may be dismissed.

Note: Failure to maintain the minimum GPA and good academic standing may affect financial aid and eligibility to hold a GRA.

5.6. Credit for Previous Graduate Work (Credit Transfer)

5.6.1. Credits Earned from Graduate-Level Courses

Up to twelve (12) semester credit hours of appropriate graduate coursework earned at a regionally accredited institution or international equivalent and in which the grade is A or B (or their international equivalent) may be transferred to the Program of Study. Graduate work must be evaluated and approved by the Dissertation Advisor, the Program Director and the Graduate College in order to satisfy degree requirements. Such transfer credit cannot exceed twelve (12) credit hours and cannot reduce residency requirements. No grade below B may be accepted. Transfer grades are not used in calculating semester or cumulative grade-point averages.

Students who wish to have graduate-level course credits transferred from another university or another graduate degree completed at KSU into the PhD.IE program shall comply with the following policies:

- All requests for course substitutions must be made by completing a *Request for Transfer of Graduate Credits* Form (see **B-6 Request for Transfer of Graduate Credits**) and by attaching:
 - an official transcript or a copy from the Graduate Admission file (copies of grade reports are not acceptable)
 - a course syllabus
 - a narrative describing the rationale for the request
- The form and all attachments combined in a single pdf file must be submitted to the Dissertation Advisor and the Program Director for approval using DocuSign.
- A course can only be transferred if the student earned a grade of “B” or better.

The procedure outlined above must be completed by the end of the first semester in the doctoral program. Credit transfer requests received after the first semester may be rejected or may result in delays in the student’s program of study.

Accepted credit hours are conveyed to the student in writing and forwarded to the Registrar's office at the end of the first academic year.

5.6.2. Credits Earned from a Master's Thesis without Coursework

Students who earned a Master's degree with a thesis and without associated coursework at a regionally accredited institution or international equivalent may be eligible to transfer nine (9) semester credit hours toward the doctoral degree. Those credits can be transferred toward ENGR 8120: Research Methods (3 credits), and two sections of ENGR 8850: Directed Study (3 credits per section). The following requirements must be met:

- The Master's degree was awarded by an accredited college or university
- The Master's thesis was assessed by a Thesis Committee
- The thesis was written in English or translated into English
- The thesis relates to work conducted in an engineering field, or a closely related STEM discipline

Students who satisfy all of the above requirements and who wish to have thesis credits transferred shall comply with the following procedure:

- All requests for transferring thesis credits must be made by the end of the first semester in the doctoral program by completing a *Request for Transfer of Graduate Credits* Form (see **B-6 Request for Transfer of Graduate Credits**):
 - enter "MS Thesis" under "course title" in the "Courses taken during previous graduate work" column,
 - using three separate lines in the "PhD.IE courses to be substituted" column, enter the information for the three PhD.IE courses to be substituted (i.e., ENGR 8120, and each section of ENGR 8850).
 - The title for each section of ENGR 8850 should describe one key topic addressed by the thesis, as determined by the Dissertation Advisor (see below).
- The following attachments must be provided:
 - an official transcript or a copy from the Graduate Admission file showing:
 - i. the thesis title;
 - ii. the names of the thesis committee members or the name of the thesis committee Chair
 - a digital copy of the thesis in English
 - a letter signed by the Dissertation Advisor including:
 - i. a brief description of the thesis subject matter;
 - ii. an assessment of the appropriateness of the thesis material for consideration for transfer credits;
 - iii. the identification of two (2) key topics covered by the thesis and used as titles for the respective ENGR 8850 sections
- The form and all attachments combined in a single pdf file must be submitted to the Dissertation Advisor and the Program Director for approval using DocuSign.
- The transfer of thesis credits cannot be combined with any other graduate course credit transfer.

The procedure outlined above must be completed by the end of the first semester in the doctoral program. Thesis credit transfer requests received after the first semester may be rejected or may result in delays in the student's program of study.

Following the receipt of the transfer credit approval, the student will coordinate with their Dissertation Advisor to create the two sections of ENGR 8850.

6. Degree Coursework Requirements

6.1. Program of Study

To obtain the Ph.D. in Interdisciplinary Engineering degree, the student must complete an approved Program of Study that contains at least 72 semester graduate credit hours (including any approved graduate transfer credits). The PhD.IE program course consists of: 1) common courses, 2) electives, 3) research credits, and 4) concentration courses, as described below.

6.1.1. Common Courses (15 credit hours)

- ENGR 8001 Research Seminar (3 credit hours)
- ENGR 8002 Research Methods (3 credit hours)
- ENGR 8004 Proposal Development Workshop (3 credit hours)
- ENGR 8006 Professional Practice Workshop (3 credit hours)
- ENGR 8120 Advanced Engineering Mathematics (3 credit hours)

6.1.2. Electives (9 credit hours)

- Nine credit hours from any 6000- or higher-level courses from the following prefixes: ENGR, CE, EE, ME, MTRE, SYE

6.1.3. Research (36 credit hours)

- ENGR 8860 Graduate research
- ENGR 9900 Dissertation research (at least 15 credit hours)

6.1.4. Concentration Courses (12 credit hours)

Choose one (1) concentration:

6.1.4.1. *Intelligent Robotic Systems*

- MTRE 8100 Advanced Robot Programming (3 credit hours)
- MTRE 8400 Advanced Topics in Mobile Robots (3 credit hours)
- CS 8267 Advanced Machine Learning (3 credit hours)
- ENGR 8130 Dynamics of Discrete and Continuous Systems (3 credit hours)

6.1.4.2. *Smart Infrastructure*

- SYE 8005 Advanced Systems Engineering
- CE 8201 Advanced Transportation Planning
- ENGR 8210 Urban Network Modeling and Optimization
- ENGR 8220 Software Defined Radios for Internet of Things

6.1.4.3. *Biomedical and Health Systems*

- ENGR 8300 Biomedical and Health Sciences Engineering
- ENGR 8310 Biomedical and Health Systems Modeling
- ENGR 8320 Systems Pathology and Pathophysiology
- ENGR 8330 Biomedical Device Design and Development

6.1.4.4. Innovative Materials

- ENGR 8400 Electronic and Optical Properties of Materials
- ENGR 8410 Mechanical Properties of Materials
- ENGR 8420 Materials Fabrication Characterization
- ENGR 8430 Advanced Materials

Note: Students having non-engineering backgrounds are required to successfully complete the equivalent of the relevant math sequence required for an undergraduate engineering degree. These courses cannot be used to satisfy degree requirements.

6.2. Common Course Requirement

The purpose of the common course requirement is to assure that the student gains a strong knowledge of engineering research fundamentals. This includes the ability to 1) conduct research independently, 2) effectively communicate and disseminate research results, and 3) develop professional competencies in ethics, pedagogy, proposal writing, patenting, research team organization, and entrepreneurship. To satisfy this requirement, the student must complete the following five common courses:

ENGR 8001 Research Seminar (3 credit hours)

Prerequisite: admission to the Ph.D. in Interdisciplinary Engineering

This is a seminar to discuss current research and investigations in areas of interdisciplinary engineering. Students read literature in advance of the scheduled speakers and then have discussion after listening to the speaker. Promotes cross-disciplinary thinking while teaching research and communication skills.

ENGR 8002 Research Methods (3 credit hours)

Prerequisite: admission to the Ph.D. in Interdisciplinary Engineering

This course addresses interdisciplinary research questions and their relevance to engineering theory and design practices. It is intended to develop the techniques and skills necessary to complete an original academic research thesis or project report. The development of critical thinking skills relevant to interdisciplinary research is an essential element of this course.

ENGR 8004 Proposal Development Workshop (3 credit hours)

Prerequisite: ENGR 8102 Research Methods

In this course, students are introduced to the preparation and writing of the proposal documents. Students will learn the issues of research design such as data collection and appropriate methodological choices for analysis. Each topic is introduced through selected papers, and students must come prepared to discuss their own research ideas.

ENGR 8006 Professional Practice Workshop (3 credit hours)

Prerequisite: ENGR 8104 Proposal Development Workshop

In today's competitive job market earning a Ph.D. degree alone is not enough to be successful. This course equips the doctoral students with the personal and professional skills needed to launch a successful career path. The focus of the course is the three main career paths that most Ph.D. graduates enter: academia; industry; and entrepreneurship. The course covers topics important for these three career paths,

including engineering education, patents, intellectual property, self-awareness and personal SWOT, and entrepreneurship.

ENGR 8120 Advanced Engineering Mathematics (3 credit hours)

Prerequisite: admission to the Ph.D. in Interdisciplinary Engineering

This course covers analytical and numerical analysis methods that can be used to solve engineering problems. Topics may include linear algebra, systems of ordinary differential equations, complex analysis, Laplace transforms, numerical methods, partial differential equations, and probability and statistics.

6.3. Elective Course Requirement

Elective credit, selected with the Dissertation Advisor, is required to ensure depth and breadth of an interdisciplinary engineering degree. Elective courses may consist of any graduate-level courses offered at Kennesaw State University or another accredited graduate-level institution.

Note: Credits from a graduate-level directed study (ENGR 8850) may count toward elective credits if the content or topic of the directed study involves research or work that is substantially different from the regular dissertation work. The content or topic can be adjacent or related to that of the dissertation but cannot be the same. The content must be determined jointly by the instructor and student prior to being submitted by the instructor to the Registrar for approval at: <https://www.kennesaw.edu/registrar/faculty-resources/index.php>

6.4. Research Credit Requirement

To satisfy the research requirement, the student must complete a minimum of 36 credit hours of research, among which at least 15 credit hours must be from ENGR 9900. Prior to passing the Candidacy Exam, the student may register for Graduate Research credits. After being admitted as a Ph.D. Candidate, the student may register for Dissertation Research credits.

ENGR 8860 Graduate Research

Prerequisite: Permission of the advisor

This course will result in a research paper, grant proposal, or scholarly project developed under the guidance of a graduate engineering faculty.

ENGR 9900 Ph.D. Dissertation Research

Prerequisite: Admission to the Ph.D. in Interdisciplinary Engineering, and permission of the Program Director

This course includes dissertation writing under the direction of the Dissertation Advisor. The course is taught using a non-traditional format of independent research and preparation of the doctoral dissertation.

Notes:

- *ENGR 8860 is encouraged from the first semester to develop research skills that will be applied to the student's dissertation research.*
- *Students should register for ENGR 9900 only after admission to candidacy.*

- *Students must have taken at least 15 credit hours of ENGR 9900 in order to schedule their Dissertation Defense*

6.5. Concentration Course Requirement

The purpose of the concentration course requirement is to provide the student with a strong and interdisciplinary technical skillset in the chosen research concentration area. To satisfy this requirement, the student must complete the sequence of four courses listed below for his/her concentration area:

6.5.1. Intelligent Robotic Systems

MTRE 8100 Advanced Robot Programming (3 credit hours)

Prerequisite: admission to the Ph.D. in Interdisciplinary Engineering

The key aim of the course is to provide students with a multidisciplinary, creative approach to program the control and development of new robotic components and technologies. This covers activities from both the hard and soft systems areas of robotics. The explicit emphasis will be the use of sensors, such as touch, ultrasonic, or light sensors that allow a robot to interact with the real world around it to how to design and develop complex software for intelligent robotic systems. The course will further provide a rationale for considering emerging cutting-edge approaches and software development systems.

MTRE 8400 Advanced Topics in Mobile Robots (3 credit hours)

Prerequisite: MTRE 8100 Advanced Robot Programming

Autonomous mobile robot research is one of the most important branches in robotics. In this course, the basic principles and technologies of autonomous mobile robots are covered. The topics include kinematics and dynamics, sensors and actuators, control system design, localization, mapping, and path planning of mobile robots. Experiments and/or simulations are utilized to validate the learned knowledge. Significant programming skills are expected.

CS 8267 Advanced Machine Learning (3 credit hours)

Prerequisite: MTRE 8100 Advanced Robot Programming

This course covers the-state-of-the-art machine learning techniques. Topics cover unsupervised learning, supervised learning, evaluation of machine learning algorithms and ensemble methods. Students will learn applying advanced machine learning techniques to solve challenging problems in various areas. The course includes a literature search of current advances and their applications in machine learning and reading of research papers and presentation of research findings.

ENGR 8130 Dynamics of Discrete and Continuous Systems (3 credit hours)

Prerequisite: ENGR 8120 Advanced Engineering Mathematics

This course introduces the concepts of dynamical modeling of particles, rigid bodies and continuous systems. The course focuses on formulating and simulating the equations of motion of rigid and flexible body mechanical systems using Lagrange Equations, Hamilton's principle, Lagrange multipliers method, and variational methods for systems of continuous bodies. In addition, the course

integrates the classical fundamentals of dynamics and state-of-the-art engineering applications.

6.5.2. Smart Infrastructure

CE 8201 Advanced Transportation Planning (3 credit hours)

Prerequisite: admission to the Ph.D. in Interdisciplinary Engineering

This course focuses on urban travel characteristics and activity analysis, travel demand and supply analysis, transportation system and project evaluation, and program and project implementation strategies. Principle topics covered in this course may include: Decision Oriented Transportation Planning (DOTP), Travel-Demand Forecasting, and Benefit Cost Analysis.

ENGR 8210 Urban Network Modeling and Optimization (3 credit hours)

Prerequisite: ENGR 8120 Advanced Engineering Mathematics

The course objectives are for students to understand mathematical network models and optimization techniques. Upon completing the course, students should be familiar with the concepts of user equilibrium, system optimum, and heuristic algorithms. Students should be able to develop demand generation, trip distribution, modal split, and traffic assignment models for urban networks. The student will leave the class with mathematical programming skills that have wide applications in the network modeling field.

ENGR 8220 Software Defined Radios for Internet of Things (3 credit hours)

Prerequisite: admission to the Ph.D. in Interdisciplinary Engineering

This course has a research focus that prepares the student for the latest wireless communication techniques and regimens. Of particular focus will be on Internet of Things that have high mobility, including but not limited to vehicles and unmanned aerial vehicles.

SYE 8005 Advanced Systems Engineering (3 credit hours)

Prerequisite: admission to the Ph.D. in Interdisciplinary Engineering

This course covers the essential principles, processes, and practices associated with the application of Systems Engineering. The applicability and use of Process Standards will be examined. Emphasis will focus on defining the problem to be solved, establishing the initial system architecture, understanding the role of system life-cycles, requirements development, and verification and validation of the realized system.

6.5.3. Biomedical and Health Systems

ENGR 8300 Introduction to Biomedical and Health Sciences Engineering (3 credit hours)

Prerequisite: admission to the Ph.D. in Interdisciplinary Engineering

This course provides an overview of methods and applications in biomedical and health systems engineering. Samples from a wide variety of topics will provide students the exposure to engineering problems of living mechanism and healthcare systems delivery. Topics covered will include 1) biomaterials and biomechanics, 2) biomedical sensors, instrumentation and devices, 3) biomedical imaging and diagnosis, 4) clinical and healthcare systems engineering, 5)

physiological modeling, and the science and engineering concepts associated with these topics. The course also provides a glimpse of emerging trends in biomedical and health systems engineering such as neural engineering, data-driven healthcare and drug delivery systems.

ENGR 8310 Biomedical and Health Systems Modeling (3 credit hours)

Prerequisite: admission to the Ph.D. in Interdisciplinary Engineering

The course introduces the student to a representative set of models used to study biological, medical, and health systems phenomena. Topics covered may include computational fluid dynamics (CFD), finite element analysis (FEA), fluid-structure interaction (FSI) modeling, statistical regression and Monte Carlo simulation.

ENGR 8320 Systems Pathology and Pathophysiology (3 credit hours)

Prerequisite: admission to the Ph.D. in Interdisciplinary Engineering

The course provides an overview of the physiology and pathophysiology of various systems in the human body, and describes the implementation of engineering approaches and techniques for understanding function, disease and therapeutic design. It covers the basic terminology of the disease process and disease etiology, and provides basic descriptions of diagnostic methods and treatment modalities. The topics and systems covered may include cellular processes, musculoskeletal function and disease (osteoporosis, joint disease), aging, inflammation, cancer biology and treatments, cardiovascular physiology and pathology (atherosclerosis, thrombosis, aneurysm, heart valve disease, congenital heart disease), and neurobiology, degenerative diseases and neuropathies.

ENGR 8330 Biomedical Device Design and Development (3 credit hours)

Prerequisite: admission to the Ph.D. in Interdisciplinary Engineering

For decades, biomedical products and devices have been an enormous aid in saving and improving patients' lives and are vital components of any healthcare system. Nonetheless, biomedical product design and development is a complex process that involves the interplay of science, design principles, and FDA design regulation. This course introduces structured integrative methods focusing on biomedical product design and development activities from entrepreneurship and interdisciplinary perspectives. The integrative methods facilitate problem-solving and decision making among people with different disciplinary perspectives, reflecting the current industry toward designing and developing products in cross-functional teams. The course will cover biomedical product design and development steps, from conceptualization to design to manufacturing to regulatory approval and commercialization.

6.5.4. Innovative Materials

ENGR 8400 Electronic and Optical Properties of Materials (3 credit hours)

Prerequisite: admission to the Ph.D. in Interdisciplinary Engineering

This course describes how electronic and optical properties of materials originate from their crystal structure, molecular structure, interatomic bonding, and defect structures. It also covers how these properties can be designed for electronic and

opto-electronic applications. All materials classifications, including semiconductors, conductors, insulators, polymers, and superconductors will be covered in this course. This course will combine hands-on experimentation and practical materials examples to explore the electronic and optical properties of materials.

ENGR 8410 Mechanical Properties of Materials (3 credit hours)

Prerequisite: admission to the Ph.D. in Interdisciplinary Engineering

This course provides a deep understanding of the mechanical behavior of a broad range of engineering materials and the sensitivity of mechanical properties to temperature change. This course seeks to integrate concept of basic mechanical behavior in solid materials and mechanical and thermal properties of a wide range of engineering materials from microscopic and macroscopic points of view. Topics include isotropic and anisotropic mechanical properties, thermal properties, microscopic and macroscopic elastic, and viscoelastic properties.

ENGR 8420 Materials Fabrication Characterization (3 credit hours)

Prerequisite: admission to the Ph.D. in Interdisciplinary Engineering

This course introduces the students to the field of nanoscience and nanotechnology. The fundamentals of materials synthesis, characterization, and applications of materials and devices with a size in the range of micrometer (μm) to nanometer (nm) scale will be discussed. Topics such as fabrication methods that include “bottom-up” and “top-down” to achieve nanometer length scale, nanomaterials, characterization methods, applications, and ethical issues will be covered. The underlying principles and applications of the emerging field of nanotechnology will also be introduced.

ENGR 8430 Advanced Materials (3 credit hours)

Prerequisite: admission to the Ph.D. in Interdisciplinary Engineering

This course covers the fundamental knowledge of materials science, with emphasis on most advanced knowledge in nanotechnology, liquid crystals, semiconductors, superconductors, optics, lasers, sensors, porous materials, light emitting materials, ceramics, biological materials, magnetic materials, thin films, colloids, energy materials, photovoltaics, solar cells, biomaterials, photonics, ferroelectrics, multiferroics, metamaterials, drug delivery, cancer therapy, tissue engineering, imaging, self-assembly, hierarchical materials, batteries, supercapacitors, thermoelectrics, polymers and nanomaterials.

Note: Credits from a graduate-level directed study (ENGR 8850) may count toward concentration course credits if the content or topic of the directed study involves research or work that is substantially different from the regular dissertation work. The content or topic can be adjacent or related to that of the dissertation but cannot be the same. The content must be determined jointly by the instructor and student prior to being submitted by the instructor to the Registrar for approval at: <https://www.kennesaw.edu/registrar/faculty-resources/index.php>

6.6. Course Schedule

Doctoral courses are typically offered in the Fall and Spring semesters. The typical course schedule is given below*.

Course number	Name	Fall (odd)	Spring (even)	Fall (even)	Spring (odd)
Core Courses					
ENGR 8001	Research Seminar	✓		✓	
ENGR 8002	Research Methods	✓		✓	✓
ENGR 8004	Proposal Development Workshop	✓		✓	
ENGR 8006	Professional Practice Workshop		✓		✓
ENGR 8120	Advanced Engineering Mathematics	✓	✓	✓	✓
Intelligent Robotic Systems concentration					
MTRE 8100	Advanced Robot Programming	✓	✓	✓	✓
ENGR 8130	Dynamics of Discrete and Continuous Systems	✓		✓	
MTRE 8400	Advanced Topics in Mobile Robots		✓		✓
CS 8267	Advanced Machine Learning	✓		✓	
Smart Infrastructure concentration					
CE 8201	Advanced Transportation Planning		✓		✓
ENGR 8210	Urban Network Modeling and Optimization	✓		✓	
ENGR 8220	Software Defined Radio & IOT		✓		✓
SYE 8005	Systems Engineering	✓		✓	
Biomedical and Health Systems concentration					
ENGR 8300	Introduction to Biomedical and Health Systems Engineering		✓		
ENGR 8310	Biomedical & Health Systems Modeling and Numerical Methods	✓			
ENGR 8320	Systems Pathology and Pathophysiology			✓	
ENGR 8330	Biomedical Product Design and Development				✓
Innovative Materials concentration					
ENGR 8400	Electronic and Optical Properties of Materials		✓		✓
ENGR 8410	Mechanical Properties of Materials			✓	
ENGR 8420	Materials Fabrication Characterization	✓			
ENGR 8430	Advanced Materials		✓		✓
Other courses					
ENGR 8800	Directed Study	✓	✓	✓	✓
ENGR 8850	Special Topics	✓	✓	✓	✓
ENGR 8860	Graduate Research	✓	✓	✓	✓
ENGR 9900	Dissertation Research	✓	✓	✓	✓

* The course schedule may occasionally be subject to change.

6.7. Course Substitution

6.7.1. Description

While the coursework outlined in this section was designed to address the needs of most students, some graduate-level courses offered at KSU might be more relevant to a student's specific training. The PhD.IE Program provides students with an option to substitute concentration courses with other graduate-level courses.

6.7.2. Process

Students who wish to request a course substitution should complete the following steps at least one semester before registering for the course:

- i. complete a revised *Program of Study* form (see **B-7 Program of Study**)
- ii. attach a justification narrative signed by the student and the dissertation advisor providing a rationale for each substitution and describing how the new course will better contribute to the student's doctoral training
- iii. upon program approval of the revised program of study, register for the course

At the beginning of the semester after which the course was completed and a grade has been assigned:

- iv. students should complete the *Course Substitution Request* form (see **B-5 Request for Course Substitution**)

Following program approval of the course substitution form, the Program Office will update the student's DegreeWorks to reflect the substitution. This process ensures that all course substitutions are properly documented and aligned with the student's academic program requirements.

6.7.3. Restrictions

- Almost any course can technically be substituted at any point in the program. However, the course a student intends to take must complement their research and be approved by their dissertation advisor and the program director.
- Graduate Research (ENGR 8860) and Doctoral Research (ENGR 9900) cannot be substituted.
- A minimum of two (2) concentration courses must be engineering courses.

7. Degree Research Requirements

7.1. Overview

In addition to the coursework requirements described in Section 6, the student must also pass a number of research milestones and examinations consisting of: 1) the program qualifying review (only for students entering the program with a B.Sc.), 2) the candidacy examination, 3) the proposal defense, and 4) the dissertation defense.

7.2. Program Qualifying Review

7.2.1. Purpose

The objective of the Program Qualification Review is to evaluate the student's knowledge and skills acquired in the early stage of the doctoral studies, and the student's progress toward its dissertation research.

Note: The Program Qualification Review is required for all students entering the program with a B.Sc. Students entering the program with a M.Sc. are exempt.

7.2.2. Eligibility

Before registering for the Program Qualification Review, the student must have:

- i. an approved Program of Study on file;
- ii. an approved Dissertation Committee Approval form on file;
- iii. an approved Request for Program Qualification Review Form on file;
- iv. completed at least six (6) credit hours of graduate research and twelve (12) credit hours of coursework in the PhD.IE program

7.2.3. Examination Format

7.2.3.1. Program Qualifying Review Committee

The Program Qualifying Review Committee is comprised of the Dissertation Advisor, one member of the Program Committee and is chaired by the Program Director.

7.2.3.2. Examination Content

The Program Qualifying Review consists of an assessment of the student's early academic performance and research progress as documented by the completion and approval of program documents, the submission of a Research Progress document and a Coursework Progress document, and an assessment from the Dissertation Advisor.

7.2.4. Required Action

The student must complete and submit a Request for Program Qualification Review Form (see **B-8 Request for Program Qualifying Review**) no later than 30 days before the intended examination date. The student needs to collect the signatures of the Dissertation Advisor prior to submitting the form to the Program Director, who will then schedule the review meeting.

At least two (2) weeks prior to the examination date, the student should provide the following material in a single pdf document to the Program Director:

- i. a *Research Progress* document (2-page limit) describing:
 - a. the topic being investigated
 - b. the research progress made to date
 - c. the research products generated to date (publications, conference presentations, proposal submissions)
 - d. a self-assessment paragraph reflecting on the overall research performance
- ii. a *Coursework Progress* document (2-page limit) including:
 - a. the description of all graduate-level courses taken since joining the program
 - b. the semester grade obtained in each course
 - c. a self-assessment paragraph reflecting on the overall performance in coursework

Along with those documents, the student's Dissertation Advisor should provide a document (2-page limit) including:

- i. an assessment of the student performance in both coursework and research;
- ii. a reflection on whether the student is qualified to pursue the doctoral program of study

7.2.5. Examination Outcome

The Program Qualifying Review Committee will convene on the scheduled meeting date and will review the documents provided by the student and the Dissertation Advisor. The committee will decide on one of two outcomes:

- pass
- did not pass, repeat exam or part thereof after strengthening specific areas of weakness
- fail

At the end of the Qualifying Review meeting, a *Record of Program Qualifying Review Form* (see **B-9 Record of Program Qualifying Review**) is signed by the Dissertation Advisor and the Program Director.

Students who pass provisionally must remedy their deficiencies and be re-assessed by the end of the semester following that of the first Program Qualification Review. If they are not successful, they are dismissed from the Program.

7.3. **Candidacy Examination**

7.3.1. Purpose

The purpose of the Candidacy Examination is to evaluate the student's capability to synthesize and integrate material as applied to the research concentration area. It is expected that the student demonstrates a certain breadth of knowledge and is able to apply this knowledge to a problem.

7.3.2. Eligibility

Eligibility criteria differ for students entering the program with a B.Sc. and those entering with a M.Sc. Usually, students entering with a B.Sc. will register for the Candidacy Examination before the end of the second year of study. Students entering with a M.Sc. and who transfer graduate credits will typically register for this Examination before the end of the first year of study.

Before registering for the Candidacy Examination, the student must have:

- i. an approved Program of Study on file
- ii. an approved Dissertation Committee Approval form on file
- iii. an approved Request for Candidacy Examination Form on file
- iv. a Record of Program Qualifying Review on file (Qualifying Review waived for students with a M.Sc. degree in engineering or closely related field).
- v. completed at least two (2) concentration courses and twelve (12) credit hours of graduate research or at least one (1) concentration course and six (6) credit hours of graduate research for students with 12 hours of graduate transfer credits.

7.3.3. Examination Format

7.3.3.1. Examination Committee

The Candidacy Examination Committee is comprised of members of the student's Dissertation Committee and is chaired by the Dissertation Advisor.

7.3.3.2. Examination Content

The exam contains a written part followed by an oral part, usually taken within two weeks of each other. The scope of the exam is determined by the Dissertation Advisor. The Dissertation advisor chooses a set of topics, not defined by the curriculum, but covering the fundamentals of the broad field in which the student is working. The expectation would be for the selection of three (3) general areas, and examination in applied mathematics within at least one of those.

7.3.3.3. Written Exam

The written component of the Candidacy Examination consists of: 1) a written research synopsis, and 2) written responses to questions posed by the Candidacy Examination Committee, as described below.

The candidacy starts with the student's submission of a five-page, double-spaced synopsis of the proposed area of research to the Dissertation Advisor. Based on this document, and in consideration of the coursework the candidate has completed, the Dissertation Advisor will request and collect questions from the committee members. The Dissertation Advisor then selects three (3) questions to administer to the candidate (Note: one question may contain multiple parts). The candidate has one-week to answer the selected questions, and can use a maximum of ten double-spaced pages per question. The answers are collected by the Dissertation Advisor and are distributed to each of the committee members.

7.3.3.4. Oral Exam

The oral exam takes place approximately two weeks after the written exam. The duration of the oral exam is determined by the Candidacy Examination Committee. No presentation is prepared by the candidate, rather the committee members immediately begin with questioning. Questions asked are in regards to the written answers prepared by the candidate, the synopsis of the proposed research area, and/or the coursework completed by the student.

7.3.3.5. Committee Attendance

While all committee members are expected to attend the oral examination on site, members who are external to KSU may attend remotely. In this case, it is the responsibility of the student to arrange for the streaming of the oral examination and provide online access to the remote committee member.

In the event that a committee member becomes unexpectedly unable to attend the oral portion of the examination, the oral examination should take place on the initially scheduled date with the other committee members. The student should then arrange a one-on-one meeting at a later date with the committee member who did not attend the oral examination. The committee member will then communicate their vote to the Dissertation Advisor.

7.3.3.6. Examination Deadlines

The student submits a request for the Candidacy Examination to the Dissertation Advisor for submittal to the Program Director. This should be done at least 6 weeks prior to the expected oral examination date. Along with the request, the student will submit a five-page, double-spaced description of a proposed area of research.

Within one week after the request, the student's description of the proposed area of research will be distributed to the Candidacy Examination Committee by the student's Dissertation Advisor.

Committee members have until three weeks prior to the oral examination date to construct a series of questions and submit them to the Dissertation Advisor.

Three weeks prior to the scheduled oral examination, the Dissertation Advisor assigns three selected questions to the student.

Two weeks prior to the scheduled oral examination, the student submits his responses to the Dissertation Advisor, who distributes them to the members of the Candidacy Examination Committee.

7.3.4. Required Action

The candidate must complete and submit a Request for Candidacy Examination Form (see **B-10 Request for Candidacy Examination**) to the Program Director no later than 6 weeks before the scheduled oral examination. The dissertation advisor and Program Director must sign this form. Along with this form, the candidate must submit a five-page double-spaced research synopsis. This page must be submitted to the PhD.IE Program Office at the same time as the *Request for Proposal Defense Form*.

7.3.5. Examination Outcome

Based on a composite evaluation of the student's written and oral components of the examination, the Candidacy Examination Committee determines the student's capability to continue his or her doctoral studies.

At the conclusion of the oral component, the committee will decide on one of three outcomes:

- pass
- did not pass, repeat exam or part thereof after strengthening specific areas of weakness
- fail

The deliberations and vote concerning the outcome of the exam take place immediately following the oral exam. The examination outcome requires a two-third (2/3) majority of all members of the examination committee for pass and fail. Any other vote results in a repeat of the exam or part thereof.

When the Candidacy Examination is completed, a *Record of Candidacy Examination Form* (see **B-11 Record of Candidacy Examination**) is signed by all members of the examination committee and forwarded to the Program Director.

Committee members must provide personalized feedback to the student by completing a feedback form (see **B-12 Candidacy Feedback Form**). The *Candidacy Feedback Forms* and the *Record of Candidacy Examination* must be completed within one week after the examination.

7.3.6. Repeat of Candidacy Examination

If the outcome of the first Candidacy Examination was "repeat exam or part thereof after strengthening specific areas of weakness," the student may submit another request for a Candidacy Examination. This request is to be submitted no earlier than three months and usually no later than one semester after completion of the first attempt. Only one repeat of the Candidacy Examination is permitted.

7.4. Research Proposal Defense

The Research Proposal Defense is administered by the candidate's Dissertation Committee.

7.4.1. Purpose

The purpose of the Research Proposal Defense is to test the validity of the dissertation proposal and the candidate's fitness to carry out the research work proposed.

7.4.2. Eligibility

Before registering for the Proposal Defense, the student must have:

- i. passed the Program Qualifying Review
- ii. passed the Candidacy Examination

- iii. completed at least three (3) concentration courses and fifteen (15) credit hours of graduate/dissertation research (for students entering with a B.Sc.); at least two (2) concentration courses and twelve (12) credit hours of graduate/dissertation research (for students entering with a M.Sc. and with 12 hours of graduate transfer credits)

7.4.3. Required Actions

The candidate must complete and submit a *Request for Proposal Defense Form* (see **B-13 Request for Research Proposal Defense**) to the Program Director no later than 30 days before the scheduled defense. The Dissertation Advisor and Program Director must sign this form. Along with this form, the candidate must submit a one-page Microsoft Word document including the following information:

- i. Student's name
- ii. Advisor's name
- iii. Dissertation title
- iv. Date and time of Proposal Defense
- v. Location of Proposal Defense
- vi. Abstract (250 words maximum)
- vii. Name and affiliation of each committee member (including Committee Chair)

This page must be submitted to the PhD.IE Program Office at the same time as the *Request for Proposal Defense Form*.

7.4.4. Examination Format

The Proposal Defense consists of a written proposal and an oral examination, usually taken within two weeks of each other.

7.4.4.1. Examination Committee

The Proposal Defense Committee is comprised of members of the student's Dissertation Committee.

7.4.4.2. Examination Deadlines

The student submits a request for Research Proposal Defense to the Dissertation Advisor for submittal to the Program Director. This should be done at least 30 days prior to the scheduled proposal defense date. The Research Proposal must be submitted to the candidate's Dissertation Committee at least two weeks prior to the scheduled defense.

7.4.4.3. Written Proposal

The substance of the written proposal forms a major part of the oral portion of the examination. As such, it must be a complete document with a thoughtful, in-depth treatment of the dissertation topic. It should be substantial enough to form the basis of a meaningful oral examination, establish a worthy research problem and develop an effective research plan. It should only be written after the student has done enough work on the problem to speak meaningfully about it, including discussion of the preliminary investigations. Above all, it should be a technically sound and scholarly document.

7.4.4.4. Oral Exam

The defense is a scheduled and announced public event. Any person may attend. However, the deliberations of the Dissertation Committee are private. On the day of the defense, the examination begins with a short presentation by the candidate outlining the problem chosen, the procedures and methods to be used, the work already completed, and the additional work proposed to be completed for the Ph.D. degree. This part is open to the public. At the end of the presentation, the Chair of the Dissertation Committee moderates questions from the audience. Following the public portion of the examination, the Chair of the Dissertation Committee asks the audience to leave the room. The Dissertation Committee then questions the candidate. The committee may also ask questions of a more general nature in order to test the adequacy of the candidate's preparation for the proposed research.

7.4.4.5. Committee Attendance

While all committee members are expected to attend the oral examination on site, members who are external to KSU may attend remotely. In this case, it is the responsibility of the student to arrange for the streaming of the oral examination and provide online access to the remote committee member. In the event that a committee member becomes unexpectedly unable to attend the oral portion of the examination, the oral examination should take place on the initially scheduled date with the other committee members. The student should then arrange a one-on-one meeting at a later date with the committee member who did not attend the oral examination. The committee member will then communicate their vote to the Dissertation Advisor.

7.4.5. Proposal Defense Outcome

At the conclusion of the proposal defense, the Dissertation Committee will vote on one of four outcomes:

- Passed; the candidate passed the Research Proposal Defense and may proceed to independent study and research for the doctoral degree.
- The examination is temporarily adjourned; the candidate must revise the Research Proposal and be examined again within the next six months.
- Failed, but may submit a new Research Proposal and submit to another Research Proposal Defense after completing additional course work, independent study, or research.
- Failed, and will not be readmitted to another examination.

Members of the Dissertation Committee must sign a *Record of Research Proposal Defense Form* (see **B-14 Record of Research Proposal Defense**).

Committee members must provide personalized feedback to the student by completing a feedback form (see **B-15 Proposal Defense Assessment Form**). The *Proposal Defense Assessment Forms* and the *Record of Research Proposal Defense* must be completed within one week after the examination.

7.5. *Dissertation Defense*

The dissertation research must be a significant, unique contribution to the field of engineering, and should provide an important creative experience for the student.

The Dissertation Defense is the final examination for the Ph.D. in Interdisciplinary Engineering degree. It is a public, oral examination that is administered by the candidate's Dissertation Committee.

The Dissertation Advisor is responsible for preparing and distributing the Dissertation Defense announcement. Announcements, including the abstract, must be posted in the departments of the College of Engineering and Engineering Technology and distributed to College faculty and students at least one week prior to the defense via postings in SPCEET Screech and KSU Today.

7.5.1. Purpose

The purpose of the Dissertation Defense is to examine the candidate's depth of engineering knowledge, mastery of research techniques, and the application of both in conducting the research.

7.5.2. Eligibility

After successfully defending the Research Proposal, the candidate must devote at least one semester to research before being eligible for the Dissertation Defense examination.

7.5.3. Required Actions

The candidate must complete and submit a *Request for Dissertation Defense Form* (see **B-16 Request for Dissertation Defense**) to the Program Director no later than 30 days before the scheduled defense. The Dissertation Advisor and Program Director must sign this form.

At least two weeks prior to the scheduled defense date, the candidate must submit the dissertation to all members of the Dissertation Committee.

7.5.4. Examination Format

7.5.4.1. Oral Exam

On the day of the defense, the examination begins with a public presentation by the candidate, followed by a closed-door question period by the Dissertation Committee. The public defense provides a formal opportunity for the Ph.D. candidate to present their research questions, design, methods, findings, and conclusions to those in attendance. Generally, this presentation by the candidate will last between 45 and 60 minutes. Once the candidate has completed their public presentation, the audience is given the opportunity to ask questions. The dissertation chair can then dismiss the audience in order to conduct a private questioning of the candidate.

7.5.4.2. Committee Attendance

While all committee members are expected to attend the oral examination on site, members who are external to KSU may attend remotely. In this case, it is the

responsibility of the student to arrange for the streaming of the oral examination and provide online access to the remote committee member.

In the event that a committee member becomes unexpectedly unable to attend the oral portion of the examination, the oral examination should take place on the initially scheduled date with the other committee members. The student should then arrange a one-on-one meeting at a later date with the committee member who did not attend the oral examination. The committee member will then communicate their vote to the Dissertation Advisor.

7.5.5. Dissertation Defense Outcome

At the conclusion of the private examination, the committee excuses the candidate and deliberates on the results of the defense in private. The members of the Dissertation Committee sign a *Record of Dissertation Defense* Form (see **B-17 Record of Dissertation Defense**) and the Dissertation Advisor announces one of four decisions:

- The candidate passed the final examination and the dissertation is accepted as submitted.
- The candidate passed the final examination, but the dissertation will not be accepted and signed by the committee unless various specified corrections and revisions have been made.
- The examination is temporarily adjourned. The candidate must revise the dissertation, complete any additional independent study or research required by the Dissertation Committee, and be examined again. The second examination must take place within six months of the first.
- The candidate failed and will not be readmitted to another examination.

Committee members must provide personalized feedback to the student by completing a feedback form (see **B-18 Dissertation Assessment Form**). The *Dissertation Assessment Forms* and the *Record of Dissertation Defense* must be completed within one week after the examination.

7.6. **Dissertation Submission**

Students are responsible for the formatting and submission of their final dissertation to the Digital Commons by final grades due date. Refer to the instructions posted in the [Digital Commons](#) to upload the dissertation. The Digital Commons will notify the Graduate College when the submission is complete.

Note: Ample time should be allowed between the Dissertation Defense and the final submission of the dissertation to process any revisions and complete any additional work requested by the Dissertation Committee during the oral examination.

7.7. **Dissertation Defense Assessment and Exit Interviews**

In addition, prior to when the student is ready to submit his/her dissertation to the Graduate College, the Program Director will conduct an exit interview with the student to gain information about the student's learning outcomes and complete an *Exit Interview Form* (see **B-19 Exit Interview**).

8. Dissertation Format Guidelines

8.1. Overview

To graduate in any given semester, the doctoral dissertation must be submitted electronically to Digital Commons by the grade submission deadline. This section sets forth minimum requirements to be followed to ensure that the dissertation is consistent in both style employed and format selected. All dissertations must pass a format check and receive program approval at least two weeks prior to being submitted to Digital Commons. Failure to follow the formatting guidelines may result in graduation delays.

Microsoft Word templates and pre-formatted pages are available in a different document titled “Dissertation Pages” available in the Team-PhD.IE Student Portal on Microsoft Teams.

8.2. Sections of the Dissertation

The prescribed order is given below. Dissertations that do not follow the prescribed order will be rejected for improper format.

Preliminary pages:

- Title page
- Approval sheet
- Dedication (optional)
- Preface (optional)
- Acknowledgements
- Table of contents
- List of tables
- List of figures
- List of symbols or abbreviations
- Summary

Body:

- Parts
- Chapters
- Sections and subsections

End pages:

- Appendices (optional)
- Bibliography (or references)
- Vita (optional)

8.3. Preliminary Pages

8.3.1. Title page

Dissertation titles containing formulas, symbols, superscripts, Greek letters, or other nonalphabetical symbols should use word substitutes for those symbols (e.g.; “Gamma Ferric Oxide Dispersion...”, “...Alpha- and Beta-Globulin...”, “...The Neodymium-Barium-Copper Oxide System.”).

Center, single-space, and type each of the following on a new line. Leave enough space between each group of sentences below so that text covers the page vertically.

8.3.2. Approval (Signature) Sheet

Because all dissertations are submitted electronically, signatures are not required on the Dissertation Approval Page. The Dissertation Approval Page will still be the second page in the dissertation, but it will not have signatures. All committee members who approved your dissertation and their respective affiliations (departments, universities, organizations, etc.) must be listed. The date provided in the “date approved” field should be the last date the last committee member approved the final version of your dissertation.

In addition, please adhere to the following guidelines:

- Count page, but do not print the page number.
- Type the title centered at the top of the page (should be at same line placement as title on the cover page).
- Space down several times (10 single lines or five double-spaced lines).
- Type on the first line of each entry the full name of the committee member who approved your thesis, followed by the school affiliation (e.g., School of Chemistry), then the institution or organization in italics (e.g., Georgia Institute of Technology). If there are more than four members, use two columns.
- Leave one or two blank lines. Type “Date Approved” and the date the dissertation was approved. The date approved should be under the right-hand column.

8.3.3. Dedication

Count but do not number page. If used, text should be brief and centered on page. The Dedication does not appear in the table of contents.

8.3.4. Acknowledgements

Most dissertations include a brief statement of appreciation for, or recognition of, any special assistance.

Type “ACKNOWLEDGEMENTS” centered at the top of the page. Leave three blank lines. Begin typing the text. The text must be double-spaced. Count and number page(s). Printed page numbering begins at this page with lower case roman numerals.

8.3.5. Table of Contents

Type “TABLE OF CONTENTS” centered at the top of the page.

- Count and number page(s).

- Leave three blank lines. Type listings and page numbers.
- Page numbers should line up flush right. For example, the “9” in page “79” should line up with the “9” in page “129.”
- The titles of the chapters or sections, and at least the primary and secondary subdivisions should be listed. They must be worded exactly as they appear in the body of the dissertation.
- Leave one blank line between all main title entries (e.g., Dedication, Acknowledgment, List of Tables, Chapter Headings). For subsections, it is allowable to use either zero or one blank line between entries, so long as the work is easily readable.
- Any wrap-around text should be single-spaced.
- All materials that follow the table of contents must be listed in the table of contents, including lists of tables and figures, appendices, and references. Do not list the table of contents and its corresponding page number on the table of contents.

8.3.6. List of Tables

Type “LIST OF TABLES” centered at the top of the page.

- Leave three blank lines and type the listings.
- Page numbers should line up flush right. For example, the “9” in page “79” should line up with the “9” in page “129.”
- The list of tables uses the captions as they appear above the tables in the text.

8.3.7. List of Figures

Type “LIST OF FIGURES” centered at the top of the page.

- Count and number page(s).
- Leave three blank lines and type the listings.
- Page numbers should line up flush right. For example, the “9” in page “79” should line up with the “9” in page “129.”
- The list of figures uses the captions as they appear below the figures in the text. If captions are very long, they may be truncated in the list of figures.
- Figures with multimedia files should include the file information in the list of figures.

8.3.8. List of Symbols

Type “LIST OF SYMBOLS,” “LIST OF ABBREVIATIONS,” or “NOMENCLATURE” centered at the top of the page. Count and number page(s).

8.3.9. Summary

Type “SUMMARY” centered at the top of the page. The summary gives a concise overview of the whole dissertation. The summary may contain the same content as the doctoral abstract but the latter is formatted differently. The abstract is an external document with information required by the PhD.IE Program Office, whereas the summary is part of the dissertation.

- Count and number page(s); Roman numerals end with this section.
- Give a concise overview of the whole dissertation.

- The summary is double-spaced.

8.4. Body

The body is the substance of the dissertation. All pages within the body count and are numbered consecutively with Arabic numerals.

8.4.1. Parts

When a dissertation is divided into parts, it will begin with an introductory chapter that will set up the questions to be explored in the various chapters or parts of the work, as well as any interconnections that may exist.

Each part should be preceded by a part-title page. Part-title pages display only the word “part” followed by the part number, and any part title. Since the introduction is to the entire paper, whether it is titled “CHAPTER 1” or not, it precedes the “Part 1” divider. Therefore, the first part-title page will follow the introduction, and the first chapter after the first part-title page will be “CHAPTER 2.” Part-title pages count and bear printed page numbers.

8.4.2. Chapters

All dissertations should be divided into chapters. Each chapter will start on a new page. Chapters do not have title pages. After typing the chapter heading, leave three blank single-spaced lines (or equivalent) before starting the text.

8.4.3. Sections and Subsections

Chapters are customarily divided into subsections with subheadings that have slightly differing font styles and are designated first-, second-, and third-level. The first-level subdivision should grab attention more than the lower levels. Centered headings grab attention better than headings beginning at the left. Italic, underlined, or bold-face type grab attention better than plain text. It’s also helpful to leave some blank space above and below.

8.4.4. Introduction

The introduction contains the author’s open remarks about the dissertation subject. This section may be entitled “INTRODUCTION” or “CHAPTER 1,” according to the format being followed and/or the length of the section. Whether or not it is called “chapter 1,” it is equivalent to the first chapter.

- Begin numbering with Arabic numerals, starting with page 1.
- Type “INTRODUCTION” or “CHAPTER 1.”
- Leave three blank single-spaced lines (or equivalent) and begin typing text.

8.5. End Pages

8.5.1. Appendix or Appendices

Not all students will need to include this division. Appendices are usually added to contain data and quotations too lengthy for inclusion in the text. They should not be listed as chapters in the dissertation.

- Continue numbering all pages consecutively.
- The appendices may be divided into APPENDIX A, APPENDIX B, etc., depending on the type and amount of material used.
- Each appendix may have its own cover sheet.
 - For each cover sheet type “APPENDIX A,” “APPENDIX B,” etc., centered at the top of the page.
 - Leave one blank line and type the title of the material.
- Appendices must meet paper and margin guidelines.
- Each appendix and its title should be listed separately in the table of contents.
- Tables and figures in the appendices must be numbered, captioned, and listed in the list of tables or list of figures.
- All materials used in the appendices must be distinct, legible, of professional quality, and conform to margin guidelines.
- Include letters of permission for use of copyrighted materials in a separate appendix.

8.5.2. References

Any thesis/dissertation that makes use of other works, either in direct quotation or by reference, must contain a reference listing of these sources.

- Type the heading “REFERENCES,” centered at the top of the page.
- You may use LITERATURE CITED or BIBLIOGRAPHY instead of REFERENCES, if that is the convention in your discipline. Whichever you use, use the same terminology in the table of contents.
- Leave three blank lines. Type the list of sources single-spaced within, and double-spaced between entries.
- If you are using the “journal-style” format, references come at the end of each chapter. List the references as a subsection for each chapter (i.e., “3.5 References”).
- All hyperlinks (that will appear in blue automatically with Microsoft Word) must be changed to appear black with no underline. When websites are used as references, the URL, author if known, title if there is one, and the date the URL was accessed by the thesis author should be listed in the references.

8.5.3. Vita

Doctoral students may provide a brief (preferably one page) vita including the place of birth, written in the third person. This vita is similar to the author biography found on book jackets.

8.6. **Tables and Figures**

8.6.1. Definitions

- The word “table” designates tabulated numerical data used in the body and appendices of the dissertation.
- The word “figure” designates all other nonverbal material used in the body and appendices, such as photographs, drawings, diagrams, etc.

8.6.2. Captions

Every table and figure must bear a caption and number. Numbering should be Arabic numerals not Roman numerals.

- Captions are the descriptive titles of tables and figures, and are generally one line. If a caption needs to be more than one line, it should be single-spaced.
- Captions, as they appear on the tables and figures, must be the same as their listing in the list of tables or figures. Long captions may be abbreviated in the list if the identification is not impaired.
- The number of a table and its caption are placed above the top line of the table (“table at top”).
- The number of a figure and its caption is placed below the last line or bottom edge of the figure (“figure at foot”).

8.6.3. Placement

- Tables and figures are inserted as near as possible to the text they illustrate. Do not interrupt a paragraph or sentence to insert a figure.
- Tables and figures that are one-half page or less in length may appear on the same page with text. If larger than half-page, they may be centered on their own page.
- Two or more smaller tables or figures may be placed on a single page. Sufficient space should be left between them to make them visually distinct, generally a minimum of three blank lines.
- Independent figures and tables should not be placed side-by-side.
- Text should not be wrapped around figures or tables.
- Three blank lines should be left before and after each figure or table, except if at the very top or bottom of a page, in which case the margin can substitute for the three blank lines.
- Landscape (“on end”) tables and figures: Tables and figures may be in landscape (“on end”) orientation. The same margins and page number position must be maintained, however, as for normal text pages. Furthermore, the captions and legends for rotated tables and figures must have the same orientation as the table or figure. Thus, for a landscape (on end) table, the table should be placed so that the top of the table is nearest the 1.5” (binding side) margin (or the left 11” side). The caption will be above the table, closest to the left/binding edge so that the caption can be read as the table or figure is examined.

8.6.4. Numbering

- Tables and figures within the body of the thesis each have a separate series of consecutive numbers.
- The series may run consecutively throughout the work, including the appendices, or the series may restart at each chapter (e.g., Figure 1.2, Figure 2.2), in which

case, the figures or tables in the appendices will be numbered A.1, A.2, B.1, etc. Regardless, numbering should be Arabic numerals and not Roman numerals.

- If any table continues to subsequent pages, the caption is not repeated but the top line should read: “Table # (continued)”
- If a figure continues to subsequent pages, the full caption should be placed at the foot of the first page of the figure and each subsequent page should carry an abbreviated caption at its foot. For example: “Figure # (continued)”

8.6.5. Citations of Tables and Figures

When making reference to a table/figure in the body of the text, the full word and number should be used. For example: “Figure 10 or Table 1.4”.

8.6.6. Preparation

- All tables and figures, including the caption, must meet the same margin, font, and format requirements as the text.
- Tables and figures must be of professional quality.
- If photographs are used, they must be high resolution.
- Diagrams, drawings, figures, etc. must be sufficiently clear, sharp, and large to be easily readable.
- Computer-generated tables and figures must be fully legible.
- Color images may be used.

8.6.7. Multimedia Files in Figures and Tables

- Authors may include multimedia files in any of the formats given in Chapter 1.
- External multimedia files must be linked by a hyperlink to the body of the dissertation and must be listed in the list of figures (e.g., multimedia files are most commonly associated with figures).
- The author may use a still figure that becomes animated when selected, or may have a mere place holder. In either case, the figure should bear a figure number, a figure title, the name of the multimedia file, and the size of the file. This same information should appear in the list of figures. For example: “Figure 6.3.1: Flow visualization of the subatomic model with a flow split. (student_ann e_200412_mast_fig631_flowsplit.mov, 82K)”.
- If there is no still version of the figure, the author will center just the figure title and caption on the page.

8.7. Abstract

The abstract is not a part of the dissertation itself, but the PhD.IE Program Office requires this document.

- The abstract is turned in as a Microsoft Word document separate from the dissertation. It can be single-spaced or double-spaced but must have at least 1” margins all around. Your abstract should provide a concise descriptive account of your work. It may contain the same text as that of the summary in the preliminary pages of the dissertation, but the format should be as described.
- Type the title of your dissertation centered at the top of the page.

- Leave one blank single-spaced lines and write the author’s name.
- Leave one blank single-spaced lines and write “Directed by Dr. [advisor’s name]”.
- Leave five blank single-spaced lines and begin your abstract.
- Abstracts are limited to 250 words.

8.8. Preparation of the Manuscript

8.8.1. Overview

The overall appearance of the thesis should be professional and consistent. Text should not wrap around tables or figures. Tables and figures in the body of the dissertation should be large enough to read clearly. Text should be all black with the exception of figures, tables, and appendices. There should be enough space between text and figures/tables to make it easy to tell where the text ends and restarts. Any figures, illustrations, diagrams, tables, etc. must be of high quality.

8.8.2. Fonts

It is preferred that only one font be used throughout the document. A proportional font such as Arial or Times New Roman will take less room than a fixed font such as Courier. The following fonts are recommended:

Font	Size
Arial	11 pt
Courier	11 or 12 pt
Century Gothic	11 or 12 pt
Geneva	11 pt
Helvetica	11 or 12 pt
Time/Times New Roman	12 pt

Common symbols, such as scientific fonts, may be used in the body of the dissertation, but not in the title of the work. Dissertation titles containing formulas, symbols, superscripts, Greek letters, or other nonalphabetical symbols should use word substitutes for those symbols (e.g., “Gamma Ferric Oxide Dispersion...,” “...Alpha- and Beta-Globulin...,” “...The Neodymium-Barium-Copper Oxide System....”)

8.8.3. Margins

All pages are to have 1 1/2" margins on the left, and 1" margins on the right, bottom, and top. The only exception is that the first page of a chapter or section must have a 2" margin at the top. Supplementary materials (printouts, tables, photographs, questionnaires, etc.) must also meet these margin requirements.

8.8.4. Spacing

The general text must be double-spaced. Spacing must be consistent throughout. Footnotes, references (double-space between entries), quotations, and table/figure captions and legends are single-spaced. Leave at least two blank lines before and after tables and figures except at the very top or bottom of pages.

8.8.5. Pagination

- Page numbers should be centered at the bottom of the page within the 1” margin but no less than 1/2” from the bottom of the page.
- The pages before chapter I are numbered consecutively using small Roman numerals.
- Although the title page and approval page count as pages i and ii, respectively, numbers should not appear on these pages.
- The first page to bear a Roman numeral is the acknowledgments, which will be numbered page iii unless there is a dedication or epigraph preceding it. Numbering with Roman numerals continues through the summary, which is the last page with a Roman numeral.
- Arabic numbers begin at the first page of chapter I. The numbering begins at 1 and continues to the end of the document, including appendices, references, and the vita, when present.
- All pages beginning with page 1 are counted, including blank pages and section divider pages. The sole exception is the title pages for multiple volumes.



Recommended Example Timeline

Semester	Course work (credits)	Degree Milestones
Year 1 Fall	ENGR 8001 Research Seminar (3) ENGR 8002 Research Methods (3) ENGR 8860 Graduate Research (3) Total: 9 credits	<ul style="list-style-type: none"> • Submit a <i>Program of Study</i> • Submit the <i>Advisor-Student Agreement</i>
Year 1 Spring	ENGR 8120 Advanced Engineering Mathematics (3) Concentration Course 1 (3) ENGR 8860 Graduate Research (3) Total: 9 credits	<ul style="list-style-type: none"> • Form a <i>Dissertation Committee</i> • Pass the <i>Qualifying Review</i>
Year 2 Fall	ENGR 8004 Proposal Development Workshop (3) Concentration Course 2 (3) ENGR 8860 Graduate Research (3) Total: 9 credits	
Year 2 Spring	ENGR 8006 Professional Practice Workshop (3) Elective (3) ENGR 8860 Graduate Research (3) Total: 9 credits	<ul style="list-style-type: none"> • Pass the <i>Candidacy Examination</i>
Year 3 Fall	ENGR 9900 Dissertation Research (3) Concentration Course 3 (3) Elective (3) Total: 9 credits	
Year 3 Spring	ENGR 9900 Dissertation Research (3) Concentration Course 4 (3) Elective (3) Total: 9 credits	<ul style="list-style-type: none"> • Pass the <i>Research Proposal Defense</i>
Year 4 Fall	ENGR 9900 Dissertation Research (9) Total: 9 credits	
Year 4 Spring	ENGR 9900 Dissertation Research (9) Total: 9 credits	<ul style="list-style-type: none"> • Apply for graduation (within first 3 weeks of semester) • Distribute Dissertation to Dissertation Committee (2 weeks before defense) • Pass the <i>Dissertation Defense</i>



Recommended Example Timeline (Students with 12 Graduate Transfer Credit Hours)

Semester	Course work (credits)	Degree Milestones
Year 1 Fall	ENGR 8001 Research Seminar (3)	<ul style="list-style-type: none"> • Submit a <i>Program of Study</i> • Submit the <i>Advisor-Student Agreement</i>
	ENGR 8002 Research Methods (3)	
	ENGR 8860 Graduate Research (3)	
	Total: 9 credits	
Year 1 Spring	ENGR 8120 Advanced Engineering Mathematics (3)	<ul style="list-style-type: none"> • Form a <i>Dissertation Committee</i>
	Concentration Course 1 (3)	
	ENGR 8860 Graduate Research (3)	
	Total: 9 credits	
Year 2 Fall	ENGR 8004 Proposal Development Workshop (3)	<ul style="list-style-type: none"> • Pass the <i>Candidacy Examination</i>
	Concentration Course 2 (3)	
	ENGR 8860 Graduate Research (3)	
	Total: 9 credits	
Year 2 Spring	ENGR 8006 Professional Practice Workshop (3)	
	Concentration Course 3 (3)	
	ENGR 9900 Dissertation Research (3)	
	Total: 9 credits	
Year 2 Summer	ENGR 9900 Dissertation Research (6)	<ul style="list-style-type: none"> • Pass the <i>Research Proposal Defense</i>
	Total: 6 credits	
Year 3 Fall	ENGR 9900 Dissertation Research (9)	
	Total: 9 credits	
Year 3 Spring	ENGR 9900 Dissertation Research (9)	<ul style="list-style-type: none"> • Apply for graduation (within first 3 weeks of semester) • Distribute Dissertation to Dissertation Committee (2 weeks before defense) • Pass the <i>Dissertation Defense</i>
	Total: 9 credits	



Advisor-Student Agreement

This document aims at establishing a productive professional relationship between the student and their dissertation advisor. It serves both the advisee and the advisor by providing guidelines and a plan for clarifying expectations, lessening conflict and providing structure.

Graduate Student Agreement

I acknowledge that I have the primary responsibility for the successful completion of my degree. I understand that completing the Ph.D. program in a reasonable time frame requires long hours of independent study and lab work every week. I will seek guidance from my dissertation advisor, career counseling services, dissertation committee, other advisors and mentors, and any other resources available for advice on career plans. I pledge to:

- Maintain a high level of professionalism, intellectual honesty, and ethical standards initials

- Meet regularly with my dissertation advisor and provide them with updates on the progress and results of my activities and experiments _____
- Work with my dissertation advisor to develop a dissertation project, which will include establishing and maintaining a timeline for each phase of my work _____
- Accept responsibility for completing the milestones laid out in the PhD program handbook in a timely fashion to ensure progress towards my degree _____
- Be knowledgeable about and comply with all requirements and policies of my advisor, the funding agency (if applicable), the Ph.D. in Interdisciplinary Engineering program, the Graduate College, and Kennesaw State University in both letter and spirit _____
- Maintain a detailed, organized, and accurate record of my research as directed by my dissertation advisor and share those with my advisor as needed _____
- Discuss policies on work hours, sick leave and vacation with my dissertation advisor, and notify or coordinate with any fellow research group members in advance of any planned absences _____
- Discuss policies on authorship and attendance at professional meetings with my dissertation advisor _____
- Work with my dissertation advisor to submit all relevant research results that are ready for publication in a timely manner, while ensuring the work is free from plagiarism and complies with all relevant AI policies _____

Advisor Agreement

I recognize the possibility of conflicts between the interests of my own larger research program and the particular research goals of the graduate student, and will not let my larger goals interfere with the student's pursuit of their dissertation research. I pledge to:

- Set clear expectations for the work hours and productivity necessary to result in a high-quality dissertation in my field, and ensure the student fully understands these expectations _____
- Provide for every graduate student under my supervision an environment that is intellectually stimulating, respectful, safe and free of harassment _____
- Be supportive, equitable, accessible, encouraging, and foster the graduate student's professional confidence and encourage critical thinking, skepticism and creativity _____
- Be committed to helping plan and direct the research project of the graduate student, set reasonable and attainable goals, and establish a timeline for completion _____
- Be committed to meeting with the student on a regular basis, provide timely feedback on the student's work, and provide resources as appropriate or according to Kennesaw State University guidelines, in order for them to conduct dissertation research _____
- Provide honest and respectful feedback to the student on their progress and quality of their work, to assist them in creating outstanding products _____
- Help the graduate student select a dissertation committee and ensure that this committee meets at least annually to review the graduate student's progress _____
- Facilitate the training of the graduate student in complementary skills needed to be a successful researcher; these may include oral and written communication skills, grant writing, lab management, animal and human research policies, the ethical conduct of research, and scientific professionalism _____
- Discuss authorship policies regarding papers with the graduate student and acknowledge the graduate student's contributions to projects beyond their own, and work with the graduate student to publish their work in a timely manner _____
- Encourage the graduate student to attend professional meetings and make an effort to help them secure funding for such activities _____
- Provide career advice and assist in finding a position for the graduate student following their graduation, while providing honest letters of recommendation for their next phase of professional development, and being accessible to give advice and feedback on career goals _____

By initialing below, both parties are acknowledging that they have received, read, and understand the information contained in this document.

Graduate Student Name	Signature	Date
-----------------------	-----------	------

Faculty Advisor Name	Signature	Date
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KENNESAW STATE UNIVERSITY

Graduate Faculty Status Form



GRADUATE FACULTY STATUS FORM

Upon completing this form, please save it as a PDF file and email it to the Graduate College at (gradfac@kennesaw.edu). Please include your CV when submitting application.

Date: _____

Name of Applicant: _____

Academic Home Department: _____

College: _____

Professorial Rank (e.g., lecturer, associate professor): _____

Tenure Status (please check one):

- Tenured
- Tenure Track
- Not Tenure Track

Employment Status (please check one):

- Full-time Faculty
- Part-time Faculty

If external to KSU, Current Employer:

Current Title: _____

Section 1 Academic Preparation

ACADEMIC DEGREES. Please list all academic degrees you hold by (i) type of degree (e.g., Ph.D., D.N.S.); (ii) date awarded; (iii) major or area of study (**major as shown on your transcripts, not concentration**); and (iv) awarding institution. Please begin with terminal degree(s).

Degree	Date Awarded	Major on Transcript	Institution
<i>Ex. Ph.D.</i>	<i>May 15, 2018</i>	<i>Business Admin.</i>	<i>Kennesaw State</i>



Section 2 Graduate Faculty Responsibilities

a) RESPONSIBILITIES REQUESTED

DIRECTIONS – Please select all graduate faculty responsibilities that you are requesting to be approved.

Teach Graduate Courses	Supervise Graduate Students	Serve on Thesis and/or Dissertation Committee	Other
<i>Example: Yes</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>

b) CANDIDATE QUALIFICATIONS – All Candidates This section shows that the candidate has “demonstrated exceptional scholarly or creative activity, or professional experience” conveying expertise that is equivalent to the appropriate formal academic credentials required for Graduate Faculty Responsibilities.



Section 3 | For KSU Use (to be completed by Dept. Chair)

a) PROGRAM INFORMATION

Graduate Degree Program: _____

Department of Program: _____

College of Program: _____

b) CANDIDATE QUALIFICATIONS – Additional information showing the candidate has “demonstrated exceptional scholarly or creative activity, or professional experience” conveying expertise that is equivalent to the appropriate formal academic credentials required for Graduate Faculty Responsibilities.

c) VERIFICATION OF ASSIGNMENT:

(Department Chair Name)

(Date)

(Department Chair Signature)



Dissertation Committee Approval Form

Student Name: _____ KSU ID Number: _____

Focus Area (select one):

- Intelligent Robotic Systems
 Smart Infrastructure
 Biomedical and Health Systems
 Innovative Materials

Tentative Dissertation Title: _____

<p style="text-align: center;">Committee Member 1 (Chair)</p> <hr/> <p>Name</p> <hr/> <p>Institution/Affiliation</p> <hr/> <p>Signature _____ Date _____</p>	<p style="text-align: center;">Committee Member 2</p> <hr/> <p>Name</p> <hr/> <p>Institution/Affiliation</p> <hr/> <p>Signature _____ Date _____</p>
<p style="text-align: center;">Committee Member 3</p> <hr/> <p>Name</p> <hr/> <p>Institution/Affiliation</p> <hr/> <p>Signature _____ Date _____</p>	<p style="text-align: center;">Committee Member 4</p> <hr/> <p>Name</p> <hr/> <p>Institution/Affiliation</p> <hr/> <p>Signature _____ Date _____</p>
<p style="text-align: center;">Committee Member 5</p> <hr/> <p>Name</p> <hr/> <p>Institution/Affiliation</p> <hr/> <p>Signature _____ Date _____</p>	<p>Signatures:</p> <hr/> <p>Dissertation Advisor _____ Date _____</p> <hr/> <p>Program Director _____ Date _____</p> <hr/> <p>Graduate College _____ Date _____</p>



KENNESAW STATE
UNIVERSITY

Request for Course Substitution

Student Name: _____ KSU ID Number: _____

Focus Area (select one):

- Intelligent Robotic Systems Smart Infrastructure Biomedical and Health Systems Innovative Materials

Approval date of Program of Study reflecting the course substitutions listed below: _____

Courses to be used as substitutes				→	PhD.IE courses to be substituted	
Course No.	Course Title	Credit Hours	Term/ Year Taken		Course No.	Course Title

Student's signature Date

Dissertation Advisor Date

Program Decision: Approved Declined Revisions required

Comments:

Program Director

Date



Request for Transfer of Graduate Credits

Complete this form and for each credit transfer, attach: 1) an official transcript or a copy from the Graduate Admission file (copies of grade reports are not acceptable), 2) a course syllabus, and 3) a narrative describing the rationale for the request.

Student Name: _____ KSU ID Number: _____

Focus Area (select one):

- Intelligent Robotic Systems
 Smart Infrastructure
 Biomedical and Health Systems
 Innovative Materials

Graduate course(s) and credit(s) submitted for acceptance in transfer:

Courses taken during previous graduate work						PhD.IE courses to be substituted*	
Course No.	Course Title	Institution	Credit Hours Earned	Grade Earned	Term/Year Taken	KSU Course No.	KSU Course Title

*KSU courses listed here will be shown on the official PhD.IE transcript. If the transferred credits are used to fulfill the requirements of a PhD.IE core course or concentration course, enter the PhD.IE course to be substituted. If they are used as electives, enter the KSU graduate-level course that is equivalent to the course being transferred.

Student's signature _____ Date _____

Dissertation Advisor _____ Date _____

Program Decision: Approved Declined Revisions required

Comments:

Program Director _____

Date _____



Program of Study

Student Name: _____ KSU ID Number: _____

Focus Area (select one):

- Intelligent Robotic Systems
 Smart Infrastructure
 Biomedical and Health Systems
 Innovative Materials

PhD.IE program start date (term/year): _____ Entrance degree: BS MS

This program of study includes course substitutions: yes* no * attach a course substitution justification narrative

Category	KSU Course number** [subst. course number]	KSU Course Title** [substitute KSU course]	Credit Hours	Date Taken (Term/Yr)	Grade	Transf./Subst. (✓)
Common Courses (15 CR)						
		Subtotal				
Concentration Courses (12 CR)						
		Subtotal				
Electives (9 CR)						
		Subtotal				
Research (36 CR)						



Category	KSU Course number** [subst. course number]	KSU Course Title** [substitute KSU course]	Credit Hours	Date Taken (Term/Yr)	Grade	Transf./Subst. (✓)
Research (cont.) (36 CR)						
		Subtotal				
		Total CR (≥72)				

**Instructions: The course numbers and titles to be specified in the table above should be those of the KSU courses listed in the PhD.IE program handbook.

- Transferred course: If a non-KSU course is transferred to replace a PhD.IE KSU course: 1) indicate the KSU course number and title in the corresponding cells, 2) indicate the non-KSU course number and title in brackets in the same cells, and 3) place a check mark in the "Transf./Subst." column.
- Substituted course: If a non-PhD.IE KSU course is used as a substitute for a PhD.IE KSU course: 1) indicate the PhD.IE KSU course number and title in the corresponding cells, 2) indicate the non-PhD.IE KSU course number and title in brackets in the same cells, and 3) place a check mark in the "Transf./Subst." column.

Student's signature _____ Date _____

Dissertation Advisor _____ Date _____

(office use only)

Program of study: Approved Declined Revisions required
Course substitution [if applicable]: Approved Declined Revisions required

Comments:

Program Director _____

Date _____



KENNESAW STATE UNIVERSITY

Request for Program Qualifying Review

Student Name: _____ KSU ID Number: _____

Dissertation Advisor: _____

Focus Area (select one):

- Intelligent Robotic Systems
 Smart Infrastructure
 Biomedical and Health Systems
 Innovative Materials

Tentative Dissertation Title: _____

The members of my committee are:

Name	Institution/Affiliation
1.	
2.	
3.	
4.	
5.	

Student's signature Date

(office use only)

The qualifying review is scheduled for:

Date: _____

Approved by:

Dissertation Advisor Date

Program Director Date



KENNESAW STATE UNIVERSITY

Record of Program Qualifying Review

Student Name: _____ KSU ID Number: _____

Dissertation Advisor: _____

Focus Area (select one):

- Intelligent Robotic Systems
- Smart Infrastructure
- Biomedical and Health Systems
- Innovative Materials

Date of Qualifying Review: _____

Coursework score: _____/5 Research score: _____/5 Aggregate score: _____/10

We testify that the candidate was evaluated and

- Passed
- Failed
- Did not pass, repeat exam or part thereof after strengthening specific areas of weakness (details provided below):

Comments from the Committee:

Approved by:

Dissertation Advisor Date

Program Director Date



Request for Candidacy Examination

Student Name: _____ KSU ID Number: _____

Focus Area (select one):

- Intelligent Robotic Systems
 Smart Infrastructure
 Biomedical and Health Systems
 Innovative Materials

Tentative Dissertation Title: _____

I have attached a research synopsis (5-page limit)

The members of my committee are:

Name	Institution/Affiliation
1.	
2.	
3.	
4.	
5.	

The oral examination is scheduled for:

Date: _____ Time: _____ Location: _____

Student's signature Date

Approved by:

Dissertation Advisor Date

Program Director Date



KENNESAW STATE
UNIVERSITY

Record of Candidacy Examination

Student Name: _____ KSU ID Number: _____

Dissertation Advisor: _____ Date: _____

Dissertation Title: _____

Committee votes: Pass: Fail: Repeat:
(enter number of votes for each outcome)

We testify that the candidate was evaluated and:

- Passed
- Failed
- Did not pass, may repeat after strengthening specific areas of weakness:

Dissertation Committee Chair Signature Date

Committee Member Signature Date

Committee Member Signature Date

Committee Member Signature Date

Committee Member Signature Date



Candidacy Feedback Form

Committee Member Name: _____ Date: _____

Student Name: _____

Attribute	Does not meet expectations	Meets expectations	Exceeds expectations
Literature review	<input type="checkbox"/> The literature review only tackled some limited aspects of the research topic <input type="checkbox"/> The literature review lacked structure and organization <input type="checkbox"/> The conclusion of the review did not summarize the knowledge found from this review	<input type="checkbox"/> The literature review tackled most aspects of the research topic <input type="checkbox"/> The literature review was suitably organized considering the contents of the selected articles <input type="checkbox"/> The conclusion of the review summarized the knowledge found from this review	<input type="checkbox"/> The literature review tackled all aspects of the research topic <input type="checkbox"/> The literature review demonstrated logical sequencing and structure <input type="checkbox"/> Detailed conclusions were reached from the evidence offered
Technical depth	<input type="checkbox"/> Report and presentation reveal critical weakness in depth of knowledge in subject matter	<input type="checkbox"/> Report and presentation reveal some depth of knowledge in subject matter	<input type="checkbox"/> Report and presentation reveal exceptional depth of subject knowledge
Overall breadth of knowledge	<input type="checkbox"/> Demonstrates rudimentary critical thinking skills <input type="checkbox"/> Does not reflect understanding of subject matter and associated literature	<input type="checkbox"/> Demonstrates average critical thinking skills <input type="checkbox"/> Reflects understanding of subject matter and associated literature	<input type="checkbox"/> Exhibits mature, critical thinking skills <input type="checkbox"/> Exhibits mastery of subject matter and associated literature
Expected contribution to discipline	<input type="checkbox"/> Limited expansion upon previous research	<input type="checkbox"/> Builds upon previous research	<input type="checkbox"/> Greatly extends previous research
Oral & written presentation	<input type="checkbox"/> Poor communication skills	<input type="checkbox"/> Good communication skills	<input type="checkbox"/> Excellent communication skills
Quality of response to question	<input type="checkbox"/> Arguments are poorly presented	<input type="checkbox"/> Arguments are well organized	<input type="checkbox"/> Arguments are skillfully presented
Overall assessment	<input type="checkbox"/> Does not meet expectations	<input type="checkbox"/> Meets expectations	<input type="checkbox"/> Exceeds expectations



KENNESAW STATE
UNIVERSITY

Comments to the student:



Request for Research Proposal Defense

Student Name: _____ KSU ID Number: _____

Focus Area (select one):

- Intelligent Robotic Systems
 Smart Infrastructure
 Biomedical and Health Systems
 Innovative Materials

Dissertation Title: _____

I have attached an abstract of my proposal (250-word limit)

The members of my committee are:

Name	Institution/Affiliation
1.	
2.	
3.	
4.	
5.	

The proposal defense is scheduled for:

Date: _____ Time: _____ Location: _____

Student's signature Date

Approved by:

Dissertation Advisor Date

Program Director Date



Record of Research Proposal Defense

Student Name: _____ KSU ID Number: _____

Dissertation Advisor: _____ Date: _____

Dissertation Title: _____

Committee votes:
(enter number of votes for each outcome)

Pass:

Fail:

Repeat:

We testify that the candidate was evaluated and

- Passed; candidate may proceed to independent study and research for the doctoral degree
- The examination is temporarily adjourned. The candidate must revise the Research Proposal and be examined again within the next six months
- Failed but may submit a new Research Proposal and submit to another Research Proposal Defense after completing additional course work, independent study, or research
- Failed and will not be readmitted to another examination

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Dissertation Committee Chair

Signature

Date

--	--	--

Committee Member

Signature

Date

--	--	--

Committee Member

Signature

Date

--	--	--

Committee Member

Signature

Date

--	--	--

Committee Member

Signature

Date



Proposal Defense Assessment Form

Committee Member Name: _____ Date: _____

Student Name: _____

Attribute	Does not meet expectations	Meets expectations	Exceeds expectations
Literature review	<input type="checkbox"/> The literature review only tackled some limited aspects of the research topic <input type="checkbox"/> The literature review lacked structure and organization <input type="checkbox"/> The conclusion of the review did not summarize the knowledge found from this review	<input type="checkbox"/> The literature review tackled most aspects of the research topic <input type="checkbox"/> The literature review was suitably organized considering the contents of the selected articles <input type="checkbox"/> The conclusion of the review summarized the knowledge found from this review	<input type="checkbox"/> The literature review tackled all aspects of the research topic <input type="checkbox"/> The literature review demonstrated logical sequencing and structure <input type="checkbox"/> Detailed conclusions were reached from the evidence offered
Research plan	<input type="checkbox"/> Population, sample and sampling strategy were poorly laid out <input type="checkbox"/> The choice of method analyses was not explained well and how analyses will be conducted was poorly laid out <input type="checkbox"/> No alternate strategies and potential challenges were identified and discussed	<input type="checkbox"/> Population, sample and sampling strategy were mostly well-explained <input type="checkbox"/> The choice of method analyses was mostly explained well and how analyses will be conducted was sufficiently clear <input type="checkbox"/> Some alternate strategies and potential challenges were discussed and evaluated	<input type="checkbox"/> Population, sample and sampling strategy were well-defined and clearly explained <input type="checkbox"/> The choice of method analyses was clearly explained and details of how analyses will be conducted were clearly laid out <input type="checkbox"/> Alternate strategies and potential challenges were addressed and evaluated
Technical depth	<input type="checkbox"/> Report and presentation reveal critical weakness in depth of knowledge in subject matter	<input type="checkbox"/> Report and presentation reveal some depth of knowledge in subject matter	<input type="checkbox"/> Report and presentation reveal exceptional depth of subject knowledge
Overall breadth of knowledge	<input type="checkbox"/> Demonstrates rudimentary critical thinking skills <input type="checkbox"/> Does not reflect understanding of subject matter and associated literature	<input type="checkbox"/> Demonstrates average critical thinking skills <input type="checkbox"/> Reflects understanding of subject matter and associated literature	<input type="checkbox"/> Exhibits mature, critical thinking skills <input type="checkbox"/> Exhibits mastery of subject matter and associated literature
Contribution to discipline	<input type="checkbox"/> Limited expansion upon previous research	<input type="checkbox"/> Builds upon previous research	<input type="checkbox"/> Greatly extends previous research



Attribute	Does not meet expectations	Meets expectations	Exceeds expectations
Oral & written presentation	<input type="checkbox"/> Poor communication skills	<input type="checkbox"/> Good communication skills	<input type="checkbox"/> Excellent communication skills
Quality of response to question	<input type="checkbox"/> Arguments are poorly presented	<input type="checkbox"/> Arguments are well organized	<input type="checkbox"/> Arguments are skillfully presented
Overall assessment	<input type="checkbox"/> Does not meet expectations	<input type="checkbox"/> Meets expectations	<input type="checkbox"/> Exceeds expectations

Comments to the student:



Request for Dissertation Defense

Student Name: _____ KSU ID Number: _____

Focus Area (select one):

- Intelligent Robotic Systems
 Smart Infrastructure
 Biomedical and Health Systems
 Innovative Materials

Dissertation Title: _____

I have attached an abstract of my dissertation (250-word limit)

The members of my committee are:

Name	Institution/Affiliation
1.	
2.	
3.	
4.	
5.	

The dissertation defense is scheduled for:

Date: _____ Time: _____ Location: _____

Student's signature Date

Approved by:

Dissertation Advisor Date

Program Director Date



Record of Dissertation Defense

Student Name: _____ KSU ID Number: _____

Dissertation Advisor: _____ Date: _____

Dissertation Title: _____

Committee votes:

(enter number of votes for each outcome)

Pass:

Fail:

Repeat:

We testify that the candidate was evaluated and

- Passed; Dissertation accepted
- Passed; Dissertation will be accepted after specific revisions have been made
- The committee is temporarily adjourned; candidate will be examined again
- Did not pass, may not repeat

Dissertation Committee Chair Signature Date

Committee Member Signature Date

Committee Member Signature Date

Committee Member Signature Date

Committee Member Signature Date



Dissertation Assessment Form

Committee Member Name: _____ Date: _____

Student Name: _____

Attribute	Does not meet expectations	Meets expectations	Exceeds expectations
Technical depth	<input type="checkbox"/> Report and presentation reveal critical weakness in depth of knowledge in subject matter	<input type="checkbox"/> Report and presentation reveal some depth of knowledge in subject matter	<input type="checkbox"/> Report and presentation reveal exceptional depth of subject knowledge
Research Plan	<input type="checkbox"/> Population, sample and sampling strategy were poorly laid out <input type="checkbox"/> The choice of method analyses was not explained well and how analyses will be conducted was poorly laid out <input type="checkbox"/> No alternate strategies and potential challenges were identified and discussed	<input type="checkbox"/> Population, sample and sampling strategy were mostly well-explained <input type="checkbox"/> The choice of method analyses was mostly explained well and how analyses will be conducted was sufficiently clear <input type="checkbox"/> Some alternate strategies and potential challenges were discussed and evaluated	<input type="checkbox"/> Population, sample and sampling strategy were well-defined and clearly explained <input type="checkbox"/> The choice of method analyses was clearly explained and details of how analyses will be conducted were clearly laid out <input type="checkbox"/> Alternate strategies and potential challenges were addressed and evaluated
Overall breadth of knowledge	<input type="checkbox"/> Demonstrates rudimentary critical thinking skills <input type="checkbox"/> Does not reflect understanding of subject matter and associated literature	<input type="checkbox"/> Demonstrates average critical thinking skills <input type="checkbox"/> Reflects understanding of subject matter and associated literature	<input type="checkbox"/> Exhibits mature, critical thinking skills <input type="checkbox"/> Exhibits mastery of subject matter and associated literature
Contribution to discipline	<input type="checkbox"/> Limited expansion upon previous research	<input type="checkbox"/> Builds upon previous research	<input type="checkbox"/> Greatly extends previous research
Evaluation of the impact of engineering solutions	<input type="checkbox"/> The solutions generated to address the central objective were not appropriately evaluated <input type="checkbox"/> Only one aspect of the solution was assessed (e.g., economic or environmental or societal or ethical aspect)	<input type="checkbox"/> Some solutions generated to address the central objective were evaluated using at least one criterion and one assessment method <input type="checkbox"/> Some aspects of the solution were assessed (e.g., economic, environmental, societal, and ethical aspects)	<input type="checkbox"/> All solutions generated to address the central objective were evaluated using multiple criteria and assessment methods <input type="checkbox"/> Multiple aspects of the solution were assessed (e.g., economic, environmental, societal, and ethical aspects)
Oral & written presentation	<input type="checkbox"/> Poor communication skills	<input type="checkbox"/> Good communication skills	<input type="checkbox"/> Excellent communication skills



Attribute	Does not meet expectations	Meets expectations	Exceeds expectations
Quality of response to question	<input type="checkbox"/> Arguments are poorly presented	<input type="checkbox"/> Arguments are well organized	<input type="checkbox"/> Arguments are skillfully presented
Overall assessment	<input type="checkbox"/> Does not meet expectations	<input type="checkbox"/> Meets expectations	<input type="checkbox"/> Exceeds expectations

Comments to the student:



Exit Interview

Name: _____ Date: _____

Focus Area (select one):

- Intelligent Robotic Systems Smart Infrastructure Biomedical and Health Systems Innovative Materials

Career Plans: (Are you currently employed? Have you applied for a position, been interviewed, received any offers, or accepted a position in industry, in academia, or with the government?)

Curriculum: (How well has the independent research experience prepared you for real-world challenges? How well have the graduate courses prepared you in gaining advanced knowledge in the field? What are the top three courses in the program perceived as providing the knowledge and skills necessary to solve technical problems in the concentration area?)

Interactions: (During the course of your research, have you interacted with other faculty at KSU, other schools, government sponsors, others?)



KENNESAW STATE
UNIVERSITY

Assessment of Abilities Related to Outcomes: (How many articles have you written or co-authored? How many conference papers have you presented? What honors/awards/recognition have you received for your work?)

Faculty: (Did you perceive the dissertation advisor to be competent, caring, and supportive?)

Facilities: (What are the best and worst things about the College, labs and research

Other Comments:

Current contact information:

Address

Phone number

Email address



Electronic Forms URLs

All program forms must be completed and submitted from the [Team-PhD.IE Member Portal](#) in Microsoft Teams. Membership to this portal is automatically granted to students upon admission into the program and to their designated advisor. If you are unable to access the portal or any form, please contact the Program Office Manager.

	Form	Initiator	URL
B-1	PhD.IE Student Conference Travel Fund Application	Student	
B-2	Advisor-Student Agreement	Program	N/A
B-3	Graduate Faculty Status Form	Student	
B-4	Dissertation Committee Approval Form	Student	
B-5	Request for Course Substitution	Student	
B-6	Request for Transfer of Graduate Credits	Student	
B-7	Program of Study	Student	
B-8	Request for Program Qualifying Review	Student	
B-9	Record of Program Qualifying Review	Program	N/A
B-10	Request for Candidacy Examination	Student	
B-11	Record of Candidacy Examination	Advisor	
B-12	Candidacy Feedback Form	Committee Members	
B-13	Request for Research Proposal Defense	Student	
B-14	Record of Research Proposal Defense	Advisor	
B-15	Proposal Defense Assessment Form	Committee Members	
B-16	Request for Dissertation Defense	Student	
B-17	Record of Dissertation Defense	Advisor	
B-18	Dissertation Assessment Form	Committee Members	
B-19	Exit Interview	Student	