

# Office of Graduate Studies

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## 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.

Please see the online catalogue section for information on the KU Medical Center (KUMC) (<http://catalog.ku.edu/graduate-studies/kumc/>) and the graduate programs that Graduate Studies (<http://www.kumc.edu/academic-affairs/graduate-studies.html>) at KUMC is responsible for, including two (2) jointly administered degrees: the Master of Arts degree in Speech-Language Pathology and the Master of Art degree in Audiology.

Graduate degrees are conferred by the professional schools and the College of Liberal Arts and Sciences. Appointments to the Graduate Faculty are authorized by the schools and the College and administered by the appropriate Graduate Studies office.

KU offers several degrees including:

- Master of Arts
- Master of Science
- Professional master's degrees
- Doctor of Philosophy
- Professional doctorates
- Graduate certificates

## 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 seek 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.

## 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>) 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 overarching university requirements for admission are outlined in the Admission to Graduate Study (<https://policy.ku.edu/graduate-studies/admission-to-graduate-study/>) and English Proficiency Requirements for Admission to Graduate Study (<https://policy.ku.edu/graduate-studies/english-proficiency-international-students/>) policies. View the Office of Graduate Studies (<https://ogs.ku.edu/policies/>) website for related admission requirements. Departments and programs may have more stringent requirements. View the English proficiency requirements on the Graduate Admissions website (<https://gradapply.ku.edu/english-requirements/>) for specific English proficiency testing requirements for non-native and non-native like English speakers.

## Transcripts and Test Scores

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

For application review and admissions purposes, applicants may attach scanned versions of official transcripts to their application. Bachelor's and higher degree transcripts are required for admission. If applicants are admitted to a program and accept the admission offer, they will be required to submit prior to the second semester of graduate enrollment official, final transcripts showing degree conferral for all degrees earned.

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

Information on test score requirements is listed on the Graduate Admissions (<https://gradapply.ku.edu/apply/>) website. All test scores should be submitted officially from the testing organization.

\*Applicants with KU degrees are not required to provide official KU transcripts or copies of KU transcripts to apply for admission.

## Additional Application Requirements

Letters of recommendation, graduate test scores, personal statements, and other materials may also be required at the discretion of the academic program. Applicants should check with the program(s) to which they are applying for more information.

## Application Fees

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

Degree-seeking domestic application	\$65
Degree-seeking international application	\$85
Certificate seeking application*	\$30
Non-degree-seeking application (domestic and international)	\$30

\*Does not apply to current degree-seeking graduate students.

View the current application fees (<https://registrar.ku.edu/schedule-of-charges/>) within the Comprehensive Fee Schedule on the University Registrar's website.

## Degrees

Degrees are awarded three (3) 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 or anticipate doing so by the summer graduation deadline may participate in the Doctoral Hooding Ceremony. (<https://doctoral-hooding.ku.edu/>)

Students who are working toward two (2) degrees must complete the requirements for each degree. Course work may not count toward fulfilling degree requirements for more than one (1) degree, except in the case of established dual degree programs.

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 Lawrence and Edwards Campus policy on graduate degrees (<http://policy.ku.edu/graduate-studies/degrees/>).

## Master's Degree Programs

KU offers the following master's degrees:

- Master of Arts (M.A.)
- Master of Science (M.S.)
- Master of Architecture (M.Arch.)
- Master of Business Administration (M.B.A.)
- Master of Accounting (M.Acc.)
- Master of Science in Education (M.S.Ed.)
- Master of Engineering (M.E.)
- Master of Civil Engineering (M.C.E.)
- Master of Construction Management (M.C.M.)
- Master of Fine Arts (M.F.A.)
- Master of Public Administration (M.P.A.)

- Master of Urban Planning (M.U.P.)
- Professional Science Master (PSM)
- Master of Music (M.M.)
- Master of Music Education (M.M.E.)
- Master of Social Work (M.S.W.)

## Master's Degree Requirements

The Executive Council of Graduate Faculty determines the 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 common degree requirements can be found in the Policy Library. Key policies include:

- Master's Degree Requirements (<https://policy.ku.edu/graduate-studies/ma-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/>)

## Doctoral Degree Programs

KU offers the following doctoral degrees:

- Doctor of Philosophy (Ph.D.)
- Doctor of Education (Ed.D.)
- Doctor of Engineering (D.E.)
- Doctor of Musical Arts (D.M.A.)
- Doctor of Social Work (D.S.W.)
- Doctor of Musical Arts (D.M.A.)
- Doctor of Nursing Practice (D.N.P.)

## 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
- making a sense of history vital in many fields

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.

## Doctoral Degree Requirements

The Executive Council of Graduate Faculty determines the common requirements for doctoral 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 common degree requirements can be found in the Policy Library. Key policies include:

- 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/doctors-oral-exams/>)
- Doctoral Student Oral Exam Committee Composition (<https://policy.ku.edu/graduate-studies/doctors-student-oral-exam-committee-composition/>)
- Graduate Studies Representative on Doctoral Exam Committees (<https://policy.ku.edu/graduate-studies/graduate-studies-representative-on-doctors-exam-committees/>)
- Dual-Title Doctor of Philosophy Degrees (<http://policy.ku.edu/graduate-studies/dual-title-PhD-degrees/>)
- Doctoral Candidacy (Post-comp enrollment) (<https://policy.ku.edu/graduate-studies/doctors-candidacy/>)
- Doctoral Dissertation (<https://policy.ku.edu/graduate-studies/doctors-dissertation/>)
- Final Oral Examination (<https://policy.ku.edu/graduate-studies/final-oral-exams/>)

## Joint Degrees, Dual Degrees, and Dual Degrees-Accelerated

KU offers joint, dual, and dual-accelerated degrees. An explanation of these program types can be found in the Academic Programs Definitions policy (<https://policy.ku.edu/provost/academic-program-definitions/>). For more information about specific degree programs, students should contact their academic department of study.

## 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/graduate-programs/>).

## 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.

## Graduate Certificates

The graduate certificate is a focused collection of courses that, once completed, affords the student a record of coherent academic accomplishment in a given discipline or set of related disciplines. Eligibility and admission criteria for graduate certificates are governed by the policy on Admission to Graduate Study. ([http://policy.ku.edu/graduate-studies/admission-to-graduate-study/?num1\\_1=](http://policy.ku.edu/graduate-studies/admission-to-graduate-study/?num1_1=))

The completion of a graduate certificate is noted on the official transcript.

The transcript serves as the official proof of certificate completion. Graduate certificates are not recognized by a diploma or any campus-wide recognition ceremony. Though not serving as official proof of the certificate completion, students may also request a printed certificate of recognition from the Office of the Registrar to mark the achievement.

View the current policy on Graduate Certificate Programs (<http://policy.ku.edu/graduate-studies/certificate-programs-policies-procedures/>) and Graduate Credit (<https://policy.ku.edu/graduate-studies/graduate-credit/>).

## 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.

The Graduate Faculty Appointments (<http://policy.ku.edu/graduate-studies/graduate-faculty-appointments/>) policy provides detailed guidelines on eligibility, the nomination process, chairing privileges, emeritus/emerita status, and graduate faculty as students.

## Graduate Research Assistants, Graduate Teaching Assistants, and Graduate Assistants

### Appointment Types

#### GRADUATE RESEARCH ASSISTANTSHIPS (GRA)

Graduate Research Assistants (GRA) are salaried graduate student employees who perform research in their field or a closely related field of study. This research experience forms an integral part of their graduate education. For further information, applicants should communicate directly with the chair or graduate advisor of the major department.

## GRADUATE TEACHING ASSISTANTSHIPS (GTA)

Graduate Teaching Assistants (GTA) are salaried graduate student employees whose job duties consist primarily of direct involvement in classroom or laboratory instruction. Graduate students should communicate directly with the chair or graduate advisor regarding GTA appointments. Graduate teaching assistantships in Lawrence are governed by a Memorandum of Agreement (<https://humanresources.ku.edu/memoranda-agreement/>) (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 Assistants (GA) are graduate student employees (either salaried or hourly) whose job duties are professional in nature and further their professional and academic development. For further information, applicants should communicate directly with 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. The most referenced policies include:

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- 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/>)
- Out-Of-Field GTA 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/>)

- Improving Doctoral Experiences on External Awards (<https://policy.ku.edu/graduate-studies/improving-doctoral-experiences-external-awards/>)
- Spoken English Language Competency of Faculty and GTAs (KBOR) (<http://policy.ku.edu/KBOR/spoken-english-competency-BOR-policy/>)

## Graduate Policy

The Executive Council of Graduate Faculty establishes all graduate-specific policy at the University of Kansas, subject to stakeholder review and Provost approval. The Policy Library is the official repository for this policy. Graduate policy is subject to revision. Graduate education is also governed by the policies established in the University Senate Rules and Regulations (<https://policy.ku.edu/governance/USRR/>).

A comprehensive list of all graduate policy with links to the Policy Library is available on the Office of Graduate Studies website (<https://ogs.ku.edu/policies/>). These policy links include but are not limited to graduate-specific policies on enrollment, grading, good academic standing, academic probation, and grievance procedures.

## Student Responsibilities

All graduate students are responsible for informing themselves of Graduate Studies' requirements and policies. Students should visit the Graduate Studies website (<https://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 school or College and of their home academic departments and programs. Members of the Graduate Faculty and staff members in the schools and College 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.

## 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 must 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 school or College and is taught by a person approved to teach at the graduate level. Please see the Graduate

Credit policy (<https://policy.ku.edu/graduate-studies/graduate-credit/>) for more information.

## **Graduation Calendar**

The Office of Graduate Studies publishes a graduation calendar (<https://ogs.ku.edu/graduation-calendars-key-dates/>) for each academic year.