Office of Graduate Studies

Graduate Studies

Graduate Studies (http://www.graduate.ku.edu/) at the University of Kansas is the administrative unit responsible for graduate education for the Lawrence and Edwards Campuses.

Graduate Studies (http://www.kumc.edu/academic-affairs/graduate-studies.html) on the KU Medical Center campus (a unit of the Office of Academic Affairs) is responsible for graduate programs in the Schools of Health Professions, Medicine, and Nursing. Please see the online catalog section for the KU Medical Center (KUMC) - Office of Graduate Studies (http://catalog.ku.edu/graduate-studies/kumc/) for more information.

Graduate degrees are conferred by the professional schools and the College of Liberal Arts and Sciences with the exception of the Health Informatics master’s degree, which is conferred by the KUMC Office of Graduate Studies upon recommendation by the Health Informatics Advisory Council. Appointments to the Graduate Faculty are authorized by the schools and CLAS, or by the individual academic units on the Medical Center campus, and administered by the appropriate Graduate Studies office.

KU offers the Master of Arts degree, the Master of Science degree, specific professional master’s degrees, the professional degree of Specialist in Education, and the Doctor of Philosophy degree, as well as professional doctorates of Audiology, Education, Engineering, Musical Arts, and Speech-Language Pathology. KU also offers graduate certificate programs and currently enrolls more than 5,000 graduate students.

Goals of Graduate Study

The traditional goals of graduate study are independent scholarship, competence in research or other creative work, and the cultivation of skill and commitment in teaching. Having acquired a broad education as an undergraduate, the student is expected to master a specific field, to learn the methods of investigation employed therein, and to proceed toward making an original contribution to knowledge. Since many of those who earn advanced degrees find careers in higher education, the acquisition of skill in teaching and in directing research are also essential parts of graduate education.

Emerging societal interests and changing market demands continue to underscore the importance of the traditional goals of graduate study. At the same time, they emphasize the need for flexibility in programs and accommodation in career objectives. Graduates in many fields continue to pursue increasingly diverse careers and, as they do, they demonstrate the value of graduate study and research to society, government, business, industry, the diverse professions, and the arts. Nevertheless, incoming students must realize that a change in employment patterns for graduates is underway in many fields where the major, if not the sole, employment opportunity after graduation was once to be found in a teaching career.

Graduate Military Programs

The Office of Graduate Military Programs (GMP) (http://gmp.ku.edu/) facilitates collaboration between the university and the US Armed Forces for the development of academic programs and research initiatives that support the needs of the Department of Defense (DOD). GMP develops

and maintains programs for select officers attending the Command and General Staff College at nearby Fort Leavenworth, instructors at the United States military academies, foreign area officers, logisticians, and other DOD personnel requiring the advanced degrees necessary to teach and conduct research at the highest level. The office assists principal investigators throughout the university to find well-matched research grant opportunities, prepare proposals, and coordinate with the appropriate DOD entities. GMP also collaborates with the Student Veteran Center and serves as a voice for all educational issues related to student veterans. GMP is committed to creating and maintaining a positive learning environment for military veterans attending our university.

Research

Research is an integral part of the university’s educational mission and approach to graduate study. The National Science Foundation classifies KU as a major university receiving substantial research support. The Carnegie Classification of Institutions of Higher Education classifies KU as a doctorate-granting R1 Research University with the Highest Research Activity, and KU has been a member of the Association of American Universities since 1909. The university has a long and successful record of research collaboration through independent, multidisciplinary research centers that focus on common themes. KU is home to university research centers and institutes, affiliated centers, core service labs, the Kansas Geological Survey, and the Kansas Biological Survey. In addition, a number of research centers exist in individual departments and academic units throughout the university. For more information about research on the Lawrence campus, visit the Research (http://www.ku.edu/research/) page or the Office of Research (http://www.research.ku.edu/).

Fellowships and Scholarships

Visit the Graduate Studies website (http://graduate.ku.edu/ku-funding-0/) for information about funding opportunities for KU graduate students.

Admission to Graduate Study

Persons whose records indicate their ability to succeed in advanced work may be admitted to the University of Kansas for graduate study in one of the professional schools or in the College of Liberal Arts and Sciences. The provisions herein constitute the university minima. Departments and programs may be more selective.

Applicants can apply to be degree-seeking, non-degree-seeking, or certificate-seeking students. Applicants pursuing an identifiable degree program are degree-seeking; those applicants pursuing a certificate program are certificate-seeking; those who are not pursuing an identified degree or certificate program should be admitted under the non-degree-seeking category. No student may work toward a graduate degree without being accepted as a degree-seeking student in a specific graduate program. (View the current policies on graduate admission (http://policy.ku.edu/graduate-studies/admission-to-graduate-studies/).)

The University of Kansas sends an email notification to each applicant of the admission decision, which can be accessed through the application portal. In situations requiring a previously enrolled student to re-apply for graduate admission, the previous admission does not guarantee re-admission.

English Proficiency:

In accordance with the policy on English Proficiency Requirements for Admission to Graduate Study (http://policy.ku.edu/graduate-studies/english-proficiency-international-students/), applicants who are non-native
speakers of English must demonstrate proficiency in reading, writing, and listening to English. Domestic applicants who indicate that English is not their native language must demonstrate English proficiency as described in the policy.

**Degree- and Certificate-Seeking Admission**

Students who apply to a graduate degree or certificate program may be offered admission with a status of regular or provisional. In some circumstances, students may be offered regular admission and also be required to complete mandatory English Language Training alongside the academic degree program.

Degree-seeking graduate students who wish to pursue a certificate within their own department do not need to apply separately for admission to the certificate program unless the department requires a separate application. Degree-seeking graduate students who wish to pursue a certificate outside of their home department must apply to the certificate program. Degree-seeking graduate students must be in good standing in their degree program in order to be admitted to a certificate program, whether in the same or a different department.

If students admitted to a graduate certificate program are later admitted to a graduate degree program as degree-seeking students, applicable courses taken for the graduate certificate program may be counted toward the degree with the approval of the degree-granting program. While the courses comprising a graduate certificate may be used as evidence in support of a student's application for admission to a graduate degree program, the certificate itself is not considered to be a prerequisite and does not guarantee admission into any graduate degree program.

View the current policies on graduate admission (http://policy.ku.edu/graduate-studies/admission-to-graduate-studies/).

**Regular Admission:**

Regular admission requires evidence* of a bachelor's degree from a regionally-accredited university or from a foreign university with substantially equivalent bachelor's, master's, or doctoral degree requirements. The bachelor's degree is not acceptable if it contains credit awarded for work experience that was not directly supervised by faculty members (e.g., life experience) or if the work was not evaluated in units that identify the academic content (e.g., if the work was graded on a P/F or an S/U basis). In exceptional cases, persons not holding bachelor's degrees may be admitted if they are academically well prepared. In these cases, the Vice Provost for Graduate Studies reviews the student’s academic background before the student is admitted.

Except as otherwise provided herein, applicants must demonstrate a grade-point average (GPA) of at least a 3.0 (on a 4.0 scale), in a completed* degree program at KU, at another regionally-accredited institution, or at a foreign university with substantially equivalent bachelor's, master's, or doctoral degree requirements. For more information about what constitutes evidence of a completed bachelor's degree and about procedures used to provide and evaluate transcripts, see the Graduate Admissions website (https://gradapply.ku.edu/).

*Students may be admitted based on the cumulative GPA in the last term of an active degree program, but these students must provide evidence of a completed bachelor's degree (as described above) before they will be allowed to enroll in a second term of graduate study at KU.

**Provisional Admission:**

Applicants who meet the minimum bachelor's degree requirement above but who have one or more deficiencies in grade-point average, prerequisite course work, or other areas as determined by the department or program, but who meet all other admission standards, may be admitted on a provisional basis. Students granted provisional admission shall not be considered in academic good standing until the department and graduate division recognize that the student has met the requirements for regular admission as described below.

If an applicant is admitted provisionally, it is expected that the student’s department and the student's school or College will review the student's progress immediately following the first semester of graduate study. This review will determine whether the student has met the requirements for regular admission.

If the student meets the requirements for regular admission, the department or program in which the student is enrolled will request that Graduate Studies move the student from provisional to regular status. If the student does not meet the requirements for regular admission by the time of review, the student may be continued on provisional status or dismissed immediately.

A student with provisional status may be dismissed at the conclusion of any semester if the student fails to earn a 3.0 GPA or to meet other requirements for regular admission. If, after the first semester, provisional continuation is recommended by the department or program and approved by the graduate division, the student may remain on provisional status until the student meets the requirements for regular admission.

Achieving good academic standing in a degree- or certificate-seeking program at KU demonstrates evidence of preparedness for graduate study. Therefore, a graduate student who was originally admitted provisionally on the basis of an undergraduate GPA below 3.0, but who maintains good academic standing in the graduate program, may be granted regular admission to subsequent degree or certificate programs at the department’s discretion, even when the first graduate program is not yet complete. Students who were originally granted provisional admission to a KU graduate program and subsequently discontinued their graduate program while in good academic standing may be granted regular admission to a later degree or certificate program at the admitting program’s discretion.

**Non-Degree-Seeking Admission:**

A non-degree-seeking applicant applies to a specific department, program, professional school, or the College for admission as a non-degree-seeking student. A non-degree-seeking applicant must fulfill the English proficiency requirements for admission to graduate study at KU (http://policy.ku.edu/graduate-studies/english-proficiency-international-students/) and must provide evidence* of a bachelor's degree from a regionally-accredited university or from a foreign university with substantially equivalent bachelor's, master's, or doctoral degree requirements. A bachelor's degree that contains credit awarded for work experience that was not directly supervised by faculty members (e.g., life experience) or work which was not evaluated in units that identify the academic content (e.g., if the work was graded on a P/F or an S/U basis) may be acceptable for non-degree-seeking admission. In exceptional cases, persons not holding bachelor's degrees may be admitted if they are academically well prepared. In these cases, the Vice Provost for Graduate Studies reviews the student's academic background before the student is admitted.

*Students may be admitted based on the cumulative GPA in the last term of an active degree program, but these students must provide evidence of a completed bachelor's degree (as described above) before they will be allowed to enroll in a second term of graduate study at KU.
A non-degree-seeking applicant is not required to meet the other requirements for regular admission.

Non-degree-seeking admission is not intended to bypass regular admission into a graduate certificate or degree program. However, if a non-degree-seeking student later applies for admission and is accepted as a regular degree- or certificate-seeking student, the student may transfer up to nine (9) credit hours earned as a non-degree-seeking student toward a graduate certificate or degree, or up to six (6) credit hours in the case of a nine-hour certificate. Students who withdraw from a degree program and subsequently seek admission to a certificate program are subject to these same transfer limits (i.e., nine (9) credit hours, or six (6) toward a nine-hour certificate). For more information, see the policy on Graduate Credit (http://policy.ku.edu/graduate-studies/graduate-credit/).

* Non-degree-seeking students may not be admitted without proof of a completed bachelor's degree. For more information about what constitutes a completed bachelor's degree and about procedures used to provide and evaluate transcripts, see the Graduate Admissions website (https://gradapply.ku.edu/).

**Easy Admit:**

An applicant to graduate study who wishes only to attend institutes or workshops that require graduate admitted status may be admitted under the easy admit process. This process allows any person, with evidence of a bachelor's degree from an accredited institution, to take one course per semester without needing to meet the additional requirements of provisional admission.

The easy admit process is limited to certain Lawrence-campus programs that tend to have a high volume of applicants who enroll in institutes or workshops for continuing education purposes. An applicant should verify that the easy admit option is available for the course in which the student is interested before pursuing this option.

**Offer of Admission:**

Offers of admission are valid for one year from the term of admission, as long as the admitting program approves deferral to a future term. If individuals offered admission are not in attendance at the University of Kansas after one year from the term of admission, all application materials are destroyed and the admission is rescinded. If this occurs, the prospective graduate student must submit a new application, application fee, official transcripts, and other required materials. Previous acceptance into a graduate program does not guarantee an admission offer for a future application.

**Application Fees**

Nonrefundable application fees payable to the University of Kansas are required. Rates are subject to change. Some departments and programs require deposits from admitted students to be fully credited against required fees upon enrollment.

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree-seeking domestic application</td>
<td>$65</td>
</tr>
<tr>
<td>Degree-seeking international application</td>
<td>$85</td>
</tr>
<tr>
<td>Certificate seeking application</td>
<td>$30</td>
</tr>
<tr>
<td>Non-degree-seeking application</td>
<td>$30</td>
</tr>
</tbody>
</table>

View the current Lawrence and Edwards Campus application fees (https://registrar.ku.edu/comprehensive-fee-schedule/) within the Comprehensive Fee Schedule on the University Registrar's website.

**English Proficiency Requirements for Admission to Graduate Study**

Graduate applicants who are non-native speakers of English must demonstrate English proficiency in the skill areas of reading, writing, and listening. All students who experience challenges doing graduate work in English after arrival are encouraged to seek assistance from the Applied English Center (AEC).

For information on the spoken English requirements for GTAs, please see the policy on Spoken English Language Competency of Faculty And Graduate Teaching Assistants (http://policy.ku.edu/KBOR/spoken-english-competency-BOR-policy/).

**PROFICIENCY BANDS**

KU recognizes three proficiency categories for graduate students:

- Full Proficiency
- Admission Proficiency
- Provisional Proficiency

Applicants may be admitted for graduate study in any of these three categories. By the time they complete their degree work, students are expected to reach Full Proficiency.

**Full Proficiency**

Students in this proficiency band do not require academic English support as provided by the AEC. Students may be categorized with Full Proficiency at the time of admission or later, after completing coursework at the AEC.

Students placed into the Full Proficiency band are fully admitted for graduate study at KU and no additional testing is required. These students will have *Proficiency Obtained* marked in their official KU academic records.

**Admission Proficiency**

Students in this band have the proficiency in reading, writing, and listening to English necessary to begin graduate study and to succeed in their classes with some academic English support as provided by the AEC.

Students placed in the Admission Proficiency band are fully admitted for graduate study at KU but they must complete testing at the AEC upon arrival at KU. Their needs for academic English support will be assessed in person and they may be placed in corresponding AEC classes or may be moved into the Full Proficiency band.

**Provisional Proficiency**

Students placed into this proficiency band are eligible for Provisional Admission. After arrival, these students work to clear the provisions placed on their admission with support from the AEC and, eventually, reach the level of Full Proficiency.
PROOF OF PROFICIENCY

KU recognizes several mechanisms by which applicants may demonstrate their English proficiency. The following are acceptable means of demonstrating English proficiency for purposes of graduate admission:

1. Graduation with a baccalaureate degree (or higher) earned in residence from a regionally accredited English-medium U.S. college or university or from a foreign university which conducts all instruction in English and which maintains substantially equivalent bachelor's, master's, or doctoral degree requirements
   • Degrees earned online may not be used to demonstrate English proficiency.
   • Demonstrates Full Proficiency: applicants are not required to complete AEC testing

2. Satisfactory completion of the entire AEC curriculum with a final university designation of "Proficiency Obtained"
   • Demonstrates Full Proficiency: no further English-language testing or coursework is required

3. Employment as an officer in the U.S. military with documentation of selection or promotion to the rank of Major or higher (or the equivalent U.S. Navy or Coast Guard rank)
   • Demonstrates Full Proficiency: applicants are not required to complete AEC testing

4. Official scores from an English proficiency standardized test (e.g. TOEFL, IELTS-Academic, or PTE), sent by the testing agency to the University of Kansas. Official scores must be less than two years old at the time that Graduate Admissions processes the application.
   • Scores demonstrate Provisional, Admission, or Full Proficiency in accordance with the table below

5. In exceptional cases, a department, with written support from the appropriate school or college, may petition the Vice Provost for Graduate Studies to consider alternative documentation of English proficiency. In consultation with the Executive Council of Graduate Faculty and the Director of the AEC, the Vice Provost for Graduate Studies will determine whether the alternative documentation demonstrates English proficiency at the level expected for regular admission to graduate study at KU.
   • Demonstrates Provisional, Admission, or Full Proficiency, depending on the documentation provided

PROFICIENCY BAND CRITERIA FOR CAMPUS-BASED PROGRAMS

Applicants who complete the AEC curriculum or provide official scores from a TOEFL, IELTS-Academic, or PTE test will be placed into a proficiency band according to this chart. Applicants whose documentation falls below these standards will be denied graduate admission and advised to apply directly for full-time study at the AEC.

Applicants to online-only programs must demonstrate Full Proficiency for admission.

<table>
<thead>
<tr>
<th>Documentation Type</th>
<th>Full Proficiency</th>
<th>Admission Proficiency</th>
<th>Provisional Proficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL (paper)</td>
<td>All part scores at least 57, TWE 5.0</td>
<td>All part scores at least 53</td>
<td>All part scores 51-52</td>
</tr>
<tr>
<td>TOEFL (IBT)</td>
<td>Reading, Listening, and Writing part scores at least 23</td>
<td>Reading, Listening, and Writing part scores at least 20</td>
<td>Reading, Listening, and Writing part scores 18-19</td>
</tr>
<tr>
<td>IELTS-Academic</td>
<td>Minimum overall score 6.5, at least 6.0 in Listening, Reading, and Writing</td>
<td>Minimum overall score 6.0 with no part score below 5.5</td>
<td>Minimum overall score 5.5 with no part score below 5.0</td>
</tr>
<tr>
<td>PTE</td>
<td>Minimum overall score 58 with no part score below 53 in Listening, Reading, and Writing</td>
<td>Minimum overall score 55 with no part score below 50</td>
<td>Minimum overall score 45 with no part score below 40</td>
</tr>
<tr>
<td>AEC Coursework</td>
<td>Completion of all AEC coursework and designation as &quot;Proficiency Obtained&quot;</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

| AEC Testing Required? | No | Yes | Yes |

APPLIED ENGLISH CENTER TESTING

The Applied English Center (AEC) maintains a testing process for non-native speakers of English. This process serves to confirm each student's level of English proficiency and determine whether English courses will be included as a requirement of the student's academic program. In order to graduate, students who are required to complete AEC courses must meet KU's Full Proficiency standard as demonstrated by their performance in AEC coursework and/or testing.

- Students who are admitted in the Full Proficiency band are not required to complete AEC testing.
- All other non-native speakers of English who gain admission to campus-based programs are required to complete AEC testing upon arrival on campus.

View the current policy for Lawrence and Edwards Campus English Proficiency (https://policy.ku.edu/graduate-studies/english-proficiency-international-students/).

Permit to Re-enroll

A student who has been actively enrolled in a degree-, certificate-, or non-degree-seeking graduate program but who has not been enrolled for one academic year (three consecutive semesters, including the summer semester) or less, may be eligible to use the Permit to Re-Enroll form with the consent of the student's department or program.

A student who has been actively enrolled in a degree-, certificate-, or non-degree-seeking program and has not enrolled for four or more consecutive semesters (including summers) without an approved Leave of Absence (http://policy.ku.edu/graduate-studies/leave-of-absence/?num2.6) is not eligible to use the Permit to Re-Enroll form and must re-apply for graduate admission.

The Permit to Re-Enroll form is not available to a student who:

- was dismissed from a program at KU;
- was voluntarily discontinued (formally withdrew) from a graduate program;
- completed the graduate degree program; or
- most recently enrolled as a general non-degree seeking graduate student without a program or school-level affiliation.
Before completing the Permit to Re-Enroll form, students should contact their graduate program directly to confirm that the program uses the permit.

Students returning from an approved Leave of Absence will be returned from leave by their department. These students are not required to use the Permit to Re-Enroll. View the current Lawrence and Edwards Campus policy on Permit to Re-Enroll (http://policy.ku.edu/graduate-studies/permit-to-reenroll/).

Transcripts

Applications must be accompanied by one copy of official transcripts from the institution where the applicant earned the bachelor's degree (or equivalent)*. This official transcript will be used to verify the completion (or intended completion) of a baccalaureate degree (or equivalent).

If the applicant has completed any graduate work, official transcripts from the graduate institution(s) must be included as well. Letters of recommendation and test scores may also be required. Applicants should check with the program(s) to which they are applying for more information.

In order to be considered official, transcripts and test scores must be sent through secure means (e.g., a sealed envelope, electronic transmission) directly from the degree-granting institution or testing service to the University of Kansas. Transcripts and test scores provided through unofficial means will not be considered to be official documents for the purpose of admission.

*Applicants with KU degrees may provide unofficial transcripts and do not need to provide copies of officials.

Degrees

Degrees are awarded three times each year, in August, December, and May. Degrees for each academic year are conferred formally at the annual commencement ceremony in May. Degree candidates are not eligible to graduate if the graduate grade-point average (GPA) is lower than 3.0 in all courses acceptable for graduate credit.

Doctoral candidates who have fulfilled all of their degree requirements by the deadline dates for graduation in August 2020, December 2020, and May 2021 are allowed to participate in the May 2021 doctoral hooding ceremony. In addition, doctoral candidates who expect to complete all of their degree requirements by the deadline date for graduation in August 2021 may elect to participate in the May 2021 doctoral hooding ceremony. Summer 2021 graduates should contact Graduate Studies early in the spring 2021 semester in order to participate in hooding.

Students who are working toward two degrees must complete the requirements for each degree. Course work may not count toward fulfilling degree requirements for more than one degree.

Graduate students may not be awarded an additional KU degree with the same name and degree code as a previously awarded degree from KU. This applies to the completion of different degree tracks, concentrations, and sub-specialties within a given degree. This does not prohibit students from earning additional master's or doctoral degrees in another discipline.

View the current list of all master's and doctoral degrees on the Graduate Studies Academics page (http://www.graduate.ku.edu/find-graduate-program/). View the current Lawrence and Edwards Campus policy on graduate degrees (http://policy.ku.edu/graduate-studies/degrees/).

Master's Degree Programs

KU grants traditional Master of Arts and Master of Science degrees, as well as professional master's degrees that have developed out of these traditional arts and science degrees. A Master of Arts or a Master of Science degree requires at least one year of graduate work or its equivalent. Stated in terms of hours of credit, the standard master's program requires 30 hours though some degrees, especially in professional areas, may require as many as 36 or 40 or more. With permission from the department (or in the case of interdepartmental programs, permission from the joint program committee) and of the Graduate Division, it is sometimes possible to complete a 30-hour master's degree with as few as 24 hours if the student enters the program especially well prepared and maintains a superior GPA. Work for a master's degree is concentrated in the major area, with only a minimal amount of work (usually no more than 6 credit hours) that is completed at KU permitted outside the major department. Each master's program must contain a research component, represented either by a thesis (usually for 6 hours of credit) or by an equivalent enrollment in research, independent investigation, or seminars. Within these requirements and well-founded practices, departmental master's programs may be flexible enough to meet the particular needs of individual students. View the current Lawrence and Edwards Campus policy on master's degrees (http://policy.ku.edu/graduate-studies/ma-ms-degrees/).

Master of Arts and Master of Science

Historically, most of the master’s degrees granted at KU have been the Master of Arts and Master of Science degrees. This fact conforms to the traditional liberal arts background out of which most U.S. graduate schools developed.

Professional Master's Degrees

KU grants a number of professional master’s degrees, most of which are offered through the professional schools. Students should consult the appropriate college or school section of the online catalog for detailed descriptions of professional master’s programs.

Specialist in Education

The degree of Specialist in Education (http://catalog.ku.edu/education/psychology-research/eds/) is offered through the School of Education and Human Sciences and may be earned as a concentration on the basis of two years of graduate work (which can include an appropriate master's degree or equivalent). Information on this degree, including the concentration in which it may be earned, can be found in the School of Education section of the online catalog.

Jointly Administered Degrees

In a few cases, a degree is offered through two schools and administered by a joint committee from the two faculties. The master of arts degree in Speech-Language Pathology and the master of arts degree in Audiology are administered by an intercampus committee drawn from the Department of Speech-Language-Hearing: Sciences and Disorders in Lawrence and from the Department of Hearing and Speech of the School of Health Professions in Kansas City.

Master's Degree Requirements

This section of the online catalog, maintained by the Office of Graduate Studies, provides general and common requirements for master's degrees at the University of Kansas. Specific requirements for each individual
degree program are outlined in the catalog section maintained by the school or college offering that degree.

More detailed information on degree requirements and program time constraints can be found in the Policy Library. View full policies below:

- Master's Enrollment Requirements (http://policy.ku.edu/graduate-studies/ma-enrollment-requirements/)
- Master's Program Time Restraints (http://policy.ku.edu/graduate-studies/ma-program-time-constraints/)
- Master's Final Examinations (http://policy.ku.edu/graduate-studies/masters-final-exams/)
- Graduate Student Oral Exam Attendance (http://policy.ku.edu/graduate-studies/oral-exam-attendance/)
- Master's Student Oral Exam Committee Composition (https://policy.ku.edu/graduate-studies/masters-oral-exam-committee-composition/)
- Master's Thesis Submission and Publication (https://policy.ku.edu/graduate-studies/ma-thesis/)

**Master's Enrollment Requirements**

All graduate students enrolled in master’s programs must be enrolled the semester they complete master’s degree requirements. Master’s students who complete degree requirements during the first week of summer session or within the first two weeks of the fall or spring semester are not required to be enrolled for that term unless they were not enrolled during the previous semester.

View the current Lawrence and Edwards Campus policy on master’s enrollment requirements (http://policy.ku.edu/graduate-studies/ma-enrollment-requirements/).

**Master's Program Time Restraints**

Normal expectations are that most master’s degrees (excluding some professional terminal degrees) should be completed in two years of full-time study. However, master’s degree students are allowed seven years for completion of all degree requirements.

In cases in which compelling reasons or circumstances recommend a one-year extension, the Graduate Division, on recommendation of the department/committee, has authority to grant the extension. In cases where more than eight years are requested, the appropriate appeals body of the school considers petitions for further extensions and, where evidence of continuous progress, currency of knowledge, and other reasons are compelling, may grant them.

Some departments may have more stringent rulings about time restrictions. Students should ask about the policy in effect in the department in which they plan to study. View the current Lawrence and Edwards Campus policy on master's program time restraints (http://policy.ku.edu/graduate-studies/ma-program-time-constraints/).

**Master's Final Examinations**

A final general examination or defense of the thesis or culminating master’s project in the major subject is required of all candidates for the Master of Arts or Master of Science. The degree program and the Graduate Division should ascertain that the graduate student is in good academic standing (3.0 or higher grade-point average) before scheduling the final general examination or thesis defense.

At the option of the department, the examination may be oral or written, or partly oral and partly written. In some departments, passing a written examination is a necessary preliminary to taking the oral examination by which success or failure is judged.

Master’s examinations are administered by a committee of at least three members of the Graduate Faculty. Exam attendance is governed by the Graduate Student Oral Exam Attendance (http://policy.ku.edu/graduate-studies/oral-exam-attendance/) policy.

The examination is held during the semester of the student’s final enrollment in course work. The thesis defense should be held when the thesis has been substantially completed.

The department’s request to schedule the general examination must be made on or before the date set by the Graduate Division, normally a minimum of two weeks before the examination date.

Students earning a master’s thesis degree must have completed at least one hour of thesis enrollment before the master’s degree may be awarded. See the Graduate Studies website (http://www.graduated.ku.edu/electronic-thesis-and-dissertation/) for information and requirements for submitting the thesis electronically.

View the current Lawrence and Edwards Campus policy on master’s final examinations (http://policy.ku.edu/graduate-studies/masters-final-exams/).

**Master’s Student Oral Exam Committee Composition**

Master’s student oral examinations include any culminating or comprehensive oral examination and/or thesis defense required for graduation from a master’s program.

1. Master’s committees are composed of at least three voting members.
2. All committee members must be members of the Graduate Faculty authorized to serve on master’s examinations.
3. The committee chair must also be authorized to chair master’s examinations.
4. The majority of committee members must be tenured or tenure-track faculty in the candidate’s department or program of study. Tenured and tenure-track faculty who are appointed as courtesy faculty within a program or department are considered to be faculty of that program or department, for the purposes of committee composition.
   - For approved professional master's degree programs (listed in the Exclusions or Special Circumstances section below), any number of committee members may be professors of the practice, clinical faculty, or research faculty in the department or program.
5. As long as the majority requirement is met, additional committee members may be, but need not be, members of the candidate’s department or program.

As long as the conditions above are met, the committee may include more than three members.

While master’s committees are not required to have a co-chair, the student or the committee members may decide to select a co-chair.

Substitutions of the committee chair (and/or co-chair) are prohibited after the committee has been approved by the Graduate Division of the school or college. If a committee chair (and/or co-chair) needs to be replaced, the revised committee must be approved by the Graduate Division of the school or college in advance of the exam.
Substitutions of the committee members are permitted as long as the new committee meets the requirements above. Additional members can be added after the committee has been approved by the Graduate Division of the school or college, but these additions must be approved by the Graduate Division of the school or college in advance of the exam.

Committee Composition for Approved Professional Degree Programs

The following master’s programs are approved to utilize professors of the practice, clinical faculty, and/or research faculty to compose committees, as outlined elsewhere in this page:

- Master of Science in Engineering Management
- Master of Arts in Speech-Language Pathology
- Master of Science in Geology
- Master of Construction Management
- Master of Civil Engineering
- Master of Science in Civil Engineering
- Master of Science in Architectural Engineering

View the current Lawrence and Edwards Campus policy on Master’s Student Oral Exam Committee Composition (https://policy.ku.edu/graduate-studies/masters-oral-exam-committee-composition/).

Master’s Thesis Submission

When the master’s candidate has passed the final oral examination and the members of the committee have signed the thesis, a title page and acceptance page with original signatures must be delivered to the Graduate Division of the school in which the student’s program resides so that completion of degree requirements may be officially certified. As a requirement of graduation, the candidate must publish the thesis electronically and pay all applicable fees, through the electronic submission and publication process found here (http://www.graduate.ku.edu/electronic-thesis-and-dissertation/).

Theses will be made available through UMI/Proquest and KU ScholarWorks, unless there is an embargo in place or special circumstances pertain as outlined in the KU Embargo policy (http://policy.ku.edu/graduate-studies/embargo-policy/).

The student must be the author of the thesis, and every publication from it must indicate that authorship. Practices vary among disciplines — and even among scholars in a given field — as to whether the mentor’s name may appear as a co-author, and whether as senior or junior co-author, on subsequent publication of the thesis (usually revised), or on articles prepared from it. It is expected that clear understandings in individual cases will be established during the apprenticeship period, when ethical practices in publication are addressed within the professional development training of the program.

Students from the following program are permitted to request a permanent embargo of their thesis: Master of Fine Arts (MFA) in Creative Writing offered by the Department of English. View the current Lawrence and Edwards Campus policy on master’s thesis submission (http://policy.ku.edu/graduate-studies/ma-thesis/).

Doctoral Degree Programs

KU offers the following doctoral degrees:

- Doctor of Philosophy (Ph.D.),
- Doctor of Audiology (Au.D.),
- Doctor of Education (Ed.D.),
- Doctor of Engineering (D.E.), and
- Doctor of Musical Arts (D.M.A.)

The programs offering these degrees are administered by the schools and colleges through their departments and graduate divisions, from admission through final recommendation for awarding the degree.

This section of the catalog provides succinct, general descriptions of each of the five doctoral degrees in order to facilitate convenient comparison of the degrees. It also lists regulations common to the administration of all doctoral programs. The particular application, interpretation, or method of implementation of these common elements is, in certain cases, left to the faculty of each department or degree program (e.g., Research Skills). Detailed information about requirements for each degree, as it is offered in a specific discipline, should be obtained from the appropriate college, school, or department listing in the online catalog. The requirements there are in addition to the general requirements listed here.

The School of Law (http://catalog.ku.edu/law/) offers the Juris Doctor (J.D.) and Doctor of Juridical Science (S.J.D.) degrees.

The School of Medicine (http://catalog.ku.edu/medicine-doctorate/) offers the Doctor of Medicine (M.D.) degree. The KU Medical Center campus (http://catalog.ku.edu/graduate-studies/kumc/#programstext) offers additional doctoral degrees, such as the Clinical Doctorate in Speech-Language Pathology (S.L.P.D.), the Doctor of Nursing Practice (D.N.P.), the Doctor of Occupational Therapy (O.T.D.), and the Doctor of Physical Therapy (D.P.T.).

Doctor of Philosophy

The degree of Doctor of Philosophy (Ph.D.) is the highest degree offered by the university. It is awarded for mastering a field of scholarship, for learning the methods of investigation appropriate to that field, and for completing a substantial piece of original research. In addition to preparing research specialists, the process of earning a Ph.D. shares certain goals with liberal education:

- putting order into human experience;
- fostering a love of learning for its own sake;
- instilling respect for human values;
- integrating various human powers into a process of creation; and
- making vital, in many fields at least, a sense of history.

Although the courses and research leading to the Ph.D. are necessarily specialized, the attainment of this degree should not be an isolated event in the enterprise of learning. The Ph.D. aspirant is expected to be a well-educated person with a broad base of general knowledge, not only as preparation for more advanced work but also as a means of knowing how the chosen specialty is related to other fields of human thought.

To give depth and breadth to their doctoral programs, many departments require some work in a minor field or at least an articulated selection of extra-departmental courses. Because of the diversity of the fields in which the Ph.D. is offered, and the variety of needs and interests of individual students, the degree does not have a specific requirement for a minor. However, the Ph.D. aspirant is encouraged to plan an integrated program, under departmental direction, that includes courses outside the major field.
View the current Lawrence and Edwards Campus policy on the Doctor of Philosophy degree. (http://policy.ku.edu/graduate-studies/doctor-of-philosophy/)

**Doctor of Audiology**

The Doctor of Audiology (Au.D.) degree program prepares the student to enter clinical practice as an audiologist. Offered by the KU School of Health Professions, the program produces professionals skilled in providing diagnostic, rehabilitative, and related services in the fields of sound, balance, and hearing sciences. There is an emphasis on the clinical learning experience, although research is also a significant component of the program. Degree requirements are listed under Communicative Disorders: Intercampus Program (http://catalog.ku.edu/health-professions/audiology-speech-language-pathology/) in the online catalog.

**Doctor of Education**

The degree of Doctor of Education (Ed.D.) is a professional degree designed primarily for practitioners in the field of education. While many of the requirements for the degree closely parallel those for the Ph.D., the degree program—particularly the dissertation—focuses on research concerned with application of existing knowledge rather than on basic research. Specific degree requirements are listed in the School of Education and Human Sciences (http://catalog.ku.edu/education/) section of the online catalog.

**Doctor of Engineering**

The degree of Doctor of Engineering (D.E.) is directed toward the practice of engineering and includes the entire process of technology from planning to product. Candidates for the degree are intimately associated throughout their tenure with technology project teams, generally composed of master’s degree candidates and undergraduates. Specific degree requirements are listed in the School of Engineering (http://catalog.ku.edu/engineering/) section of the online catalog.

**Doctor of Musical Arts**

The degree of Doctor of Musical Arts (D.M.A.) is intended as recognition of high professional attainment. Since only exceptionally well-qualified candidates are admitted to the program, students are expected to devote their doctoral studies primarily to developing professional qualifications for teaching at the college level. The degree of Doctor of Musical Arts is offered in the specific fields of bassoon; church music (organ or choral conducting emphasis); clarinet; composition; conducting (band, choral, or orchestral); flute; French horn; oboe; organ; percussion; piano performance, literature, and pedagogy; saxophone; strings; trombone; trumpet; tuba; and voice. Degree requirements are listed under the School of Music (http://catalog.ku.edu/music/) section of the online catalog.

The current list of all master’s and doctoral degrees is available on the Graduate Academics page (http://www.graduate.ku.edu/find-graduate-program/).

**Doctoral Degree Requirements**

In most programs, doctoral education is divided into two phases. Upon admission to a doctoral program, the student is known as an aspirant for the degree until successful completion of the comprehensive oral examination. After passing that examination, the student is designated a candidate for the degree until successful defense and submission of the finished dissertation.

When a department or program submits a request to its Graduate Division to schedule a comprehensive oral examination or a final oral examination for a student, it must report on the student’s completion of both the general requirements and the specific requirements of the degree program, department, and school. The degree program and Graduate Division should establish that the graduate student is in good academic standing (3.0 or higher grade-point average) before scheduling a comprehensive oral examination or a final oral examination.

Doctoral students completing all their degree requirements within the first week of summer session or within the first two weeks of the fall or spring semester are not required to be enrolled for that term. View the current Lawrence and Edwards Campus policy on doctoral degree requirements (http://policy.ku.edu/graduate-studies/doctoral-degree-requirements/).

More detailed information on degree requirements and program time constraints can be found in the Policy Library. View full policies below:

- Engagement and Enrollment in Doctoral Programs (https://policy.ku.edu/graduate-studies/engagement-enrollment-doctoral-programs/)
- Research Skills and Responsible Scholarship Requirements (https://policy.ku.edu/graduate-studies/research-skills-responsible-scholarship/)
- Comprehensive Oral Examinations (https://policy.ku.edu/graduate/studies/doctoral-oral-exams/)
- Doctoral Student Oral Exam Committee Composition (https://policy.ku.edu/graduate-studies/doctoral-student-oral-exam-committee-composition/)
- Doctoral Comprehensive Exam Time Constraints (http://policy.ku.edu/graduate-studies/doctoral-exam-time-constraints/)
- Graduate Studies Representative on Doctoral Exam Committees (https://policy.ku.edu/graduate-studies/graduate-studies-representative-on-doctoral-exam-committees/)
- Dual-Title Doctor of Philosophy Degrees (http://policy.ku.edu/graduate-studies/dual-title-PhD-degrees/)
- M.A., M.S., and Ph.D. with a Major in Interdisciplinary Studies (http://policy.ku.edu/graduate-studies/ma-ms-phd-interdisciplinary-studies/)
- Doctoral Candidacy (Post-comp enrollment) (https://policy.ku.edu/graduate-studies/doctoral-candidacy/)
- Doctoral Dissertation (https://policy.ku.edu/graduate-studies/doctoral-dissertation/)
- Final Oral Examination (https://policy.ku.edu/graduate-studies/final-oral-exams/)

**Research Skills and Responsible Scholarship**

All doctoral students must meet the Research Skills requirement before proceeding to comprehensive exams. The requirement must include at least two components:

1. Every doctoral student is required to have training in responsible scholarship pertinent to the field of research.
2. Every doctoral student is required to obtain research skills pertinent to the doctoral level of research in their field(s).

**Procedure**

For both of these requirements, it is the responsibility of the department to report when the student completed the requirement and how the requirement was met via the Progress-to-Degree form. Meeting this
requirement is determined by the program or department according to the department’s approved research skills requirement plan.

All doctoral programs must have a research skills requirement plan approved by the school or CLAS and the Office of Graduate Studies.

As outlined in USRR 2.2.7.6, no course graded CR or NC can count toward the satisfaction of the requirements for a graduate degree. This prohibition includes any courses taken to meet the Research Skills and Responsible Scholarship requirement.

View the current Lawrence and Edwards Campus policy on doctoral research skills and responsible scholarship (http://policy.ku.edu/graduate-studies/research-skills-responsible-scholarship/).

Comprehensive Oral Examination

When a doctoral aspirant has completed the major portion of the course work at a level satisfactory to the graduate degree program and school and has met all other program, school, and general requirements prerequisite to the comprehensive oral examination, including the research skills requirement as appropriately applied and established for the student’s particular program, the degree program must request that the Graduate Division of its school or CLAS schedule the comprehensive oral examination. It should be determined that the student is in good academic standing (3.0 or higher grade-point average). The examination request must be submitted in advance of the examination date by at least the period specified by the graduate division, normally a minimum of two weeks. The Graduate Division ascertains whether all pertinent requirements have been satisfied and whether reports of any previously scheduled comprehensive oral examinations have been properly submitted and recorded.

The committee for the comprehensive oral examination must consist of at least five members, all of whom must be members of the Graduate Faculty. Its members are appointed by the Graduate Division of the school or CLAS on the basis of nominations submitted by the graduate degree program. At least one member must be from a department other than the aspirant’s major department. This member represents Graduate Studies and must be a regular member of the Graduate Faculty. The Graduate Studies representative is a voting member of the committee and has full right to participate in the examination. In the case of any unsatisfactory or irregular aspects of the exam or violation of Graduate Studies policy, the Graduate Studies representative shall provide a written report to the Vice Provost for Graduate Studies for consideration of further action.

The comprehensive oral examination covers the major field and any extra departmental work for which the program wishes to hold the aspirant responsible. For every scheduled examination, the degree program reports a grade of Honors, Satisfactory, or Unsatisfactory. If the aspirant receives a grade of Unsatisfactory on the comprehensive oral examination, it may be repeated on the recommendation of the degree program, but under no circumstances may it be taken more than three times. In any case, departments, schools, and CLAS will determine appropriate minimum intervals between attempts.

Doctoral Candidacy

Mentorship of Candidates

Upon passing the comprehensive oral examination, the aspirant becomes a candidate for the doctorate. If it has not begun before, the traditional, close student-mentor apprenticeship relationship comes into being. The student is expected to learn by both precept and example of the mentor and, often, in collaboration. The aspirant explores the chosen field of scholarship using acquired research tools. The principles and customs of academic inquiry and the codes of ethics traditional to the various disciplines and professional fields become part of the student’s thinking and working.

When the student passes the comprehensive oral examination, the Graduate Division of the appropriate school designates the candidate’s dissertation committee based on the recommendations of the candidate’s major department. The dissertation committee must meet the standards set forth in the Doctoral Student Oral Exam Committee Composition (http://policy.ku.edu/graduate-studies/doctoral-student-oral-exam-committee-composition/) policy.

Post-Comprehensive Enrollment

Doctoral candidates are required, after passing the comprehensive oral examination, to be continuously enrolled each fall and spring semester in one or more hours of dissertation or programmatic-equivalent coursework (for example, document hours for DMA students) that both moves the student towards degree completion and reflects, as accurately as possible, the candidate’s demands on faculty time and university facilities. During this time, until all requirements for the degree are completed (including the filing of the dissertation) or until eighteen (18) post-comprehensive hours have been completed (whichever comes first), the candidate must enroll for a minimum of six (6) hours each semester.

Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive oral examination has been passed. If after eighteen (18) hours of post-comprehensive enrollment the degree is not completed, the candidate must continue to enroll each semester until all degree requirements have been met. The number of hours of each enrollment must be determined by the candidate’s advisor and must reflect, as accurately as possible, the candidate’s demands on faculty time and university facilities.

View the current Lawrence and Edwards Campus policy on doctoral candidacy (http://policy.ku.edu/graduate-studies/doctoral-candidacy/) are listed in the KU Policy Library.

Doctoral Dissertation

The doctoral candidate must present a dissertation showing the planning, conduct, and results of original research and/or scholarly creativity. The purpose of the dissertation is to encourage and ensure the development of broad intellectual capabilities and to demonstrate an intensive focus on a problem or research area. The dissertation itself should be an evident product of the candidate’s growth and attainment of the ability to identify significant problems; organize, analyze, and communicate scholarly results; and bring to bear on an area of scholarly or scientific interest a variety of research skills and scholarly or creative processes. The dissertation must show some original accomplishment, but it should also demonstrate without doubt the candidate’s potential to make future contributions to knowledge and understanding.

The dissertation is to be a coherent scholarly work, not a collage of separate, distinct pieces. Its unity of theme and treatment may still accommodate several subtopics by demonstrating their relationships and interactions. If previously published material by other authors is included in the dissertation, it must be quoted and documented. Final acceptance of the dissertation is subject to the approval of the dissertation committee. It should be noted that prior publication does not guarantee acceptance of the dissertation by the dissertation committee. The dissertation—or one or more substantial portions of it, often rewritten—is expected to be publishable and, indeed, to be published.
Both the dissertation research and the dissertation itself are to be completed under the guidance and direction of the committee appointed as described in the Doctoral Student Oral Exam Committee Composition (http://policy.ku.edu/graduate-studies/doctoral-student-oral-exam-committee-composition/) policy. Instructions about the proper form of the dissertation may be obtained from the KU Graduate Studies website (http://www.graduate.ku.edu/formatting/), or from the Graduate Division of each school or CLAS. Candidates and faculty members are reminded that the dissertation is to be a coherent, logically-organized, scholarly document. Because the demands and practices of different disciplines are varied, the format is somewhat flexibly described, and moderate departures from the norm are allowed when justified by the nature of the work or the circumstances of presentation. Any substantial divergences must be approved in advance as prescribed by the instructions and candidates and faculty members are urged to seek early approval to avoid last-minute disappointments over unacceptable format or reproduction.

View the current Lawrence and Edwards Campus policy on doctoral dissertations (http://policy.ku.edu/graduate-studies/doctoral-dissertation/).

Final Oral Examination

Completion of the dissertation is the final academic phase of a doctoral program, culminating in the final oral examination and defense of the dissertation. In all but the rarest cases, tentative approval of the dissertation is followed promptly by the final oral examination. When the completed dissertation, in final draft form, has been accepted by the committee and all other degree requirements have been satisfied, the chair of the committee requests that the Graduate Division schedule the final oral examination. This request must be made in advance of the desired examination by at least the period specified by the Graduate Division (normally three weeks). Upon receipt of a request to schedule a final oral examination, the Graduate Division ascertains whether all other degree requirements have been met and whether reports of any previously scheduled final oral examinations have been submitted and recorded. Upon approval of the request, the final oral examination is scheduled at the time and place designated by the Graduate Division. The final oral examination may be held no earlier than 1 month after the successful completion of the comprehensive oral examination. Departments, programs, schools, or CLAS may require a longer minimum interval between the oral comprehensive exam and the final dissertation defense.

Doctoral dissertation defenses are considered public events. Therefore, the submission of a request to schedule a final oral examination must allow sufficient time to publicize the examination so that interested members of the university community may attend. Exam date and location information must be published in a news medium as prescribed by the Graduate Faculty. Interested members of the university community are encouraged to attend these examinations.

The committee for the final oral examination must consist of at least five members (the members of the dissertation committee plus other members of the Graduate Faculty recommended by the committee chair and the department and appointed by the Graduate Division). At least one member must be from a department other than the major department. This member represents Graduate Studies and must be a regular member of the Graduate Faculty. Before the examination, the Graduate Division provides a list of responsibilities to the Graduate Studies representative. The Graduate Studies representative is a voting member of the committee and has full right to participate in the examination. In the case of any unsatisfactory or irregular aspects of the exam or violation of Graduate Studies policy, the Graduate Studies representative shall provide a written report to the Vice Provost of Graduate Studies for consideration of further action.

The Graduate Division ascertains whether all other degree requirements have been met and if reports of any previously scheduled final oral examinations have been submitted and recorded. Upon approval of the request, the final oral examination is scheduled at the time and place designated by the Graduate Division.

For every scheduled final oral examination, the department reports to the Graduate Division a grade of Honors, Satisfactory, or Unsatisfactory for the candidate’s performance. If an Unsatisfactory grade is reported, the candidate may be allowed to repeat the examination on the recommendation of the department.

View the current Lawrence and Edwards Campus policy on doctoral final oral examinations (http://policy.ku.edu/graduate-studies/final-oral-exams/).

Dissertation Submission and Publication

When the candidate has passed the final oral examination and the members of the dissertation committee have signed the dissertation, a title page and acceptance page with original signatures are to be delivered to the Graduate Division of the school or CLAS in which the student’s program resides so that completion of degree requirements may be officially certified. As a requirement of graduation, the candidate must arrange for electronic publication of the dissertation and payment of all applicable fees. Information about the electronic submission and publication process is found on the KU Graduate Studies website (http://www.graduate.ku.edu/formatting/).

Dissertations will be made available through UMI/ProQuest and KU ScholarWorks, unless there is an embargo in place or special circumstances pertain as outlined in the KU Embargo policy (http://policy.ku.edu/graduate-studies/embargo-policy/).

The student must be the author of the dissertation, and every publication deriving from it must indicate that authorship. Practices vary among disciplines — and even among scholars in a given field — as to whether the mentor’s name may appear as a co-author, and whether as senior or junior co-author, on subsequent publication of the dissertation (usually revised), or on articles prepared from it. It is expected that clear understandings in individual cases will be established during the apprenticeship period, when ethical practices in publication are addressed within the professional development training of the program.

Students pursuing a PhD in English: Literature and Creative Writing track are allowed to request a permanent embargo of their dissertation.

View the current Lawrence and Edwards Campus policy on doctoral dissertations (http://policy.ku.edu/graduate-studies/doctoral-dissertation/).

Engagement and Enrollment in Doctoral Programs

Student enrollment should reflect accurately the amount and kind of work undertaken in the doctoral program. Doctoral degrees are granted primarily on the basis of achievement, so engagement with one’s discipline is an important part of achieving quality in a dissertation or its academic equivalent. KU maintains an enrollment requirement in order to promote a high level of intellectual and scholarly activity in all doctoral programs at the University. These requirements foster intensive, concentrated engagement with the faculty members and other graduate students in a student’s program. To earn a KU doctoral degree, students must demonstrate a minimum level of engagement with coursework at KU.
Passage of the oral comprehensive examination and the final dissertation defense must last no longer than 5 years. If a student took the oral comprehensive examination more than 5 years prior to the dissertation defense, a re-evaluation of the student's candidacy status is necessary. Re-evaluation of the student's candidacy status can include retaking the comprehensive oral examination.

View the current Lawrence and Edwards Campus policy on doctoral comprehensive oral examinations (http://policy.ku.edu/graduate-studies/doctoral-oral-exams/).

**Doctoral Examinations**

**Doctoral Student Oral Exam Committee Composition**

Doctoral student oral examinations include the doctoral comprehensive oral exam and the doctoral final oral exam (i.e., dissertation defense) and must adhere to the following requirements:

1. Doctoral committees are composed of at least five voting members.
2. All committee members must be members of the Graduate Faculty authorized to serve on doctoral exams.
3. The committee chair must also be authorized to chair doctoral examinations.
4. Except as provided in point 4.a, the majority of committee members must be tenured or tenure-track faculty in the candidate's department or program of study. Tenured and tenure-track faculty who are appointed as courtesy faculty within a program or department are considered to be faculty of that program or department, for the purposes of committee composition.
   a. For approved professional doctorate programs listed in the section below, the internal or departmental majority may include one individual who holds a non-tenure-track faculty appointment in the student's department or program.
5. One member must meet the requirements for serving as the Graduate Studies Representative. A faculty member from a different department with a courtesy appointment in the student's department may serve as the Graduate Studies Representative or in fulfillment of the committee majority requirement but cannot serve in both roles at the same time.
6. As long as the majority requirement is met, additional committee members may be, but need not be, a member of the candidate's department or program.

As long as the conditions above are met, the committee may include more than five members.

Exam attendance is governed by the Graduate Student Oral Exam Attendance (http://policy.ku.edu/graduate-studies/oral-exam-attendance/) policy.

While committees are not required to have a co-chair, the student or the committee members may decide to select a co-chair.

Substitutions of the committee chair (and/or co-chair) are prohibited after the committee has been approved by the Graduate Division of the school or CLAS. If a committee chair (and/or co-chair) needs to be replaced, the revised committee must be approved by the Graduate Division in advance of the exam.

Substitutions of the committee members are permitted as long as the new committee meets the requirements above. Additional members can be added after the committee has been approved by the Graduate Division of

**Enrollment Requirement**

Prior to the semester in which the comprehensive exam is held, all doctoral students must complete a minimum program engagement equivalent to two full-time semesters. This may be accomplished through either of the following:

- Two semesters (fall and/or spring) of full-time enrollment in KU coursework, as defined by University policy (http://policy.ku.edu/graduate-studies/fulltime-enrollment/)
- At least 18 hours of enrollment in KU course work spread out over several part-time semesters

Summer enrollment is not required to maintain registration but summer enrollments may be counted toward the 18 part-time pre-comprehensive hours. The time spent in attaining the master's degree at KU may also count toward this enrollment requirement, at the program's discretion.

During the required enrollment outlined above, the student's supervisor must affirm that the course work and research involvement contribute to the student's dissertation or academically equivalent program objectives. Research must be performed under the direct supervision of the major advisor if on campus, or with adequate liaison if off campus.

**Recognition of Prior Work**

Transfer of credit toward a doctorate is not appropriate. However, graduate degree programs take relevant prior graduate work into consideration in setting up programs of study leading to the doctorate.

**Maximum Time to Degree**

Once admitted, KU doctoral students complete all degree requirements in eight (8) years. When compelling circumstances recommend a one-year (1-year) extension, the Graduate Division has authority to grant such an extension on a case-by-case basis, upon the written advice of the department and examining committee.

Students who complete the master's degree at KU and subsequently begin doctoral studies in the same academic department have a maximum total enrolled time of ten (10) years to complete both degrees. Normal expectations, however, are that most master's degrees (excluding some professional terminal degrees) should be completed in two (2) years of full-time study, and both master's and doctorate in six (6) years of full-time study.

View the current Lawrence and Edwards Campus policy on engagement and enrollment in doctoral programs (https://policy.ku.edu/graduate-studies/engagement-enrollment-doctoral-programs/).

**Doctoral Comprehensive Exam Time Constraints**

Under normal circumstances, the doctoral candidacy period between passage of the oral comprehensive examination and the final dissertation defense must last no longer than 5 years. If a student took the oral comprehensive examination more than 5 years prior to the dissertation defense, a re-evaluation of the student's candidacy status is necessary. Re-evaluation of the student's candidacy status can include retaking the comprehensive oral examination.

View the current Lawrence and Edwards Campus policy on doctoral comprehensive oral examinations (http://policy.ku.edu/graduate-studies/doctoral-oral-exams/).
the School or CLAS. Additions and substitutions must be approved by the Graduate Division in advance of the exam.

**Non-Tenure-Track Faculty as Internal Majority**

The following doctoral programs are approved to include one member of the non-tenure-track faculty as part of the departmental or internal majority on exam committees, as stated above. Such non-tenure-track faculty include, but are not limited to, professors of the practice, clinical faculty, and/or research faculty.

- Doctor of Education (Ed.D.) programs

View the current policy on Doctoral Student Oral Exam Committee Composition (http://policy.ku.edu/graduate-studies/doctoral-student-oral-exam-committee-composition/).

**Graduate Studies Representative on Doctoral Exam Committees**

The Graduate Studies Representative must be a member of the Graduate Faculty authorized to serve on doctoral exams by a department other than the aspirant’s major department.

A faculty member from a different department who holds a courtesy appointment in the student's department may serve as the Graduate Studies Representative or in fulfillment of the committee majority pursuant to the Doctoral Student Oral Exam Committee Composition (http://policy.ku.edu/graduate-studies/doctoral-student-oral-exam-committee-composition/) policy, but cannot serve in both roles at the same time.

The role of the Graduate Studies Representative is designed to assure the appropriate standard of fairness, professionalism, judgment, and skill are applied throughout the examination process for the benefit of the institution and in the best interest of the student. As an independent participant observer, this member should have no personal or professional duality or conflict of interest with other members of the committee or the student that would prevent the representative from the unbiased fulfillment of these responsibilities.

The Graduate Studies Representative is a voting member of the committee and has full rights to participate in the examination. In the case of any unsatisfactory or irregular aspects of the exam or violation of Graduate Studies policy, the Graduate Studies Representative shall provide a written report to the Vice Provost of Graduate Studies for consideration of further action.

Before the examination, the Graduate Division should provide a list of responsibilities to the Graduate Studies Representative. A list of these responsibilities is provided below:

1. The examination was conducted in compliance with the policies and by-laws of Graduate Studies and the program’s Graduate Division.
2. The examination was held in a manner that was free and open to the public.
3. The representative was accorded full participatory rights in the examination.
4. The representative was accorded full voting rights as a member of the committee.
5. The examination was free from irregularities or unfairness to the student.
6. The examination was free from irregularities or unfairness among faculty members.
7. The examination, if repeated, occurred at least the appropriate minimum interval after last unsuccessful attempt, as determined by the department.

View the current policy concerning the Graduate Studies Representative on Doctoral Exam Committees (https://policy.ku.edu/graduate-studies/graduate-studies-representative-on-doctoral-exam-committees/).

**Dual-Title Doctor of Philosophy Degrees**

**Definition:**

A dual-title Ph.D. is a single degree with significant scholarship in two fields. At the completion of a dual-title degree program, the graduate will receive one diploma with two program names. Students enrolled in a dual-title degree program work concurrently in both areas of study.

Students are admitted initially into the major Ph.D. program. Upon being approved to pursue a dual-title Ph.D., students will be admitted into the dual-title Ph.D. program.

**Guidelines:**

Only existing programs approved to grant Doctor of Philosophy degrees may collaborate in creating a dual-title degree.

A dual-title degree is a single degree from KU. University-wide degree count reports will record a single Ph.D. in the major Ph.D. program discipline area. During the program proposal phase, doctoral programs must determine which program will be credited with the degree count. This department will also be responsible for reviewing the program during Board of Regents' program review cycle.

All program requirements for both areas must be met as determined by the faculty in each program. The governing structure for dual-title Ph.D. programs is overseen by the Directors of Graduate Study in each participating Ph.D. program. Dual-title Ph.D.s. are conferred by the dean of the student's major Ph.D. program.

A student applies for a dual-title degree only after being admitted and enrolled in an existing graduate doctoral program.

View the current policy concerning the Dual-Title Doctor of Philosophy Degrees (http://policy.ku.edu/graduate-studies/dual-title-PhD-degrees/).

**Admissions Procedures and Plan of Study for Dual-Title Ph.D. Programs**

**Admissions Procedures for a Dual-Title Ph.D.**

1. The student applies and is admitted to the major Ph.D. program. The student must enroll in the major Ph.D. program for at least one semester and be in good academic standing before applying to the dual-title Ph.D. program.
2. The student may then apply and be admitted to the dual-title Ph.D. program. This is an internal application procedure for students already admitted and enrolled at KU.

**Plan of Study for Dual-Title Ph.D.**

1. The student completes coursework in the major Ph.D. program and any additional coursework in the dual-title Ph.D. program. In many cases, the dual-title field coursework is integrated with the disciplinary field coursework. For example, PSYC 691 (Psychology of Aging) might meet the requirements for the dual-title degree in Psychology and Gerontology.
2. The two participating Ph.D. programs of the dual-title program develop sections in their graduate student handbooks that outline the nature of the dual-title degree, stipulate the array of courses typically taken, and detail other structural and practical requirements of a dual-title degree.

Each participating program oversees its own dual-title students and signs off on a curricular plan for its own program.

3. Ideally, the student’s advisor is a member of the major Ph.D. program and the dual-title program. If this is not possible, the student must have a co-chair from each of the two fields. This ensures integration of the two areas in the coursework, examinations, and the dissertation.

4. The candidacy examination committee for the dual-title degree-seeking student must be composed of faculty from the major Ph.D. program as well as at least one faculty member from the dual-title Ph.D. program. The comprehensive exam requirements of both programs must be met.

5. The dissertation topic should integrate both fields and be defended before a committee of graduate faculty from both programs.

The dean of the school for the major Ph.D. program confers the dual-title degree. The student’s diploma carries the name of both programs; for example: Doctor of Philosophy in Psychology and Gerontology. One Classification of Instructional Programs (CIP) code is assigned for the dual title degree.

View the current policy concerning the procedure for admissions and plan of study for dual-title Ph.D. programs (https://policy.ku.edu/graduate-studies/admissions-procedures-dual-title-PhD-programs/).

**M.A., M.S., and Ph.D. with a Major in Interdisciplinary Studies**

Only superior students admitted and enrolled in a graduate program at KU whose proposed studies require direction not available in any single department are considered for admission to an Interdisciplinary Studies program. Before seeking acceptance, an applicant must assemble a graduate faculty advisory committee headed by a faculty member authorized to direct master’s research (for M.A. or M.S. in Interdisciplinary Studies) or doctoral research and dissertations (for Ph.D. in Interdisciplinary Studies). The applicant, in conjunction with the committee, must prepare a proposal for the course of study. The proposal must provide a rationale for the particular mix of disciplines, demonstrating how each contributes to a central theme or focus. It must also show that the proposed program cannot be achieved through an established master’s or doctoral program at KU.

The student seeking to enter the Interdisciplinary Studies program must have an outstanding academic record (a grade-point average of 3.75 or higher on a 4.0 scale for graduate courses or a grade-point average of 3.5 or higher on a 4.0 scale for undergraduate courses if no graduate courses have been taken) and must be admitted to and enrolled in a graduate program at KU at the time of application. A graduate student who has failed to maintain the required grade-point average is not eligible for the Interdisciplinary Studies program. A student is not eligible for this program if the student has tried and failed to achieve candidacy in a regular graduate department or program at KU.

The student is expected to assume the initiative in determining potential eligibility through consultation with graduate advisors and, if deemed eligible, in forming an advisory committee and preparing documentation to support the application.

**Pre-admission Procedures**

To enter the program, a student should:

1. Determine that KU offers courses and research in the areas appropriate to the student’s interest(s).
2. Prepare a tentative study plan based on those offerings to serve as a basis for initial discussion.
3. Approach a professor whose interests are comparable to those of the student and request that the professor act as an advisor. Normally this professor is a faculty member of the program of principal interest to the student. To grant an M.A. or M.S. in Interdisciplinary Studies, it is essential that the school has the authority to grant master’s degrees. To grant a Ph.D. in Interdisciplinary Studies, it is essential that the school has the authority to grant Doctor of Philosophy degrees. The selected professor must be a full member of the graduate faculty and authorized to chair doctoral dissertation committees for Ph.D. in Interdisciplinary Studies.
4. After a professor agrees to serve as an advisor, the student should assemble an advisory committee of at least three additional professors representing the disciplines covered in the Interdisciplinary program. At least two disciplines or departments must be represented.
5. In conjunction with the advisor and the committee, the student should prepare a proposal for study, including:
   - A statement, with supporting documentation, that the proposed Interdisciplinary Studies program cannot be accomplished through established programs.
   - A statement of the interdisciplinary or transdisciplinary nature of the proposed area of study.
   - A description of the field of study incorporating, in a consistent way, a description of how each included discipline contributes to the broader field.
   - An outline of the course of study, indicating substantive work in the fields represented. Reading courses and independent study do not substitute for regular courses.
   - A description of the method for satisfying research skills and responsible scholarship requirements.
   - A description of the comprehensive examination procedures for the Ph.D. (nature of the examinations and possible examining committee) or final examination for the M.A./M.S.
   - A description, to the extent possible, of the nature of the field in which a dissertation or master’s thesis might be written, indicating the respective contributions of the selected disciplines to the final product.
   - Attach the following: (i) complete transcripts of all previous work, (ii) a cover sheet, signed by committee members, indicating their support of the proposal, (iii) letters of recommendation and other appropriate supporting documents.

Note: The diploma indicates the degree awarded as “M.A. in Interdisciplinary Studies,” “M.S. in Interdisciplinary Studies,” or “Ph.D. in Interdisciplinary Studies,” and does not specify the area of specialization.
Admission and Review Procedure

Upon completion of the above, the student must submit the application for admission into the Interdisciplinary Studies program to the Vice Provost for Graduate Studies. The Vice Provost appoints an admission committee consisting of (a) the Assistant Vice Provost and Director of Graduate Enrollment Management or the Assistant Vice Provost’s designate for the school most involved in the interdisciplinary undertaking (the school in which the major advisor resides), (b) two or more doctoral chairing faculty members from unrelated fields, including at least one member of the Executive Council of the Graduate Faculty, and (c) the Department Chair or the Director of Graduate Studies of the department in which the student resides at time of application. The Vice Provost for Graduate Studies serves as ex officio chair of the Interdisciplinary Studies admissions committee. The committee reviews the documents and may, if necessary, interview the student and the advisor for clarification and additional information or to discuss suggested revisions to the proposal.

Approved Program Implementation

Upon acceptance of the proposal and admission to the Interdisciplinary Studies program, the student is admitted to the school of the major advisor to facilitate record keeping and to provide a central administrative office. The Associate Dean or the Director of Graduate Studies of that school must enroll the student and monitor the program. Along with the major advisor, s/he must make annual reports to Graduate Studies on the student’s progress. These reports are distributed to the directors of other involved programs along with a request to supply any additional information regarding the student’s performance. Proposals for major deviations from the approved course of study must be submitted for review by Graduate Studies and by the graduate studies office of the school in which the student resides. It is understood that no additional requirements unique to traditional graduate programs of the school(s) or departments may be imposed unless stated explicitly in the approved study plan.

Once approved, changes to the program plan must be approved by a Graduate Studies committee, appointed by the Vice Provost for Graduate Studies. Significant curricular changes may require a new proposal and admissions process.

All basic rules and requirements for the Master of Arts, Master of Science, and Doctor of Philosophy degrees apply to Interdisciplinary Studies programs. These include program time constraints, program engagement, post-comprehensive enrollment, final examinations, research skills and responsible scholarship requirements, dissertation submission and publication, grade-point average, etc.

View the current Lawrence and Edwards Campus policy on interdisciplinary studies (http://policy.ku.edu/graduate-studies/ma-ms-phd-interdisciplinary-studies/).

Combined Degrees

Combined degrees are granted in programs meeting the requirements of the graduate master’s or doctoral degree and the professional post-baccalaureate degree. For more information about combining degree programs, students should contact their academic department of study. View the current list of all master’s and doctoral degrees on the Graduate Studies Academics page (http://www.graduate.ku.edu/find-graduate-program/). View the current Lawrence and Edwards Campus policy on graduate degrees (http://policy.ku.edu/graduate-studies/degrees/).

Distance Education, Online, or Hybrid Graduate Programs

The University of Kansas offers online and hybrid courses and certificate and degree programs. For more information about specific online course and degree program options, students should contact their academic department of study. Similar to regular courses, the availability of online courses varies by semester and year.

View KU’s current online or hybrid programs (https://online.ku.edu/programs/) or contact the KU Center for Online and Distance Learning (http://www.independentstudy.ku.edu/index.shtml/) for more information on online and hybrid courses.

Independent Study

Independent study is a research experience or directed readings independently pursued through an academic department. Students should contact their academic department to discuss independent study opportunities to investigate a special research problem or directed readings in an area not covered by regular courses.

Eligibility Criteria

Eligibility and admission criteria for graduate certificates is governed by the policy on Admission to Graduate Study. (http://policy.ku.edu/graduate-studies/admission-to-graduate-study/?num1_1=)

Graduate credit from another institution may not be transferred to a KU graduate certificate program. A current list of all certificate programs is available on the KU Academics page (http://www.ku.edu/academics worthy).

Policies and Processes for Graduate Certificate Programs

The graduate certificate is a focused collection of courses that, once completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines. Students may be awarded these certificates upon completion of a well-defined program of course work. The material comprised within a graduate certificate program may represent a more practice-oriented subset of an existing graduate discipline.

A graduate certificate program will comprise no less than nine (9) and generally no more than eighteen (18) credit hours of course work in a particular discipline or related disciplines of study.

All proposals for graduate certificate programs will be adopted for a seven-year time period. The certificate program will expire at the end of that period. The program may request renewal of the certificate program by sending an updated program proposal, endorsed by the department and school/College to the Executive Council of Graduate Faculty. The proposal will be evaluated for an additional seven-year period. The Office of Graduate Studies will remind the graduate certificate program about its renewal one year before the graduate certificate program is scheduled to expire. If a program expires or is discontinued, no new students may be enrolled in the program and those students currently in the program will continue until completion.
Graduate certificates will not be recognized by any Graduate Studies official graduation ceremony.

View the current graduate certificate policies and processes (http://policy.ku.edu/graduate-studies/certificate-programs/).

The Graduate Faculty

The Graduate Faculty consists of members of the university faculty and other persons qualified by training and experience who are duly nominated and appointed. Only members of the Graduate Faculty may participate on graduate exam committees. Graduate degree programs are responsible for nominating faculty to hold Graduate Faculty appointments and for ensuring compliance with all policies. (See the current policy on Graduate Faculty Appointments (http://policy.ku.edu/graduate-studies/graduate-faculty-appointments/).

Eligibility

To hold a Graduate Faculty appointment, an individual must show evidence of an initial productive contribution to scholarship and continuing professional activity, demonstrating the ability to contribute to high-quality graduate education. Members of the Graduate Faculty will be appointed in keeping with university policies and accreditation regulations.

Productive professional activity may take different forms across disciplines. Conventional evidence of such activity includes:

- Effective teaching,
- Scholarly publication,
- Participation in professional societies, and
- Other scholarly activity.

To qualify for chairing doctoral committees, a member of the graduate faculty must also demonstrate continuing activity commensurate with being an established scholar in the faculty member's field and involvement in the graduate education program as evidenced by:

- Teaching graduate courses,
- Advising and mentoring graduate students,
- Serving on thesis and dissertation committees, and
- Maintaining an ongoing program of scholarly activity, which includes a record of scholarship, publication, and other contributions to the field.

Tenured and tenure-track faculty in Lawrence-campus departments that grant graduate degrees may be appointed to the Graduate Faculty for the duration of their employment. Employees of the university and its affiliates who do not have tenured or tenure-track faculty appointments in departments that grant graduate degrees may be appointed to the Graduate Faculty for up to five years. Such appointments are renewable.

Nomination Instructions for Degree Programs

When individuals meet the eligibility criteria listed above, it is the graduate program's responsibility to nominate individuals for Graduate Faculty appointments and to provide appropriate evidence of scholarship and involvement in the graduate education program. Graduate Faculty are nominated to serve via one or more specific privileges which are individually recorded in university systems. The five privileges of Graduate Faculty are:

- Serving on master's-level committees
- Serving on doctoral committees
- Chairing master's-level committees
- Chairing doctoral committees

Serving as the Graduate Studies Representative (GSR) on doctoral committees*, in keeping with the Graduate Studies Representative on Doctoral Exam Committees (https://policy.ku.edu/graduate-studies/graduate-studies-representative-on-doctoral-exam-committees/policy**"Doctoral committees" refers to both the oral comprehensive exam and the final dissertation defense.

Graduate-degree-granting departments will formally nominate all individuals who may serve on exam committees, including new members of the tenured and tenure-track faculty through the Progress to Degree system.

Chairing Committees

In order to chair committees independently, members of the Graduate Faculty must also be appointed to the regular tenured or tenure-track KU faculty in the student's home department. Any member of the Graduate Faculty who holds committee service privileges may serve as a co-chair on committees at or below the highest level for which they are appointed. However, members of the Graduate Faculty who have had chairing privileges removed may not co-chair committees at that level.

Graduate Studies Representative

In order to serve as the Graduate Studies Representative on Lawrence-campus doctoral committees, the Graduate Faculty member must also be appointed to the regular tenured or tenure-track faculty on the Lawrence campus. Members of the KU Medical Center's Graduate Faculty enjoy equivalent privileges on at the Lawrence campus for the purposes of committee service.

Emeritus/Emerita Status

When KU awards a faculty member Emeritus/Emerita faculty status, the Office of Graduate Studies will administratively extend the faculty member's Graduate Faculty appointment for three years post-retirement. A department may petition to extend Emeritus/Emerita appointments beyond the initial three-year period. When such appointments are extended, the Professor Emeritus/Emerita may continue to enjoy all Graduate Faculty privileges except independently chairing doctoral committees. To extend an Emeritus/Emerita appointment, the Professor Emeritus/Emerita must demonstrate recent research activity and scholarly engagement with both the home department at KU and the wider field. Extensions may be granted for up to three years at a time. Emeritus/Emerita Graduate Faculty appointments are intended to facilitate committee continuity for students already working with a retiring faculty member. Graduate programs are responsible for monitoring and maintaining appropriate privileges for their Emeritus/Emerita Graduate Faculty. Emeritus/Emerita Graduate Faculty may count as internal members, at the department's discretion.
Graduate Research Assistants, Graduate Teaching Assistants, and Graduate Assistants

Appointment Types

Graduate Research Assistantships (GRA)

Graduate research assistantships may be available to graduate students. For further information, applicants should write directly to the chair or graduate advisor of the major department.

Graduate Teaching Assistantships (GTA)

Graduate teaching assistantships may be available to graduate students through graduate departments. Graduate students should apply directly to the department for GTA appointments. Graduate teaching assistantships in Lawrence are governed by a Memorandum of Agreement (https://humanresources.ku.edu/document/gta-moa/) (MoA) between KU, the Kansas Board of Regents, and the American Federation of Teachers, which represents KU GTAs in Lawrence. The Memorandum of Agreement, with additional information on tuition and fee payment, appointments, wages, benefits, and other topics of interest to GTAs, is available on the Graduate Studies website (https://graduate.ku.edu/gta-gra-ga/).

Graduate Assistantships (GA)

Graduate assistantships may be available to graduate students. For further information, applicants should write directly to the chair or graduate advisor of the major department.

Policy Statement

The following premises and eligibility requirements govern all Graduate Research Assistant (GRA), Graduate Teaching Assistant (GTA), and Graduate Assistant (GA) appointments at the University of Kansas, Lawrence:

Principles:

1. Individuals who enroll in graduate educational programs at the University of Kansas do so in order to attain specific educational goals. It is the University’s responsibility to help ensure that graduate students attain their academic goals in a reasonable amount of time and move on to the next stage in their careers, whether to another advanced degree program or to professional employment.

2. When departments and schools offer GRA, GTA, or GA appointments, the assistantships must contribute to the training experience of the graduate student.

3. GRA, GTA, and GA responsibilities should be in balance with the student’s responsibilities to the graduate program. For salaried appointments of 50% (0.50 FTE), the expectation is that the assigned duties will average no more than twenty (20) hours per week during the semester. For hourly appointments at 50% (0.50 FTE), assigned duties should require 20 hours per week during the semester. For appointments at other percentages, the number of hours per week must be proportional to the appointment percentage.

More detailed information on GTA, GRA, and GA policies and exceptions can be found in the Policy Library. View the full policies below:

- GTA, GRA, and GA Eligibility Requirements (http://policy.ku.edu/graduate-studies/GRA-GTA-GA-guidelines-eligibility/)
- Term Limits for GTA Appointments (http://policy.ku.edu/graduate-studies/appointment-limit-GTA/)
- GTA Out-Of-Field Appointments (http://policy.ku.edu/graduate-studies/out-of-field-gta-appointments-policy/)
- Benefits Available to GTAs, GRAs, and GAs (http://policy.ku.edu/graduate-studies/benefits-for-GRAs-GTAs-GAs/)
- Graduate Tuition Assistance Pool (TAP) (http://policy.ku.edu/graduate-studies/GRA-tuition-assistance-policy/)
- Spoken English Language Competency of Faculty and GTAs (KBOR) (http://policy.ku.edu/KBOR/spoken-english-competency-BOR-policy/)

Appointment Limits:

During the fall and spring semesters, GTA appointments shall not normally exceed 50% (0.50 FTE). GTA appointments in excess of 50% (0.50 FTE) must be approved by the Office of Graduate Studies or by the Dean’s Office of the College of Liberal Arts & Sciences in advance of an appointment offer and will be approved only in extraordinary circumstances. See the Memorandum of Agreement (http://humanresources.ku.edu/sites/humanresources.ku.edu/files/docs/gta_moa_2014.pdf) between The University of Kansas and the Board of Regents and the American Federation of Teachers - Kansas (representing graduate teaching assistants at the University of Kansas, Lawrence).

Although GRA, GTA, and GA appointments in excess of 50% (0.50 FTE) have the undesirable potential to extend time towards degree, GTA appointments contribute directly to students’ research agendas. Therefore, during the fall and spring semesters, GRA appointments and combined GRA/GTA or GRA/GA appointments of up to 72.5% (0.725 FTE) may be approved so long as the GTA or GA component of the appointment does not exceed 50% (0.50 FTE).

Departments are expected to monitor appointments in excess of 50% (0.50 FTE) to ensure that the graduate students’ assistantship assignments enhance their academic preparation and do not interfere with progress towards degree.

During the summer term(s), GTAs, GRAs, and GAs may be appointed up to 100% effort (1.0 FTE), at the hiring unit’s discretion. Hiring units should be advised of the potential legal and fiscal implications posed by appointments that exceed 72.5% (0.725 FTE), including changes to insurance eligibility under the Affordable Care Act. For more information about these implications, hiring units should consult with Human Resources Management. Departments, research centers, schools, and the College may adopt more stringent limitations as appropriate to their needs.

GRA, GTA, and GA Eligibility (Lawrence campus)

GRA Eligibility

The following eligibility requirements govern all Graduate Research Assistant (GRA) appointments at the University of Kansas, Lawrence:

Graduate Research Assistants are salaried student employees who perform research that is in their fields (or a closely related field) of study and is integral to the student’s education (e.g., dissertation topic). The duties performed are under the direct supervision of faculty or research professionals. The duties do not involve classroom instruction. GRA appointments must be approved by the Office of the Vice Chancellor
for Research (for all funds under Research and KUCR), the Budget Office (for the professional schools' state- and endowment-funded GRA positions), or the College of Liberal Arts and Sciences (for state- and endowment-funded GRA positions in CLAS).

In order to be eligible for a GRA appointment, a graduate student must meet all of the following conditions:

1. During the term of appointment, the person is admitted to and enrolled in a graduate degree program offered by the University of Kansas.
2. During the fall or spring semester, the student is enrolled in no fewer than six (6) credit hours required for the student's graduate degree. During the summer session, the GRA must be enrolled in coursework related to the student's graduate program. The number of hours must be determined by the student's advisor and must reflect as accurately as possible the student's demand on faculty time and University facilities. Generally, an enrollment of three credit hours is appropriate for the summer session.
   a. Enrollment and Post Comps: Upon successful completion of the doctoral comprehensive examination and all other Graduate Studies and departmental requirements for candidacy to the doctoral degree and upon completion of eighteen (18) post-comprehensive credit hours, the student may enroll in one (1) or more dissertation, thesis, or equivalent credit hours as approved by the student's department, the student's school or College, and the Office of Graduate Studies to qualify for a graduate research assistantship appointment. [Note: Candidates for the professional doctoral degrees may enroll in dissertation-equivalent hours as approved by Graduate Studies. For more detailed information about post-comprehensive enrollment, see the policy on Doctoral Candidacy (http://policy.ku.edu/graduate-studies/doctoral-candidacy/).]
3. During the term of appointment, the GRA must be in academic good standing and be making satisfactory progress toward a graduate degree, as determined by Graduate Studies and the department in which the student is enrolled. [Note: Students who are admitted to a degree program on provisional status are not considered to be in academic good standing for the purpose of GRA appointments. Exceptions may be granted by the Vice Provost of Graduate Studies under extraordinary circumstances.] A graduate student must maintain a cumulative grade point average (GPA) of 3.0 to remain in academic good standing. However, if a department judges that a graduate student whose GPA falls below 3.0 after the first semester at KU is nonetheless making satisfactory progress, the department may recommend to the Vice Provost of Graduate Studies that the student be allowed to keep the GRA position for one (1) additional semester.
4. The person must successfully pass a background check established by the University.
5. A student who has earned a graduate degree may not continue in a GRA appointment after the graduation date unless the student has just completed a master's degree and is enrolled in a doctoral program in the same field or a closely related field or is a doctoral graduate who has been accepted into another graduate program.

Enrollment Exceptions for GRAs

Doctoral Candidates: In accordance with Graduate Studies requirements, after passing the comprehensive oral examination for a doctoral degree, the candidate must be continuously enrolled each fall and spring semester until all requirements for the degree are completed. Each enrollment must reflect, as accurately as possible, the candidate's demand on faculty time and University facilities. Until eighteen (18) post-comprehensive hours are completed, the candidate must enroll in a minimum of 6 hours each semester. Doctoral candidates may be enrolled in fewer than six (6) post-comprehensive hours in the fall and spring semesters if all of the criteria described in 2.a. (above) are met.

In certain master's degree programs, students who are in the final semester may be able to complete the course and hours requirements for the degree while enrolling in fewer than six (6) hours. Such students may enroll in fewer than six (6) hours and still retain eligibility to hold a position as a Graduate Research Assistant (GRA), provided that the student will not be continuing in a doctoral program at the University of Kansas. The option of enrolling in fewer than six (6) hours during the final semester is available only to master's students with GRA appointments. It is not available to master's students with GTA or GA appointments.

Note: Different enrollment criteria may be used in determining eligibility for student financial aid and student loan deferments. GRAs are advised to consult with Financial Aid and Scholarships (http://affordability.ku.edu/) to determine student financial aid eligibility.

Enrollment Exception Process

In order to certify that a GRA is eligible to enroll in fewer than 6 credit hours, campus departments must submit the Certification of Eligibility to Enroll in Fewer than Six Hours PID form (doctoral candidates – GRAs, GTAs, and GAs), or the Certification of Eligibility from for Master's Level Graduate Research Assistants (for master's students – GRAs only).

View the current policy on GRA appointment eligibility (http://policy.ku.edu/graduate-studies/GRA-appointment-eligibility/).

GTA Eligibility

The following eligibility requirements govern all Graduate Teaching Assistant (GTA) appointments at the University of Kansas, Lawrence:

Graduate Teaching Assistants are salaried student employees whose job duties consist primarily of direct involvement in classroom or laboratory instruction. The duties are performed under the supervision of faculty. The University also requires that a GTA's teaching assignment be in their own field of study or one that is closely related. Out-of-field appointments require consultation with the student's home academic unit and the explicit approval of Graduate Studies or the Dean's Office of the College of Liberal Arts and Sciences.

In accordance with the Memorandum of Agreement (MOA) between the University of Kansas, the Kansas Board of Regents, and the Graduate Teaching Assistants’ Coalition, American Federation of Teachers - Kansas (GTAC), in order to be eligible for a GTA appointment, a graduate student must meet all of the following conditions:

1. During the term of appointment, the person is admitted to and enrolled in a graduate degree program offered by the University of Kansas;
2. During the term of appointment, the student is enrolled in no fewer than six (6) graduate credit hours per semester or other credit hours as required for the student's graduate degree and as approved by Graduate Studies or the Dean's Office of the College of Liberal Arts and Sciences as appropriate. [Note: GTAs on summer session appointments may enroll but are not required to do so.]
   a. Enrollment and Medical Leave: Should the student be unable to enroll in 6 graduate or other approved hours for reasons of medical condition or other hardship, that person may, with supporting documentation and the approval of the department of employment (and the department of study in cases in which the two are different), petition the Office of Graduate Studies or
the Dean’s Office of the College of Liberal Arts and Sciences as appropriate that this requirement be waived. Final approval rests with the Office of Graduate Studies or the Dean’s Office of the College of Liberal Arts and Sciences as appropriate.

b. Enrollment and Post Comps: Upon successful completion of the doctoral comprehensive examination and all other Graduate Studies and departmental requirements for candidacy to the doctoral degree and upon completion of eighteen (18) post-comprehensive credit hours, the student may enroll in one (1) or more dissertation, thesis, or equivalent credit hours as approved by the student's department, the student's school or College, and the Office of Graduate Studies to qualify for a Graduate Teaching Assistant appointment. [Note: Candidates for professional doctoral degrees may enroll in dissertation-equivalent hours as approved by Graduate Studies. More detailed information about post-comprehensive enrollment, see the policy on Doctoral Candidacy (http://policy.ku.edu/graduate-studies/doctoral-candidacy/).]

c. Short Course Appointments: During the term of appointment for short courses between the Fall and Spring semesters, including summer sessions, the person must be active in a graduate degree program and must have been enrolled in at least one (1) hour during the Fall semester or Spring semester.

3. During the term of appointment, the student must be in academic good standing and making satisfactory progress toward a graduate degree, as determined by Graduate Studies and the department in which the student is enrolled. [Note: Students who are admitted to a degree program on probationary or provisional status are not considered to be in academic good standing for the purpose of GTA appointments. Exceptions may be granted by the Vice Provost of Graduate Studies under extraordinary circumstances. No exceptions are granted in cases where a provisionally admitted student does not meet English proficiency criteria.] A graduate student must maintain a cumulative grade point average (GPA) of 3.0 to remain in academic good standing. However, if a department judges that a graduate student whose GPA falls below 3.0 after the first semester at KU is nonetheless making satisfactory progress, the department may recommend to the Vice Provost of Graduate Studies or the Dean of the College of Liberal Arts and Sciences that the student be allowed to keep their GTA position for one additional semester.

4. The graduate student must satisfy any and all English proficiency criteria established by the Regents and/or the University. [Note: Prior to finalization of a GTA appointment, every prospective GTA must be interviewed and have to certify the student’s spoken English competency. The interview must be conducted by no fewer than three institutional personnel, at least one of whom should be a non-native speaker of English. Minimum criteria are set by the University.]

5. During the term of the appointment, the student’s assigned responsibilities consist primarily of direct involvement in classroom or laboratory instruction.

6. The student has satisfactorily completed all of the components of the orientation and training as specified in section seven (7) of the MOA within the timeframes established by the University.

7. The department may require a graduate teaching assistant to be on campus to assume employment responsibilities up to five weekdays (excluding weekend days) prior to the first day of classes each semester [Note: In accordance with Article 5, Section 1, of the MOA, “Individuals who are being reappointed as GTAs, regardless of whether the appointment is for an academic year or a shorter period, shall begin work on the first day of classes of each semester for which they are appointed, unless notified by the GTA’s department of earlier required assignments. Attendance at GTA orientation prior to the start of the semester is required as a condition of employment for any person who has not previously served as a GTA at the University of Kansas or for any returning GTA who has been identified as needing to attend GTA orientation.”]

8. The student must successfully pass a background check established by the University.

In addition to the conditions of appointment set forth in the MOA, the University has established the following condition:

A student who has earned a graduate degree may not continue in a GTA appointment after the graduation date unless the student has just completed a master’s degree and is enrolled in a doctoral program in the same field or a closely related field or is a doctoral graduate who has been accepted into another graduate program.

Enrollment Exceptions for GTAs who are Doctoral Candidates

In accordance with Graduate Studies requirements, after passing the comprehensive oral examination for a doctoral degree, the candidate must be continuously enrolled each fall and spring semester until all requirements for the degree are completed, and each enrollment must reflect, as accurately as possible, the candidate’s demand on faculty time and University facilities. Until eighteen (18) post-comprehensive hours are completed, the candidate must enroll in a minimum of six (6) hours each semester. Doctoral candidates may be enrolled in fewer than six (6) post-comprehensive hours in the fall and spring semesters if all of the conditions described in 2.b (above) are met.

Note: Different enrollment criteria may be used in determining eligibility for student financial aid and student loan deferments. GTAs are advised to consult with Financial Aid and Scholarships (http://affordability.ku.edu/) to determine student financial aid eligibility.

Enrollment Exception Process

In order to certify that a GTA is eligible to enroll in fewer than 6 credit hours, campus departments must submit the Certification of Eligibility to Enroll in Fewer than Six Hours PID form for doctoral students.

View the current policy on GTA appointment eligibility (http://policy.ku.edu/graduate-studies/GTA-appointment-eligibility/).

Time Limits on Appointments of Graduate Teaching Assistants

The University of Kansas, Lawrence, has established outer limits on appointments to Graduate Teaching Assistantships (GTAs) as specified below. Summer appointments are excluded from term limit calculations. No term limits established by the university or one of its departments, programs, professional schools, or CLAS constitutes a guarantee of funding for that amount of time.

Departments, programs, professional schools, and the College may establish shorter term limits for GTAs, as appropriate. Any such limit shall be codified in writing in the program’s graduate handbook, the Academic Catalog, and/or the university’s Policy Library and shall take precedence over the university’s maximum limit.
Maximum Duration within a Single Department:

- A student who is admitted to a graduate degree program to obtain only a master’s degree is limited to six (6) semesters of GTA appointments.
- A student admitted to pursue only a doctorate or admitted to pursue more than one degree in a single department is eligible for up to a total of sixteen (16) semesters as a GTA.
- A KU student may not serve more than sixteen (16) semesters as a GTA, except as described under “Clean Slates” below.

Students who have exhausted the University maximum time to complete a degree are not considered to be making satisfactory academic progress (https://policy.ku.edu/graduate-studies/good-academic-standing/). As a result, they are not eligible to serve as GTAs, even if a time-to-degree extension is granted. In exceptional circumstances, departments may petition for eligibility to serve as a GTA during a time-to-degree extension using the petition process described below.

Clean Slates for Students Pursuing Degrees in Multiple Departments:

When a student is seeking graduate degrees in two or more departments, they may be eligible for full funding from each, in accordance with the per-department maximum durations above. (e.g., A student who works as a GTA for six (6) semesters while pursuing a master's in one department may, at the discretion of the new department, work for up to sixteen (16) additional semesters as a GTA, should they choose to pursue a degree in a different department.)

Students who return to the same department after time away (e.g., voluntary discontinuation, Leave of Absence, or break in enrollment after a completed Master’s degree) will not have their eligibility reset to a clean slate.

In determining whether a person has met the limits described here, all semesters of GTA funding for a specific degree program shall be counted, regardless of which department hired the student as a GTA. When a student pursues two funded degree programs in different departments, the maximum limits will be calculated separately for each department.

Note: This policy does not apply to summer session GTA appointments. Semesters in which a student's sole appointment was as a graduate research assistant (GRA) do not count against the GTA-semester limit. All GTA appointments are made pursuant to the provisions of the MOA.

Out-Of-Field GTA Appointments

GENERAL POLICY ON GTA APPOINTMENTS, TRAINING, AND MENTORING

University policy (http://policy.ku.edu/graduate-studies/GTA-appointment-eligibility/) stipulates that the Graduate Teaching Assistantship (GTA) must be an integral part of a graduate student’s academic endeavor, serving as a logical complement to the graduate student’s program of study. While the GTA experience is often part of a student’s preparation to assume a full-time role in a specific field in academia, the GTA experience also provides valuable training in the science and art of teaching. Accordingly, departments or schools are expected to offer quality teaching-related experiences for GTAs and to designate faculty who will work closely with GTAs to advise them and help them improve their teaching skills. Teaching-related training is integral to the GTA experience.

GUIDELINES AND CRITERIA FOR OUT-OF-FIELD APPOINTMENTS

It is assumed that the majority of GTAs have appointments within their home departments. However, undergraduate teaching needs frequently arise in departments and programs that do not have a specific and circumscribed pool of graduate students from which GTAs can be drawn. Recognizing that graduate students can make significant contributions to the undergraduate teaching mission of the University by teaching out of their field and that there is great value in this teaching experience as they learn the science and art of teaching undergraduate students, the University will allow out-of-field GTA appointments with the following stipulations:

- A request for an out-of-field appointment has to be approved by the student’s home department or program as well as the department or program offering the teaching appointment.
- The out-of-field appointment has to be approved by the School or CLAS of the home department or program as well as the School or College of the department or program offering the teaching appointment.
- Because it is University policy (http://policy.ku.edu/graduate-studies/benefits-for-GRAs-GTAs-GAs/) to waive some or all of the differential tuition for GTAs who are enrolled in schools that charge differential tuition, a unit wishing to extend an out-of-field GTA appointment to a graduate student who is enrolled in a school that charges differential tuition must notify the dean of the school in which the student is enrolled and obtain that dean’s approval of the out-of-field appointment.
- The Schools and the College must, annually, send a list of all out-of-field appointments to Graduate Studies.
- The student’s home department or program must certify, at the time of approving the out-of-field appointment, that the student is making acceptable progress toward completion of her or his terminal degree.
- Any out-of-field GTA appointments must include a pedagogical/mentoring component offered by the hiring department, with assigned faculty supervisors or mentors. When the hiring department offers courses or seminars that are required of home department GTAs, out-of-field GTAs will be required to enroll in such courses or seminars.
- Students pursuing graduate degrees that are not generally intended to prepare a student for a career that involves teaching cannot be appointed as an out-of-field GTA. These students should be appointed as lecturers if their service as teachers is desired.

PROCEDURES FOR REQUESTING OUT-OF-FIELD GTA APPOINTMENTS

Individual Schools or the College will review all requests for out-of-field GTA appointments. Units requesting the out-of-field appointment must provide documentation that the student has been admitted to Graduate Studies and is in good academic standing. No offer of an out-of-field GTA appointment, either written or verbal, may be made until the School or College has completed its review.

Procedure: A department that wishes to offer a GTA appointment to a graduate student in another academic unit must consult with the student’s home department to develop a rationale describing how the appointment is consistent with the guidelines stated here and how it will benefit the student’s educational program. The rationale should include information about the student’s background and qualifications to teach the course(s) in question and how the experience gained will contribute to the student’s
graduate training. An out-of-field appointment will not be approved without the explicit endorsement of the student’s home department.

Timeline: Requests for out-of-field GTA placements normally should be submitted to the School or CLAS involved as soon as possible and at least four weeks before the department expects to make an appointment offer. The four-week requirement may be waived when a proposed appointment is related to a staffing emergency such as the late resignation of a GTA or the unanticipated illness of a faculty member who was scheduled to teach a course.

GA Eligibility

The following eligibility requirements govern all Graduate Assistant (GA) appointments at the University of Kansas, Lawrence:

Graduate Assistants are active student employees (either salaried or hourly, as determined by Human Resource Management) who hold a position that furthers the professional and/or academic development of the graduate student. The duties performed are professional in nature and under the direct supervision of faculty, academic professionals, or administrators. While the duties may involve classroom instruction or research integral to the student’s degree program or dissertation, those activities are not the primary focus of the job. The Graduate Assistant’s job duties should not include grading student work, developing course content, or taking responsibility for a course or section as Instructor of Record. Graduate Assistants who engage in classroom instruction should spend no more than 10% of their work time doing so. The Graduate Assistant’s responsibilities may include, but are not limited to, administrative and professional internships. The Vice Provost of Graduate Studies must approve GA appointments. [Note: Graduate Assistant positions are a distinct category of graduate student support. This category does not include Graduate Research Assistants, Graduate Teaching Assistants, or student-hourly positions held by graduate students.]

In order to be eligible for a GA appointment, a graduate student must meet all of the following criteria:

1. During the term of appointment, the person is admitted to and enrolled in a graduate degree program offered by the University of Kansas;
2. During the fall and/or spring semesters in which the graduate student holds a GA appointment, the student must be enrolled in no fewer than six (6) credit hours required for the student’s graduate degree. GAs on summer session appointments may enroll but are not required to do so.
   a. Enrollment and Post Comps: Upon successful completion of the doctoral comprehensive examination and all other Graduate Studies and departmental requirements for candidacy to the doctoral degree and upon completion of eighteen (18) post-comprehensive credit hours, the student may enroll in one (1) or more dissertation, thesis, or equivalent credit hour(s) as approved by the student’s department, the student’s school or college, and the Graduate Studies to qualify for a Graduate Assistantship appointment. [Note: Candidates for the professional doctoral degrees may enroll in dissertation-equivalent hours as approved by Graduate Studies. For more detailed information about post-comprehensive enrollment, see the policy on Doctoral Candidacy (http://policy.ku.edu/graduate-studies/doctoral-candidacy/).]
3. During the term of appointment, the GA must be in academic good standing and making satisfactory progress toward a graduate degree, as determined by Graduate Studies and the department in which the student is enrolled. Students who are admitted to a degree program on provisional status are not considered to be in academic good standing for the purpose of GA appointments. Exceptions may be granted by the Vice Provost of Graduate Studies under extraordinary circumstances. A graduate student must maintain a cumulative grade point average (GPA) of 3.0 to remain in academic good standing. However, if a department judges that a graduate student whose GPA falls below 3.0 after the first semester at KU is nonetheless making satisfactory progress, the department may recommend to the Vice Provost of Graduate Studies that the student be allowed to keep the GA position for one (1) additional semester.
4. The person must successfully pass a background check established by the University.
5. A student who has earned a graduate degree may not continue in a GA appointment after the graduation date unless the student has just completed a master’s degree and is enrolled in a doctoral program in the same field or a closely related field or is a doctoral candidate who has been accepted into another graduate program.

ENROLLMENT EXCEPTIONS FOR GAS WHO ARE DOCTORAL CANDIDATES

In accordance with Graduate Studies requirements, after passing the comprehensive oral examination for a doctoral degree, the candidate must be continuously enrolled each fall and spring semester until all requirements for the degree are completed. Each enrollment must reflect, as accurately as possible, the candidate’s demand on faculty time and University facilities. Until eighteen (18) post-comprehensive hours are completed, the candidate must enroll in a minimum of six (6) hours each semester. Doctoral candidates may be enrolled in fewer than six (6) post-comprehensive hours in the fall and spring semesters if all of the conditions described in 2.a. (above) are met.

Note: Different enrollment criteria may be used in determining eligibility for student financial aid and student loan deferments. GAs are advised to consult with Financial Aid and Scholarships (http://affordability.ku.edu/) to determine student financial aid eligibility.

Enrollment Exception Process

In order to certify that a GA is eligible to enroll in fewer than 6 credit hours, campus departments must submit the Certification of Eligibility to Enroll in Fewer Than Six Hours PtD form for doctoral students.

View the current policy on GA appointment eligibility (http://policy.ku.edu/graduate-studies/GA-appointment-eligibility/).

GRA, GTA, and GA Benefits - Lawrence and Edwards Campuses

The University is authorized by Kansas statutes and administrative regulations to provide Graduate Research Assistants (GRAs), Graduate Teaching Assistants (GTAs), and Graduate Assistants (GAs) with certain benefits that are not available to other student employees. The Memorandum of Agreement (MOA) (http://www.humanresources.ku.edu/files/documents/gta_moa.pdf) between the University of Kansas, the Kansas Board of Regents, and the Graduate Teaching Assistants’ Coalition, American Federation of Teachers - Kansas (GTAC; representing Graduate Teaching Assistants at the University of Kansas, Lawrence), provides further information about benefits available to GTAs. This summary is provided for informational purposes only. For information about specific benefits, contact Graduate Studies.
1. Staff Rates
Graduate students with GRA, GTA, or GA appointments of 40% (0.40 FTE) or more are eligible for staff (resident) rates for tuition, as are individuals who hold concurrent GRA, GTA, and GA appointments totaling 40% (0.40 FTE) or more as stipulated in the Staff and Staff Dependent Tuition Rates (http://policy.drupal.ku.edu/registrar/staff-tuition-rates/#GTA) policy.

2. Payment of Tuition
GRAs and GTAs are eligible to have all or some of their tuition paid, including any differential tuition assessed, according to the provisions below.

Graduate Research Assistants:
Graduate Research Assistants with an appointment of 40% (0.40 FTE) or more will have their tuition provided by the same funding source as their salary. The full cost of tuition for graduate research assistants must be included in all proposals, renewals, and contracts as part of the proposal budget when permissible by the granting agency or funding source. When not permitted by the funding source, the payment of tuition may be granted by the Graduate Tuition Assistance Pool. Further information about this program is available in the Graduate Tuition Assistance Policy (http://policy.ku.edu/graduate-studies/GRA-tuition-assistance-policy/).

Graduate Teaching Assistants:
Depending on the level of appointment, the University pays all or some of a GTA’s tuition, including any course fees for GTAs who are enrolled in schools or programs that charge such fees. If the student is eligible for staff rates, these will be assessed before applying the tuition waiver. Course fees include all school course fees and the Edwards Campus Program Fee as listed in section 1.1 of the Comprehensive Fee Schedule (https://registrar.ku.edu/comprehensive-fee-schedule/) published annually by the Office of the University Registrar.

GTAs with appointments of less than 40% (0.40 FTE) will have a portion of their basic tuition and course fees paid in accordance with the table that appears in Article 7, Section 3, of the MoA and is reproduced here:

<table>
<thead>
<tr>
<th>Percentage Appointment</th>
<th>Percentage of tuition paid by University</th>
</tr>
</thead>
<tbody>
<tr>
<td>40% or more</td>
<td>100%</td>
</tr>
<tr>
<td>30% but less than 40%</td>
<td>75%</td>
</tr>
<tr>
<td>20% but less than 30%</td>
<td>50%</td>
</tr>
<tr>
<td>10% but less than 20%</td>
<td>25%</td>
</tr>
</tbody>
</table>

Summer appointment percentages and tuition may vary from those shown here because of the reduced term of the appointment. Students should consult with their departmental hiring manager for more information on summer term tuition benefits.

3. Payment of Required Campus Fees
For GTAs, the University pays required campus fees for 3 credit hours per semester in accordance with the table and restrictions set forth below.

<table>
<thead>
<tr>
<th>Percentage Appointment</th>
<th>Percentage of campus fees for three credit hours paid by University</th>
</tr>
</thead>
<tbody>
<tr>
<td>40% or more</td>
<td>100%</td>
</tr>
<tr>
<td>30% but less than 40%</td>
<td>75%</td>
</tr>
</tbody>
</table>

The GTA is responsible for paying the remainder of the required campus fee assessment; any applicable off-campus area service fees (e.g., Edwards Campus construction fee, Union fee, and required fee); mediated course fees; optional fees; Housing costs; and other specialized fees.

4. Tuition and Fee Assessments in Case of Resignation or Termination
If a GRA or GTA resigns or abandons the GRA/GTA position or the appointment is terminated, the GRA/GTA must pay all resident or non-resident tuition and fees for that semester, as appropriate given the GRA/GTA’s residence status as a student who does not hold a GRA/GTA appointment. The GRA/GTA will lose eligibility for staff rates and, if a non-resident, will be required to pay non-resident tuition for that semester.

If a GA resigns or abandons the GA position or the appointment is terminated, the GA will lose eligibility for staff rates and, if a non-resident, will be required to pay non-resident tuition for that semester.

5. Deferment of Tuition and Fees
Returning GRAs, GTAs, and GAs have the option of deferring payment for any tuition and required campus fees until September 15 (fall) and February 15 (spring). Please note that housing costs, optional campus fees, or other charges are not eligible for deferment. The fall deadline for returning graduate students to request a fee deferment is August 10; the spring deadline is January 10. Returning GTAs, GRAs, or GAs who do not request a deferment or do not pay their tuition and fees by the deadline will be assessed a late fee.

6. Payment of Tuition and Fees for Required Orientation/Training Course
In cases where a GTA is required to enroll in a for-credit orientation or training course, the University covers the full tuition and campus fee associated with one orientation/training course.

7. Health Insurance
The Kansas Board of Regents, in cooperation with the state universities, offers health insurance for students (https://graduate.ku.edu/graduate-student-health-insurance/).

8. Sick Leave and Annual (Vacation) Leave
In accordance with Board of Regents policy, persons appointed to student unclassified positions (including GRA, GTA, and GA positions) do not accrue sick leave or annual leave.

9. Approved Medical Leave
The GTA MOA (Article 5, Section 10) provides that GTAs with a medical condition that necessitates an absence of more than a week from assigned responsibilities shall request unpaid leave with appropriate medical documentation. Such unpaid leave of absence shall be requested in writing from the department/school by the GTA or a representative in advance of taking the leave, unless the illness or injury precludes advance notice. The request for leave without pay must be reviewed and approved by the department, the School or CLAS, Graduate Studies, and by the Department of Human Resources and Equal Opportunity before being granted, but approval shall not be withheld if appropriate
supporting medical documentation is provided. If additional documentation is needed, the GTA or authorized representative from the department/school or CLAS will be notified and given reasonable time to provide the documentation. Failure to request a leave of absence or to have a leave of absence approved according to this provision shall result in the placement of the GTA on leave without pay or the termination of the GTA’s appointment.

GRAs or GAs with a medical condition that necessitates an absence of more than a week from assigned responsibilities shall request unpaid leave with appropriate medical documentation. Such unpaid leave of absence shall be requested in writing from the department/school by the GRA/GA or a representative in advance of taking the leave, unless the illness or injury precludes advance notice. The request shall be submitted in advance of taking the leave unless the illness or injury precludes advance notice. The request for leave without pay must be reviewed and approved by the department, the School or CLAS, Graduate Studies, and by the Department of Human Resources and Equal Opportunity before being granted, but approval shall not be withheld if appropriate supporting medical documentation is provided. If additional documentation is needed, the GRA/GA, or authorized representative from the department/School or College will be notified and given reasonable time to provide the documentation. Failure to request a leave of absence or to have a leave of absence approved according to this provision shall result in the placement of the GRA/GA on leave without pay or the termination of the GRA or GA’s appointment.

Please note that the approval of a medical leave of absence from a GRA, GTA, or GA position does not affect the academic status of a graduate student. Students who wishes to reduce their enrollment level due to a medical condition must consult with the department and the appropriate School or College. Doctoral students who wish to take a leave of absence from graduate study because of a medical condition must request a leave from the department.

10. Other Benefit Programs

GRAs, GTAs, and GAs also can participate in voluntary benefit programs. Additional information is located on the Temporary & Student Employee Voluntary Benefits (https://humanresources.ku.edu/temporary-student-employee-voluntary-benefits/) page.

View current policies on GTA/GRA/GA Benefits (http://policy.ku.edu/graduate-studies/benefits-for-GRAs-GTAs-GAs/). Further information about tuition (http://affordability.ku.edu/cs/index.shtml/) and fees is available from the Office of the University Registrar (http://www.registrar.ku.edu/tuition-and-fees/).

Graduate Tuition Assistance Pool (TAP)

1. Payment of Tuition

The appointing KU unit is expected to fund the full cost of Graduate Research Assistant (GRA) tuition consistent with the Benefits for GTA/GRA/GAs policy (https://policy.ku.edu/graduate-studies/benefits-for-GRAs-GTAs-GAs/).

The full cost of tuition for Graduate Research Assistants must be included in all proposals, renewals, and contracts as part of the budget proposal when such support is permitted by the granting agency or source of funding.

2. Eligibility for the Graduate Tuition Assistance Pool (TAP)

When not permitted by the funding source, GRA tuition support may be granted by the TAP. Eligibility for the TAP is determined by the availability of tuition support from the funding source, the source of salary support, the availability of TAP funds, enrollment requirements, and the student eligibility requirements listed below. In order to be eligible for the TAP, the GRA must meet all of the following requirements:

1. be enrolled in a doctoral degree program;
2. meets the requirements for holding a GRA appointment;
3. and have at least one of the following:
   • at least a 40% (0.40 FTE) GRA appointment;
   • a combined GTA/GRA or GA/GRA appointment of 40% (0.40 FTE) or above; or
   • an externally-funded fellowship, as defined in the external funding section of the Graduate Tuition Assistance Pool (TAP) policy.

Tuition support from the TAP may not exceed nine (9) credit hours in a given semester or six (6) credit hours in the summer term. Students are limited to a maximum of ten (10) semesters of support from the TAP. Students who have completed the required eighteen (18) credit hours of post-comprehensive enrollment, and are therefore eligible to enroll in only one (1) credit hour of “dissertation,” are limited to one (1) credit hour per semester of tuition support from the TAP.

External Funding

Externally-funded tuition support is defined as any circumstances in which the source of the salary for a GRA is from a research project funded by an agency external to the University of Kansas. External funding agencies may include, but are not limited to, the National Institutes of Health (NIH), the National Science Foundation (NSF), and the Department of Education (DOE).

It is expected that externally-funded graduate research assistantships and fellowships will provide tuition support. The source of the GRA or Fellowship salary is one determinant for TAP eligibility.

Tuition support from the TAP is available to externally-funded GRAs in the following circumstances:

• the funding agency does not provide tuition support;
• the funding agency provides only partial tuition support;
• the GRA position is funded entirely from Kansas state dollars budgeted for GRAs in the Tertiary Oil Recovery Project (TORP), the Biodiversity Institute (KUBI), the Institute for Policy and Social Research (IPSR), or the Kansas Geological Survey (KGS); or
• the student is appointed as a GRA in the Center for Research Methods and Data Analysis (CRMDA), and conditions (a) or (b) apply.

If a GRA salary is supported from an externally-funded government grant that supports tuition but does not cover tuition rate increases over the duration of the grant, the TAP will cover the difference in tuition between past and current tuition rates.

For research training grants from the NIH and NSF in National Research Service Awards (NRSA), Integrative Graduate Education and Research Training (IGERT), or Graduate Stem Fellows in K-12 Education (GK-12),
assistance from the TAP will be only for that amount of the tuition not covered by the training grant.

A GRA is not eligible for support from the TAP if external funding for tuition is available from the grant that is supporting the student, or permitted by the granting agency that is supporting the student’s work, and would cover tuition and campus fees up to full-time enrollment. If a GRA receives compensation from such an externally-funded grant and the student salary or tuition was not originally budgeted in the grant, the University requires that the grant be re-budgeted or that the tuition support be identified from alternative sources.

Internal KU Funding

If the GRA salary is funded entirely from a KU General Research Fund award (either a competitive or new faculty award), then the GRA is eligible for TAP support.

Students who have a salary or stipend at least equivalent to the minimum GTA salary (as determined by the GTA Memorandum of Agreement (http://humanresources.ku.edu/sites/humanresources.ku.edu/files/docs/gta_moa_2014.pdf)) for a 50% (0.50 FTE) appointment) from a national or international fellowship that supports either no tuition or only partial tuition are eligible for the TAP to cover their full tuition or the difference between the tuition portion covered by the fellowship and their actual tuition costs.

3. Ineligibility for the TAP

The following circumstances describe when a GRA position is not eligible for tuition support from the TAP:

A. Commercial Entities
A GRA position funded by industry, business, or commercial partnerships is not eligible for TAP support and is expected to have tuition funded by the awarding entity.

B. State Dollars
A GRA position paid entirely from startup funds, release funds, shrinkage, or other departmental funds (funds originally budgeted for another purpose) is not eligible for TAP support.

C. KUEA Funds
A GRA paid entirely through KU Endowment Association (KUEA) is not eligible for TAP support and the KUEA funding must include the cost of tuition.

D. Overhead Support
A GRA position paid entirely from returned overhead funds is not eligible for TAP support.

4. Split-Funded GRA Appointments

GRAs who are paid from split funds that are both eligible and ineligible for tuition assistance are eligible to have that proportion of their tuition paid from the TAP that represents the proportion of funding support they are receiving from a TAP-eligible funding source. Graduate students who have a split appointment as a GTA/GRA are similarly eligible for a proportional amount of tuition support from the TAP.

5. KU Medical Center GRAs

Students who are enrolled in a KU Lawrence Campus (KULC) doctoral program and who are employed as a GRA on the KU Medical Center (KUMC) campus are eligible for the TAP. The student's KULC academic department should submit the TAP request and include proof of the GRA appointment on the KUMC campus.

6. Application Deadline

Requests for graduate tuition assistance from the TAP are preferably submitted sixty (60) calendar days prior to the first day of classes for each semester/term. The final deadline for submission of TAP requests is thirty (30) calendar days after the first published class day of each semester.

GTAs Who Are Non-Native Speakers of English

The Board of Regents policy on spoken English competency requires that non-native speakers of English appointed to GTA positions demonstrate English proficiency on one of the following tests of English competency: the Test of Spoken English (TSE), the Speaking Proficiency English Assessment Kit (SPEAK), the Speaking portion of the Internet Based TOEFL (iBT) or the speaking portion of the International English Language Testing System (IELTS). The minimum score that must be obtained appears in the table below, separately by test. In addition, all non-native speakers of English must be interviewed by three institutional representatives, including at least one student. The interview allows the representatives to determine whether the candidate GTA possesses sufficient English proficiency.

Evaluation of English language competency before extending offer of GTA appointment:

1. Spoken English competency as measured by:

<table>
<thead>
<tr>
<th>Test</th>
<th>Min. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSE, SPEAK</td>
<td>50</td>
</tr>
<tr>
<td>iBT</td>
<td>22</td>
</tr>
<tr>
<td>IELTS</td>
<td>8</td>
</tr>
</tbody>
</table>

2. Interview with three institutional representatives, including one student

View the current policy on Spoken English Language Competency of Faculty and Graduate Teaching Assistants (Kansas Board of Regents Policy (https://policy.drupal.ku.edu/provost/spoken-english-competency-BOR-policy/))

Graduation Calendar

The Graduate Studies graduation calendar is available online (http://graduate.ku.edu/graduation/).

Course Numbering System

Generally, graduate courses are numbered according to the following scheme:

- Courses numbered 500-699 are designed for juniors and seniors, but are also taken by some graduate students who have fewer than 30 hours of graduate credit.
- Courses numbered 700-799 are designed for graduate students who have fewer than 30 hours of graduate credit, but they are also taken by some undergraduates.
- Courses numbered 800-899 are designed for graduate students who have fewer than 30 hours of graduate credit.
- Courses numbered 900-999 are designed for graduate students who have 30 or more hours of graduate credit.

Courses that contain a mixture of undergraduate and graduate students should set requirements for graduate credit beyond or different from the requirements for undergraduate credit. No course, regardless of
its number, can give graduate credit unless it has been approved for graduate credit by the appropriate Graduate Division and is taught by a person holding a current appointment to the Graduate Faculty. See the graduate credit section of the catalog (below) for more information.

Grading

General Guidelines

Grading scales are assigned on a course-by-course basis. The grading scale selected for a course must be appropriate to the course type and to the students and programs that the course serves. It is expected that designated thesis, dissertation, and their approved equivalent courses will be graded using either the A, B, C, D, F, P scale or the SP, LP, NP scale. (Use of the P grade is restricted in some divisions; please see the Exclusions and Special Circumstances of the Grading policy for more details.) Other research and non-research courses for degree- and certificate-seeking students will be graded using the A, B, C, D, F scale, with or without the use of the I grade at the department's discretion.

Once a grading scale for a particular course has been recommended by the department and approved by the Graduate Division, it must be applied to the entire student enrollment in the course or section. This applies to all graduate-level courses.

The individual schools and the College have the option of using or not using the +/-, according to the policy adopted by the particular school.

In courses that adopt the letter-grade scales, C- is not considered a passing grade. C-, D, and F work does not count toward fulfilling degree requirements. Overall, students must earn at least a B average (i.e., 3.0 GPA) on course work counted toward any master's, specialist, or doctoral degree at KU, and only courses graded A, B, or C (excluding C-) may be so counted. The student's graduate GPA calculation will include any degree- or certificate-seeking graduate course work completed at KU.

Courses graded P, SP, LP, NP, S, U, CR, NC, or I are excluded from the computation of the GPA.

The I Grade: Incomplete Work

The I grade indicates course work that has been of passing quality but which is partially unfinished for good reason. Use of the I grade is optional in some grading scales but is not permitted by others (see below).

Generally, the I grade is an appropriate option for enrollments other than thesis, dissertation, research, or the first semester of a two-semester sequence course.

As stated in the University Senate Rules and Regulations, Article II, Section 2.2.3.2 (http://policy.ku.edu/governance/USRR/#art2sect2): "A student who has an I posted for a course must make up the work by the date determined by the instructor, in consultation with the student, which may not exceed one calendar year, or the last day of the term of graduation, whichever comes first. An incomplete grade not removed according to this rule shall automatically convert to a grade of F or U, or the lapse grade assigned by the course instructor, and shall be indicated on the student's record."

Grading Scale: Regular Courses

Grading Scale: A, B, C, D, F, (I)

The basic system is an A, B, C, D, F, (I) scale, where:

- A designates above-average graduate work;
- B designates average graduate work;
- C designates passing but not average graduate work;
- D and F designate failing graduate work.
- Inclusion of the I option is at the discretion of the department (see above).

Grading Scales: Research Courses

Departments select one of the two following scales to grade their thesis, dissertation, and approved thesis- or dissertation-equivalent courses.

Other research courses are graded using the A, B, C, D, F, P scale.

The I grade is not appropriate for enrollment in thesis, dissertation, or research courses and is not allowed by these grading scales. The I grade is discussed separately above.

Grading Scale: A, B, C, D, F, P

In this grading scale the letter P indicates participation in coursework where evidence of performance may not be available. (Use of the P grade is restricted in some divisions; please see the Exclusions and Special Circumstances section of the Grading policy (http://policy.ku.edu/graduate-studies/grading/?num2.4) for more information.)

This grading scale is appropriate in two types of situation:

- In designated thesis, dissertation, approved thesis- or dissertation-equivalent, or research courses;
- In the first semester of two-semester sequence courses.

In any semester, an instructor has the option to assign a letter grade of A, B, C, D, or F, instead of P, when evidence about performance is available. Upon completion of thesis, dissertation, or research hours leading to a master's specialist, or doctoral degree, the P remains on the final transcript in all semesters for which it was recorded.

For departments that use this scale, a letter grade (A, B, C, D, or F) must be assigned for a student's final semester of enrollment in thesis, dissertation, or research course work. The letter grade assigned characterizes the quality of the final product.

Grading Scale: SP, LP, NP

This grading scales is established in USRR 2.2.5 (http://policy.ku.edu/governance/USRR/#art2sect2). It evaluates a student's work as demonstrating satisfactory progress (SP), limited progress (LP), or no progress (NP). It is appropriate only in designated thesis, dissertation, and approved thesis- and dissertation-equivalent enrollments.

For departments that use this scale, a grade of SP must be assigned for a student's final semester of enrollment in thesis, dissertation, or approved thesis- or dissertation-equivalent course work. The SP indicates that the final product was of satisfactory quality to earn the degree.

Milestone Examinations

Honors, Satisfactory, Unsatisfactory

Performance on milestone examinations may be graded Honors, Satisfactory, or Unsatisfactory. These outcome grades are appropriate to the following milestone examinations:

- the general examination for the master's degree;
- the general examination for the degree of specialist;
- the comprehensive oral examination for the doctorate;
- the final examination for the doctorate.
Use of the Honors designation is at the department's discretion.

Other Grading Scales
Grading Scale: S, U, (I)
The grades of S and U designate satisfactory (S) and unsatisfactory (U) performance. This grading scale is appropriate to three types of course:
• continuing education courses;
• workshop courses;
• institute courses.

No more than 6 hours total of graduate course work graded S may count toward a degree. The S, U, (I) grading scale may be adopted at the department's discretion (see above for discussion of the I grade).

In courses numbered 800 or above, and for which specific authorization has been given, an instructor may report a grade of S for students who have satisfactorily attended the course but for whom it has not been possible to evaluate the quality of performance.

Grading Scale: CR, NC
The Credit (CR) or No Credit (NC) option is authorized for graduate students: a grade of CR will reflect work earning a C or better and the grade of NC will reflect work earning a C- or below.

As outlined in USRR 2.2.7.6 (http://policy.ku.edu/governance/USRR/#art2sect2), no course graded CR or NC can count toward the satisfaction of the requirements for a graduate degree or a graduate certificate. This prohibition includes any courses taken to meet the Research Skills and Responsible Scholarship requirement. Please see the Research Skills and Responsible Scholarship policy (https://policy.drupal.ku.edu/graduate-studies/research-skills-responsible-scholarship/) for more information.

Graduate Credit
Three conditions must be met for a student to receive graduate credit for work satisfactorily completed at KU:
1. The student must have gained graduate admission.
2. The course must be numbered 500-level or above and have been approved for graduate credit by the appropriate professional school or the College of Liberal Arts and Sciences.
3. The instructor must be authorized to teach at the graduate level.

Non-degree-seeking students admitted to a particular program, school, or college will earn graduate credit for courses taken even though they are not working toward a credential. General non-degree-seeking students without a program or school affiliation will not earn credit for courses taken.

Counting Credits Toward Degrees and Certificates
Graduate courses taken as a degree-seeking student may count toward both a graduate degree and graduate certificate as long as the student is admitted and enrolled in the certificate program prior to completion of the last course required for the certificate.

Similarly, graduate credit earned while certificate-seeking may also be applied toward a master’s program with the approval of the master’s program, provided the student is enrolled as degree-seeking in the master’s program prior to the last semester of coursework in the master’s program.

At the discretion of the certificate-granting or degree-granting program and the Graduate Division, up to nine (9) credit hours of graduate classes taken as a non-degree-seeking student may be allowed to count toward a certificate or degree program. In the case of a 9-hour graduate certificate, a maximum of six (6) credit hours is allowed.

Grades of C- and below do not count toward fulfilling degree requirements and cannot be counted toward a degree or certificate. Course credit by examination is not accepted toward graduate degrees or certificates.

Cumulative Graduate GPA
For degree- and certificate-seeking graduate students, all graduate-level courses will be included in the calculation of the cumulative graduate GPA. Undergraduate courses, even when the student enrolls as part of their graduate career, will not count toward the cumulative graduate GPA. For students in Accelerated Master’s (e.g., 4+1 or 3+3) programs, only courses taken after full admission as a graduate student will factor into the cumulative graduate GPA. Graduate courses counted as part of the undergraduate degree will not be counted in the cumulative graduate GPA.

For non-degree-seeking students, all undergraduate and graduate courses will count toward the student’s cumulative graduate GPA while the student maintains their non-degree-seeking status. However, if a non-degree-seeking student applies, is admitted, and begins work on a degree- or certificate-seeking program, any undergraduate coursework taken as a non-degree-seeking graduate student will be removed from the calculation of the cumulative graduate GPA. Graduate courses taken while a non-degree-seeking student will continue to be included in the GPA calculation.

Grades of C- and below will affect the calculation of the cumulative graduate GPA. The grades of P, S, SP, LP, NP, U, and I, for which no numerical equivalents are defined, are excluded from the GPA calculation.

Transfer Credit
At the discretion of the major department and the Graduate Division, any graduate student may transfer up to nine (9) hours of graduate credit taken at a regionally-accredited graduate school and apply it to a KU master’s degree plan, as long as the credits were taken prior to the final semester of enrollment at KU. In cases where KU has an established Memorandum of Understanding (MOU) with a partner institution, students may be able to transfer more than nine (9) hours of graduate credit, in accordance with the MOU.

Only work graded B (3.0 on a 4.0 scale) or higher may be transferred.
KU does not accept transfer credit for courses that have been graded B- or below. KU master's degrees may accept transfer credit graded CR (credit), S (satisfactory), or similar in cases where a school, college, or university such grading scales in response to a natural or other disaster, as indicated by a transcript notation or other documentation.

KU does not accept graduate transfer credit for institutes, workshops, or life/work experience. Credit will not transfer for courses that were previously counted toward the completion of an undergraduate or graduate degree.

A minimum of 15 credits toward a master’s degree must be earned in KU coursework. As described in the M.A. & M.S. Degrees (http://policy.ku.edu/graduate-studies/ma-ms-degrees/) policy, a 30-hour
master’s degree may be reduced to as few as 24 hours for students who are “exceptionally well prepared.” If coursework is transferred to KU, the same coursework cannot also be used to establish a student as “exceptionally well prepared.”

No graduate credit may be transferred toward a doctoral degree, but departments may take relevant prior graduate work into consideration when setting up programs of study.

Graduate credit from another institution may not be transferred to a KU graduate certificate program.

The department or program and the Graduate Division retain the discretion to deny a student’s request to have transfer credit and/or non-degree-seeking credit count toward a degree or certificate.

View the current policy on Graduate Credit (https://policy.ku.edu/graduate-studies/graduate-credit/).

Graduate Course Work Expiration Dates

Courses completed at the University of Kansas, or transfer credits from another university, cannot be used to fulfill graduate degree requirements if these courses were completed more than ten (10) years prior to the final defense for doctoral candidates or graduation for master’s students.

Faculty members retain the responsibility for determining the validity of courses that count toward the degree. Any decision to make an exception to the policy outlined above must be approved by the Graduate Division of the School or CLAS in which the student’s program resides. View the current policy on Graduate Coursework Expiration Dates (http://policy.ku.edu/graduate-studies/coursework-expiration-dates/).

Good Academic Standing

Evaluation of graduate student academic standing includes, but is not limited to, consideration of performance in and progress through a graduate program according to program expectations.

Performance

Graduate students must maintain an expected level of performance throughout their program. Criteria for evaluating satisfactory performance include, but are not limited to:

1. For degree- and certificate-seeking students, a minimum cumulative grade point average (GPA) of 3.0 or higher and, for non-degree-seeking students, a cumulative graduate GPA of 2.0 or higher.
   - Graduate programs may have more stringent GPA requirements;
2. Academic and scholarly integrity (for more information, see related policies on the Graduate Studies website (https://graduate.ku.edu/policies/));
3. Compliance with academic policies at the university, school, and departmental level; and
4. For degree- and certificate-seeking students, satisfactory progress toward completion of the degree or certificate, as determined by the program. Graduate programs are responsible for evaluating students at least annually to assess progress toward a degree. Progress may be determined by factors including:
   - Completion of coursework, milestones, exams, or other program components on a specified time frame; and
   - Official time to degree and total time in program.

Graduate programs may have additional measures of progress. Failure to maintain an expected level of performance will result in a student not being in good academic standing.

Lack of good academic standing will result in the graduate program placing the student on probation or in dismissal from the program (for more information, please see the policies on academic probation (http://policy.ku.edu/graduate-studies/academic-probation/) and dismissed enrollment (http://policy.ku.edu/graduate-studies/dismissed-enrollment/?num2.2)).

It is expected that graduate programs will evaluate students pursuing more than one degree program based on their progress in each program individually.

Academic Probation

Upon falling below a cumulative graduate grade-point average of 3.0, computed with the inclusion of grades earned at KU for all courses acceptable for graduate credit, the student is placed on probation by the graduate division of the school/college. The grades of P, S, U, and I, for which no numerical equivalents are defined, are excluded from the computation. If, by the end of the next semester of enrollment following the placement of probation, the student raises the overall graduate GPA to 3.0 and otherwise demonstrates performance in keeping with departmental standards and timelines, the department or program may request that the graduate division lift the probation and return the student to good academic standing. If not, the student is not permitted to re-enroll and will be dismissed unless the graduate division of the school/college acts favorably on a departmental recommendation for the student to continue study.

If admitted provisionally due to deficiencies in grade-point average, a student must earn an overall graduate average of at least 3.0 during the first semester of enrollment to be permitted to re-enroll, in which case the student is considered to have achieved good academic standing. A student admitted provisionally who fails to earn a 3.0 average in the first semester of enrollment may be dismissed immediately. If provisional continuation is recommended by the department or program and approved by the Graduate Division, the student may remain on provisional status for one additional semester.

Students who have been dismissed from a graduate program may be readmitted for further graduate study at KU only by petition of the Graduate Division that will accept the student. The petition must be approved by the Vice Provost of Graduate Studies.

View the current policy on academic probation (http://policy.ku.edu/graduate-studies/academic-probation/).

Progress to Degree Forms

The Progress to Degree forms are the official forms recognized by Graduate Studies to track and monitor graduate student progress at the University of Kansas. The forms should be used to report every aspect of academia from change in degree plans within the same department to request time limit extensions and leaves of absence, transfer credit towards a master’s degree, and report the completion of comprehensive and oral exams, certificate programs as well as FLORS requirements.

The forms are available on the Graduate Studies website and should follow the workflow indicated for the individual function required.
Academic Accommodation for New Parents

The University of Kansas acknowledges that the years spent in graduate and professional degree programs can coincide with the years in which students begin and raise families. KU wishes to assert itself as an institution that values family-friendly policies for students, faculty, and staff by adopting a graduate-student-specific policy outlining the academic accommodations available for new parents. This policy illustrates KU’s commitments to graduate-student well-being and to diversity and inclusion, which will allow the institution to recruit and retain the highest quality students.

Communication and cooperation between students, advisors, and graduate programs is crucial to successful navigation of new parenthood in graduate school. This policy should not replace that communication. Rather, it should reinforce the importance of that cooperation, offer a formal mechanism to enable appropriate accommodations, and encourage flexibility from all involved parties. Students, academic programs, and departments are expected to work with sensitivity and imagination, making good-faith efforts to articulate and meet the needs of graduate-student parents. Students are expected to be proactive in articulating specific accommodations that will enable them to remain in good standing and maintain satisfactory progress toward a degree.

Policy Statement:
The University of Kansas will grant graduate students an academic accommodation period of up to six (6) weeks due to the arrival of a new child (e.g., arrival through childbirth, adoption, or the placement of a foster child). If both parents are graduate students at KU, each may arrange for an academic accommodation period for the same child and those accommodation periods need not be taken concurrently. This is an academic accommodation only: students should be advised to consult with administrative units on campus concerning how an academic accommodation period may affect employment, financial aid, non-immigrant status, or other concerns. New parents who find they need more time away from their academic responsibilities may take a leave of absence (https://policy.ku.edu/graduate-studies/leave-of-absence/).

The specific provisions of this accommodation period will be determined through consultation between the student, advisors, and departmental officers. During this accommodation period, students will continue to be enrolled at their established academic status (i.e., full-time or part-time) and retain all benefits of such status. This is not a leave of absence because the student remains enrolled, continues to pay tuition, and is expected to return as soon as possible to academic work.

The academic accommodation period may be granted as a brief period free from academic responsibilities, a revised academic, research, or clinical schedule, or a combination of these. This policy provides academic accommodation only. It does not alter or modify the university’s employment policies concerning paid or unpaid time off. Students employed on campus should consult with their employers if they need to request time off from work.

The academic accommodation for new parents has three components which apply to all active graduate students.

1. New parents who arrange for an academic accommodation period may also request a one-semester extension of graduate program and Graduate Studies requirements, time limits, academic work, and milestones (including, but not limited to, Master’s Exams and Comprehensive Exams). Students should consult with their Directors of Graduate Studies (DGSes) to determine whether this extension is necessary and to specify the date on which it begins. If a student wants this extension, the student must notify the department of the extension request no later than the date on which the student returns from the academic accommodation period. Departments will submit this extension request for approval by their School or College.

2. New parents who arrange for an academic accommodation period will be able to maintain their established enrollment level (full-time or part-time) until the end of the accommodation period or the end of the semester, whichever comes first. They will thus retain access to all KU facilities and privileges for which they are eligible (including, but not limited to, student health insurance, libraries, email, and parking), and they will continue to be students at their established level for all university matters involving financial aid (e.g., loan eligibility and deferment) and immigration (e.g., immigration requirements). However, if new parents must also take time off work, it may result in a loss of funding.

3. To arrange for an academic accommodation period, new parents should work with their advisors, principal investigators, and department officers to propose an academic accommodation that meets the student’s needs. The proposal should make arrangements for course completion and for satisfaction of research and/or clinical obligations during the academic accommodation period. Students are encouraged to discuss how the academic accommodation may affect time-sensitive research or clinical projects and the feasibility of continued participation in these same projects.

Procedures:
Students must submit the completed Academic Accommodation for New Parents Form to their department. Individual programs and departments will review their students’ requests and, along with the student and other necessary parties (e.g., advisors, instructors), determine the academic accommodations to be provided. These discussions must also detail the type of academic engagement and progress expected from the student during the academic accommodation period.

Following departmental review:
- If a program decides to approve a student’s request form, bearing the student’s and DGS’s signatures, and the accommodation plan must be submitted to the appropriate school or College for tracking. The plan will outline the specific accommodations being provided for the student, as well as the academic program’s expectations for the student, if any. It must clearly state the dates (up to six (6) consecutive weeks) for which the accommodation is being granted.
- If a program determines that a leave of absence is more appropriate, but the student continues to prefer an academic accommodation, the student’s request and the department’s rationale for encouraging a leave of absence must be submitted in writing to the appropriate school or College and to the Office of Graduate Studies for review. The Dean of the student’s school or College, in consultation with Vice Provost of Graduate Studies, will have final decision-making authority. KU prohibits retaliation of any kind against graduate students who request or receive an academic accommodation for new parenthood.

Accommodation periods must begin within one (1) calendar year of a new child’s arrival.

View the current policy on progress to degree forms (https://policy.ku.edu/graduate-studies/progress-to-degree-form).
View the current Lawrence and Edwards Campus policy on academic accommodation for new parents (https://policy.ku.edu/kulc-academic-accommodation-new-parents/).

**Enrollment**

**Graduate Student Enrollment**

All graduate students are expected to fit into one of the following enrollment categories at all times while completing the credits required for the fulfillment of their degrees.

- **Full-time Enrollment**
- **Leave of Absence**
- **Discontinued**
- **Dismissed**
- **Post-comp Enrollment for Doctoral Candidates**

Graduate students are not normally permitted to enroll for more than 16 hours each semester or more than 8 hours in the summer session.

Under some circumstances, undergraduate students may enroll in graduate courses.

- **Undergraduate Enrollment in Graduate-Level Courses for Undergraduate Credit**
- **Co-enrollment (Seniors and Graduate Study)**

View the current Lawrence and Edwards Campus policy on enrollment (http://policy.ku.edu/graduate-studies/enrollment/?num2.3).

**Full-Time Enrollment for Graduate Students**

This policy defines the categories of full-time and part-time enrollment. For other policies related to enrollment and employment, please see related policies on the Graduate Studies website.

**FULL-TIME ENROLLMENT FOR FALL AND SPRING SEMESTERS**

Enrollment in 9 credit hours;
Enrollment in 6 credit hours plus a GTA, GRA, or GA appointment*, regardless of percentage of appointment;
Enrollment in 6 credit hours for active-duty military graduate students;
Doctoral candidates enrolled in dissertation hour(s). (Please see the current policy on Doctoral post-comprehensive enrollment (http://policy.ku.edu/graduate-studies/doctoral-candidacy/)).

**FULL-TIME ENROLLMENT FOR SUMMER SEMESTERS**

Enrollment in 6 credit hours;
Enrollment in 3 credit hours plus a GTA, GRA, or GA appointment*, regardless of percentage of appointment;
Enrollment in 3 credit hours for active-duty military graduate students;
Doctoral candidates enrolled in dissertation hour(s). (Please see the current policy on Doctoral post-comprehensive enrollment (http://policy.ku.edu/graduate-studies/doctoral-candidacy/)).

**3/4-TIME ENROLLMENT FOR FALL AND SPRING SEMESTERS**

Enrollment in 7 credit hours;
Enrollment in 4.5 credit hours plus a GRA appointment*, regardless of percentage of appointment.

**3/4-TIME ENROLLMENT FOR SUMMER SEMESTERS**

Enrollment in 4.5 credit hours;
Enrollment in 2 credit hours plus a GRA appointment*, regardless of percentage of appointment.

**HALF-TIME ENROLLMENT FOR FALL AND SPRING SEMESTERS**

Enrollment in 5 credit hours;
Enrollment in 3 credit hours plus a GRA appointment*, regardless of percentage of appointment.
Enrollment in 3 credit hours for active-duty military graduate students.

**HALF-TIME ENROLLMENT FOR SUMMER SEMESTERS**

Enrollment in 3 credit hours;
Enrollment in 1 credit hour plus a GRA appointment*, regardless of percentage of appointment.
Enrollment in 1 credit hour for active-duty military graduate students.

*Only master’s students in their last semester of study are eligible for the 3/4-time and half-time enrollment exception while holding a GRA. For more information, see the policy on Graduate Research Assistant Appointment Eligibility (http://policy.ku.edu/graduate-studies/GR A-appointment-eligibility/).

Students enrolled in fewer hours than defined by half-time enrollment are considered part-time.

All students should check with their graduate degree programs and Graduate Studies’ policies to determine whether additional enrollment requirements or summer enrollment requirements exist.

**International Students**

International students in F-1 and J-1 status must also comply with Federal immigration requirements by pursuing a full course of study each semester to maintain their legal status. All international students must conform to residence requirements, even though immigration regulatory requirements may be lower.

**Leave of Absence**

A Leave of Absence may be granted upon request to the graduate program in advance of leave. A leave of absence may be granted in extraordinary circumstances (e.g. cases of illness, emergency, financial hardship, military leave), to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals.

Appropriate documentation related to these extraordinary circumstances may be requested from the student directly. Evidence of progress towards degree will also be a determining factor in the decision to grant an exception.

The time taken for a leave of absence does not count against the student’s time to degree. However, if the total time for the leave extends more than five years, the student will lose the student’s place in the program and must reapply for admission.

To request a leave of absence, the program must complete a Progress to Degree (PtD) form. View the current policy on Leave of Absence (http://policy.ku.edu/graduate-studies/leave-of-absence/).

**Discontinued Enrollment**

A student may voluntarily resign from their program of study by requesting “discontinuance”. Once this request is granted, the student resigns their place in the program and if they choose to return to their studies at a
later date, they must reapply for admission. Discontinuance is requested through the Progress to Degree Form.

**Dismissed Enrollment (Dismissal)**

Graduate programs are responsible for evaluating the students in their programs to ensure that they are making satisfactory progress toward a degree. If the graduate program finds that a student has failed to resolve a probationary status or is not making satisfactory progress as determined by the Good Academic Standing policy (https://policy.ku.edu/graduate-studies/good-academic-standing/), the program may recommend to the school or CLAS that the student be dismissed from the program. Graduate programs request dismissal using the Progress to Degree form.

Students who have been dismissed from a graduate program may be readmitted for further graduate study at KU only by petition of the graduate division of the school or CLAS that will accept the student. The Vice Provost for Graduate Studies must review the petition to determine final action.

**Academic Probation and Dismissal**

When a degree- or certificate-seeking student falls below a cumulative graduate grade-point average (GPA) of 3.0, the graduate division of the school or CLAS places the student on academic probation. If the student’s cumulative graduate GPA has been raised to 3.0 by the end of the next semester of enrollment after being placed on probation, the student may be returned to good academic standing. If not, the student is not permitted to re-enroll and will be dismissed unless the graduate division of the school or CLAS acts favorably on a departmental recommendation for the student to continue study. For more information about GPA calculation, see the Graduate Credit policy (http://policy.ku.edu/graduate-studies/graduate-credit/).

When a non-degree-seeking student admitted to a program, department, or school falls below a cumulative graduate GPA of 2.0, the graduate division of the school or College dismisses the student unless they choose to act favorably on a departmental recommendation for the student to continue study. When a general non-degree-seeking student without program or school affiliation falls below a cumulative graduate GPA of 2.0, the university dismisses the student. For more information about GPA calculation, see the Graduate Credit policy (http://policy.ku.edu/graduate-studies/graduate-credit/).

Graduate divisions within the Schools or College may have more stringent dismissal policies in place. Please check with the graduate division of the School or College for more information.

**Permait to Re-Enroll**

A student who has been actively enrolled in a degree-, certificate-, or non-degree-seeking graduate program, but who has not been enrolled for one academic year (three consecutive semesters, including the summer semester) or less, may be eligible to use the permit to re-enroll form with the consent of the student’s department or program.

A student who has been actively enrolled in a degree-, certificate-, or non-degree-seeking program, but who has not enrolled for four or more consecutive semesters without an approved leave of absence, is not eligible to use the permit to re-enroll form and must re-apply for graduate admission.

The permit to re-enroll form is not available to a student who:

- was dismissed from a program at KU;
- was voluntarily discontinued (formally withdrew) from a graduate program;
- completed the graduate program; or
- most recently enrolled as a non-degree-seeking graduate student.

Before completing the permit to re-enroll form, students should contact their graduate programs directly to confirm availability of the permit to re-enroll.

Students returning from an approved leave of absence will be returned from leave by their department; such students are not required to use the permit to re-enroll form.

View the current policy on the Permit to Re-Enroll (http://policy.ku.edu/graduate-studies/permit-to-reenroll/).

**Seniors and Graduate Study (Co-enrollment)**

Seniors at KU who will complete the requirements for a baccalaureate degree in a given semester may be allowed to enroll in graduate course work during their final semester. These seniors must have very strong academic records (grade-point average higher than 3.0 on a 4.0 scale), must apply and be admitted provisionally as degree-seeking graduate students, and must request the permission of the appropriate Graduate Division. Seniors requesting the privilege of co-enrollment must make formal application through the graduate affairs office of the appropriate school or college.

**Procedure**

To meet the criteria of co-enrollment, the student must earn undergraduate credit for at least one class during the co-enrollment semester. Continuing education courses may be used to satisfy this requirement. If, after the co-enrollment semester, the baccalaureate degree is not completed the student will not be permitted to enroll in courses for graduate credit until the baccalaureate degree has been conferred. After one semester, students are not eligible for co-enrollment and the graduate admission will be retracted.

Students who are eligible to co-enroll receive an email from the Registrar’s Office before enrollment with instructions on how to enroll in more than one career (ex. LAW, GRDL-Graduate, UGDL-Undergraduate). Students will have separate appointment times to enroll for each career and must enroll only in the courses that will count correctly toward the career in which they are enrolling during each appointment time. When enrollment is complete for each career, students must check the grading option for each course to ensure the class will be counted correctly.

View the current policy on co-enrollment (http://policy.ku.edu/graduate-studies/seniors-and-grad-study/?num2.8).

**Undergraduate Student Enrollment in Graduate-Level Courses**

Well-qualified undergraduate students may be permitted to enroll in 800- or 900-level courses for undergraduate credit with the approval of the instructor, the student’s advisor, and the Graduate Division. The student must bring a Count towards Degree form signed by the instructor, a letter of explanation and recommendation from the advisor, and current academic record to the Graduate Division for approval. If approved, the Graduate Division signs the Count towards Degree form, which the student must present to the staff in the Student Records Center to
enroll in the courses. Courses taken for undergraduate credit may not be transferred to graduate credit.

View the current policy on undergraduate student enrollment in graduate-level courses (http://policy.ku.edu/graduate-studies/undergrad-student-enroll-grad-course/).

Embargo of Theses and Dissertations

When an exception to the immediate release of a thesis or dissertation is necessary, an embargo provides a temporarily, delayed public release of the work. Embargo periods may last six months, one year, or two years are available. While embargoes are not intended to be permanent, renewals of the original embargo period are permissible. Considerations that may be deemed reasonable for granting permission for an embargo include, but are not limited to:

• Patentable rights or other issues contained in the work, the disclosure of which may be detrimental to the rights or interests of the author.
• There is a need to prevent disclosure of government information about persons, institutions, technologies, etc. that is contained in the work.
• An academic or commercial press' has expressed interest in acquiring the rights to publish the work as a book that may require an embargo.
• The work contains content that has already been submitted to a peer-reviewed journal that may require an embargo.
• Approval for delay has been granted by the KU Restricted Research Committee (see Restricted Research link below for more information).

Requests for an extension of the embargo should be directed to the Office of Graduate Studies and must be received at least one month prior to the expiration of the current embargo to ensure sufficient time to process the request. A request for an embargo submitted to the University of Kansas affects only the publication of the thesis or dissertation in KU ScholarWorks. It is the graduate student’s responsibility to request an extension from both the University of Kansas for the copy in KU ScholarWorks and separately through ProQuest/UMI.

While there is no limit to the number of times a student can request an embargo extension, embargoes that have been allowed to expire without a request for an extension will result in the thesis or dissertation being made publicly available.

The embargo period will be calculated beginning at the end of the semester in which the student graduates, with the specific dates being: December 31st, May 31st, August 31st.

Steps necessary for embargoing a thesis or dissertation:

Theses and dissertations at the University of Kansas are made available in two electronic databases: KU ScholarWorks and ProQuest/UMI Dissertations and Theses. Items in KU ScholarWorks are publicly accessible on the world-wide web and can be indexed by search engines such as Google, Bing, Yahoo, and others.

A student who does not wish to have a thesis or dissertation made public in these two venues for some limited period of time must request permission to embargo the thesis or dissertation from the director of graduate studies in the student’s department, the committee chair, the department chair, or the dean of the pertinent school or CLAS. The student must request this permission with the Electronic Thesis and Dissertation (ETD) Release Form. The University of Kansas will accept the thesis or dissertation—thereby completing all degree requirements—only if the student signs this release form. Likewise, the University of Kansas will only entertain requests for an embargo on the publication of a thesis or dissertation through submission of this same form.

• To ensure that embargoed work is restricted, students must take two steps after receiving the appropriate signatures before graduation. First, the student must submit the Electronic Thesis and Dissertation (ETD) Release Form to the school or CLAS. If an embargo has been approved, this form will ensure that the work is temporarily restricted in KU ScholarWorks.
• Second, during the electronic submission process to ProQuest/UMI, the student must select the embargo option under the publishing restrictions section. If an embargo has been approved, this step will ensure that public view of the work is temporarily restricted in the ProQuest/UMI Dissertations and Theses database. Please view the Embargo policy for more information.

Note: If a student does not receive permission for an embargo and/or does not submit the required documentation requesting such an embargo to the Office of Graduate Studies prior to graduation, the work will be made publicly available through KU ScholarWorks, and search engines will find and index the work. For this reason, once a work is released publicly, it is impossible to deploy an embargo in its entirety because copies of a released work are likely to be stored on the web even if the KU ScholarWorks and ProQuest/UMI copies are retracted. Therefore, it is crucial for students who desire the embargo option to request it prior to graduation and to request extensions, if needed, prior to the work being exposed to search engines.

Dissertation defenses are open to the public. In the event that an embargo is deemed necessary for a dissertation, the committee should consider holding an additional question period for the defense that is closed to the public. Any sensitive data may be discussed in the closed session.

Students from the following programs are permitted to request a permanent embargo of their theses and dissertations:

• Master of Fine Arts (MFA) in Creative Writing;
• Ph.D. in English: Literature and Creative Writing track;

View the current policy on embargo of theses and dissertations (http://policy.ku.edu/graduate-studies/embargo-policy/).

Graduate Student Oral Exam Attendance

Ideally, all members of the committee are physically present at graduate student oral examinations, which include the master’s final oral exam (i.e. thesis defense), the doctoral comprehensive oral exam, and the doctoral final oral exam (i.e. dissertation defense). Oral examinations which do not meet the attendance requirements below are not valid. A student’s milestone outcome will not be influenced by any proceedings that take place without all members either physically present or participating by approved, mediated means. If a committee member has not arrived, the exam may not begin and if a committee member leaves, the exam may not proceed.

In all cases, it is required that the student being examined, the chair of the committee, and the Graduate Studies Representative must all be physically present at the examination or defense. Mediated attendance by the student, chair, or Graduate Studies Representative is prohibited.

When a situation arises in which one or more committee members cannot be physically present, attendance via mediated means (video-
Grievance Policy for Graduate Students

Graduate students who believe themselves to be unfairly or unlawfully treated in an academic matter may present a grievance to their academic department or program chair. Each academic unit and all graduate divisions have established grievance policies and procedures. Appeal of a grievance heard at one of these levels is made to the Judicial Board. The Office of Graduate Studies has established a set of guidelines for graduate student petitions in certain categories that may not be under the jurisdiction of other hearing bodies. The Executive Council of Graduate Faculty has identified two categories as the purview of the Graduate Studies Representative, must be in physical attendance. All members of the examining committee must be aware of what transpires during the examination. All committee members must be able to participate fully in the discussion with the student and each other. Any material presented during the examination, orally or in writing, shall be seen and heard by all members.

In cases where the student prefers for all committee members to be physically present, the student’s preference shall be honored.

In the case of technology failure during the examination, all physically-present members of the committee must concur that the examination was substantially complete in order to move to an outcome vote. If any member of the committee dissents, the examination is considered canceled and must be rescheduled. If the exam is judged complete, the committee members at remote locations must be contacted to submit their assessment before the exam results are recorded.

Graduate Studies will manage exceptions to the policy outlined above. Requests for exceptions to this policy shall be submitted in writing to the graduate division of the governing school or College for endorsement, then submitted to the Vice Provost of Graduate Studies for consideration. When possible, petitions for exception should be submitted to the Vice Provost of Graduate Studies at least one week in advance of the exam. If exceptions are granted, Graduate Studies may request that a member of the departmental leadership (the Chair or Director of Graduate Studies) be present at the examination.

View the current policy on Graduate Student Oral Exam Attendance (http://policy.ku.edu/graduate-studies/oral-exam-attendance/).

Procedures for Graduate Student Grievances

Pursuant to Article XII of the University Senate Code and Articles V and VI of the University Senate Rules and Regulations of the University of Kansas, Lawrence, the Office of Graduate Studies establishes the following procedure to hear grievances arising within the Office of Graduate Studies. This procedure shall not be used to hear disputes assigned to other hearing bodies under USRR Article VI, Section 4.

For disputes involving alleged academic misconduct or alleged violations of student rights, the initial hearing normally will be at the unit level. There is an option to hold an initial hearing at the Judicial Board level if both parties agree, or if either party petitions the Judicial Board chair to have the hearing at the Judicial Board level and the petition is granted. The petition must state why a fair hearing cannot be obtained at the unit level; the opposing party has an opportunity to respond to the petition (USRR 6.4.3.1).

Except as provided in USRR 6.5.4, no person shall be disciplined for using the grievance procedure or assisting another in using the grievance procedure.

The Office of Graduate Studies shall provide a copy of this procedure to anyone who requests it.

A sub-committee of the Executive Council of Graduate Faculty is charged to establish policies governing the handling of individual grievances of graduate students brought to the attention of Graduate Studies, to carry out or delegate the investigation of individual grievances presented to Graduate Studies, and to make and report final recommendations to the Vice Provost for Graduate Studies with respect to individual grievances. Since the sub-committee has the responsibility to adjudicate and hence to hear grievances, it cannot function to develop evidence on behalf of either complainant or respondent. However, it is appropriate for Graduate Studies, in its administrative capacity, to look into complaints prior to scheduling a grievance hearing, to interview parties, to secure documents, and to seek a conciliatory solution. Before pursuing formal grievance procedures, a grievant should ordinarily attempt to resolve the matter informally through direct or indirect consultation with the other party, through discussions with supervisory personnel, or through informal mediation. If the problem is not solved in this fashion the Vice Provost shall refer the complainant to the sub-committee or, if appropriate, to another appropriate unit charged with jurisdiction to resolve the dispute. If it is referred to the sub-committee, Graduate Studies shall make available to the committee what it has learned that bears on the complaint. This shall not be construed, however, to deny the right of a student to file a complaint directly with the committee.

1. To start the grievance process, the complainant must submit a written grievance to Graduate Studies. The complaint shall contain a statement of the facts underlying the complaint and specify the provision(s) of the Faculty Code of Conduct, University Senate Code, the University Senate Rules and Regulations, the Code of Student Rights and Responsibilities, or other applicable rule, policy, regulation, or law allegedly violated. The complaint shall also indicate the witnesses or other evidence relied on by the complaining party, and copies of any documents relevant to the complaint shall be attached to the complaint.

2. At the time the complaint is submitted to Graduate Studies, the complaining party shall provide a copy of the complaint, with accompanying documents, to the respondent(s).

3. Upon receipt of the complaint, Graduate Studies shall contact the respondent to verify that the respondent has received a copy of the complaint and to provide the respondent with a copy of these procedures.

4. Pursuant to University Senate Code XII, a respondent has the privilege of remaining silent and refusing to give evidence in response.
to a complaint. The respondent also has the right to respond and give evidence in response to the complaint.

5. The respondent shall submit a written response to the Office of Graduate Studies within fourteen (14) calendar days of receiving the complaint. The response shall contain the respondent’s statement of the facts underlying the dispute as well as any other defenses to the allegations in the complaint. The response shall also identify the witnesses or other evidence relied on by the respondent and shall include copies of any documents relevant to the response. The respondent shall provide a complete copy of the response to the complaining party.

6. Upon receipt of the response, the Office of Graduate Studies shall contact the complaining party to verify that a copy of the response has been provided.

7. Upon receiving the complaint and response, or if the respondent fails to respond within the fourteen(14)-day time period, Graduate Studies shall appoint a committee to consider the complaint. The committee members shall be disinterested parties who have not had previous involvement in the specific situation forming the basis of the complaint.

8. Pursuant to USRR 6.8.4.2, the chair of the committee may contact other hearing bodies within the University to determine whether a grievance or complaint involving the underlying occurrence or events is currently pending before or has been decided by any other hearing body.

9. Time limits. To use this procedure, the complainant must file the written complaint with Graduate Studies within six (6) months from the action or event that forms the basis of the complaint. The six (6)-month time period shall be calculated using calendar days (including weekends and days during which classes are not in session).

10. Upon receiving the complaint, if the chair of the committee determines that any of the following grounds exist, the committee chair may recommend to the Vice Provost that the complaint be dismissed without further proceedings. The grounds for such dismissal are:
   a. the grievance or another grievance involving substantially the same underlying occurrence or events has already been, or is being, adjudicated by proper University procedures;
   b. the grievance has not been filed in a timely fashion;
   c. the Vice Provost for Graduate Studies lacks jurisdiction over the subject matter or any of the parties;
   d. the grievance fails to allege a violation of a University rule;
   e. the party filing the grievance lacks standing because the complainant has not suffered a distinct injury as a result of the challenged conduct and has not been empowered to bring the complaint on behalf of the University; or
   f. the party filing the grievance has been denied the right to file grievances pursuant to USRR 6.5.4.

11. If the chair of the committee determines that a grievance on its face properly should be heard by another body, the chair will recommend that the Vice Provost for Graduate Studies send the grievance to the appropriate hearing body without further proceedings in Graduate Studies. The Vice Provost will send a copy of the referral to the complainant(s) and any responding parties.

12. If not previously attempted, prior to scheduling a hearing, the parties shall participate in mediation of the dispute unless either party waives mediation. Mediation shall be governed by USRR 6.2.3.

13. If mediation is successful, the mediator will forward to the Vice Provost for Graduate Studies, the committee chair, and all parties a letter describing the outcome of the mediation and the terms upon which the parties have agreed to resolve the dispute. This letter shall be a recommendation to the Vice Provost. The Vice Provost will notify the mediator, the committee chair, and the parties that the recommendation has been accepted, modified, or rejected.

14. If mediation is not successful, the mediator will notify the Vice Provost for Graduate Studies, the committee chair, and the parties that mediation has terminated. If mediation is not successful, or if it is waived by either party, the grievance sub-committee will schedule a hearing no later than thirty (30) calendar days from the written submission of the complaint. The thirty (30)-day period may be extended for good cause as determined by the chair of the committee. The thirty (30)-day period shall be suspended during the mediation process. The hearing will be closed unless all parties agree that it shall be public.

15. All parties may represent themselves or be represented by an advisor or counsel of their choice.

16. Each party has the right to introduce all relevant testimony and documents if the documents have been provided with the complaint or response.

17. Each party shall be entitled to question the other party’s witnesses. The committee may question all witnesses.

18. Witnesses other than parties shall leave the hearing room when they are not testifying.

19. The chair of the committee shall have the right to place reasonable time limits on each party’s presentation.

20. The chair of the committee shall have the authority and responsibility to keep order, rule on questions of evidence and relevance, and shall possess other reasonable powers necessary for a fair and orderly hearing.

21. The hearing shall not be governed by the rules of evidence, but the chair of the committee may exclude information that the chair deems irrelevant, unnecessary, or duplicative. Statements or admissions made as part of the mediation process are not admissible.

22. The committee will make an audiotape of the hearing but not of the deliberations of the committee. The audiotape will be available to the parties, their authorized representatives, the committee and the Vice Provost for Graduate Studies. If a party desires a copy of the audiotape or a transcript of the tape, that party will pay for the cost of such copy or transcript. In the event of an appeal, the audiotape will be provided to the appellate body as part of the record of the case.

23. After the presentation of evidence and arguments, the committee will excuse the parties and deliberate. The committee’s decision will be a written recommendation to the Vice Provost for Graduate Studies. The committee shall base its recommendations solely upon the information presented at the hearing.

24. The committee will send its written recommendation to the Vice Provost and the parties as soon possible and no later than fourteen (14) calendar days after the end of the hearing.

25. Within fourteen (14) calendar days of receiving the committee recommendation, the Vice Provost for Graduate Studies will notify the parties of the acceptance, modification, or rejection of the recommendation. The Vice Provost will advise the parties of the procedure available to appeal the decision.

View the current policy on Grievance Procedure for Graduate Studies (http://policy.ku.edu/graduate-studies/grievance/).
**Student Responsibilities**

All graduate students are responsible for informing themselves of Graduate Studies’ requirements and policies. Students should visit the Graduate Studies website (http://www.graduate.ku.edu/) for the most up-to-date requirements and policies. Graduate students are also expected to be familiar with the regulations and requirements of their Graduate Divisions and of their home academic departments and programs. Members of the Graduate Faculty and staff members in the Graduate Divisions are expected to be ready to answer questions and offer counsel.

It is each graduate student’s responsibility to know and observe all regulations and procedures relating to the graduate degree program the student is pursuing. In no case will a regulation be waived or an exception be granted because students plead ignorance of, or contend that they were not informed of, requirements, regulations, procedures, and deadlines. Responsibility for following all policies and meeting all requirements and deadlines rests with the student.