

# OFFICE OF GRADUATE STUDIES, KU MEDICAL CENTER

The Office of Graduate Studies (a unit of the Office of Academic Affairs (<http://www.kumc.edu/academic-affairs.html>)) on the KU Medical Center campus (<http://www.kumc.edu>) is the administrative unit responsible for graduate education on that campus. A variety of graduate programs are offered through the Medical Center's Schools of Health Professions (<http://catalog.ku.edu/health-professions>), Medicine (<http://catalog.ku.edu/schoolofmedicine>), and Nursing (<http://catalog.ku.edu/nursing>).

Graduate degrees on the Medical Center campus are conferred by the Schools of Health Professions, Medicine and Nursing with the exception of the Health Informatics master's degree, which is conferred by the Office of Graduate Studies upon recommendation by the Health Informatics Advisory Council. Appointments to the Graduate Faculty are recommended by the individual academic units offering graduate programs. The appointment process is administered by the Graduate Studies office with approval for graduate appointments granted by the Dean of Graduate Studies.

## Goals of Graduate Study

Independent scholarship, competence in research or other creative work, and the cultivation of teaching commitment and skill are the traditional goals of graduate study. Having acquired a broad education as an undergraduate, the student is expected to master a special 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 is also an essential part of graduate education.

These traditional goals gain renewed significance in changing times, while newly emerging societal interests and needs and new demands of the marketplace both underscore their importance and emphasize the necessity for flexibility in programs and accommodation in career objectives.

## Research

Research is an integral part of the university's educational mission. The National Science Foundation classifies KU as a major university receiving substantial research support. KU is also a Carnegie Doctoral/Research Extensive University and 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. For more information about research on the Medical Center campus, visit the University of Kansas Medical Center Research Institute (<http://www.kumc.edu/kumcri.html>) website page.

*This catalog is not itself a source of policy and does not create a contract between the University of Kansas and its students. University policy is the binding agent in the event an inconsistency is noted between the catalog and official University policy. Whenever possible the catalog provides information from the latest policies at the time of publication.*

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## Admission to Graduate Studies

Persons whose records indicate their ability to succeed with advanced work may be admitted for graduate study. Applicants may apply as degree seeking, non-degree seeking, or to a Graduate Certificate program. Applicants seeking an identifiable degree program are degree seeking, while those applicants who do not have an identified degree 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.

### Degree Seeking Admission

Students who wish to work toward a specific graduate degree should be considered for admission under the degree seeking category in either the regular or provisional category.

### Regular Admission

Regular admission status requires a bachelor's degree and a cumulative grade-point average (GPA) of at least a 3.0 on a 4.0 scale, from KU or from another regionally accredited institution or foreign university with substantially equivalent bachelor's 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 (life experience) of an accredited university or not evaluated in units that identify the academic content (e.g., P/F, S/U). Applicants who are not native speakers of English must demonstrate they meet the Minimum English Proficiency Requirements as described below.

Applicants must meet these minimum admission requirements to qualify for regular admission. Individual academic programs may have additional admission requirements that the applicant must also meet to be eligible for regular admission status to that program.

In exceptional cases, persons not holding bachelor's degrees may be admitted if they are academically well prepared. In these cases, the Dean of Graduate Studies reviews the student's academic background and a letter recommending petition from the program director and determines if the student will be admitted for graduate study..

### Regular Admission, Special B

This category is available only to degree seeking graduate students applying to the Interdisciplinary Graduate Program in Biomedical Sciences (<http://catalog.ku.edu/medicine/graduate-program-biomedical-sciences>) (IGPBS) offered by the School of Medicine. A student meeting the minimum admissions requirements described under Regular Admission and the academic standards of the basic science departments is admitted to graduate study in IGPBS. If the applicant does

not meet the minimum admissions requirements, he or she may be admitted in the provisional category.

After completion of the IGPBS program, the student seeks entrance directly into a specific graduate discipline in one of the basic science departments. When the department accepts an IGPBS student, the department submits a Progress to Degree form to formally change the individual student's academic program from IGPBS to the specific basic science doctoral program.

### Provisional Admission

An applicant who has one or more deficiencies in 1) grade-point average, 2) prerequisite course work, and/or 3) other specific deficiencies determined by the academic program, but who meet all other admission standards, may be admitted on a provisional basis. Provisional admission status must be approved by the Dean of Graduate Studies via a letter of petition from the program director recommending provisional admission for graduate study. The petition letter must include justification for admitting the specific student. Students granted provisional admission status shall not be considered in academic good standing until the program and Graduate Studies recognize that the student has met the requirements for regular admission. The change from provisional to regular admission status is recommended by the program and approved by Graduate Studies at the time requirements are met. The change request is processed through the Progress to Degree system.

If admitted provisionally for a lack of prerequisite course work or other specific deficiencies determined by the academic program, it is expected that the student will be reviewed immediately following the first semester of graduate study to determine if the student has met the requirements of regular admission. If admitted provisionally for low cumulative GPA, the student is to be reviewed for change to regular admission status once the student has completed the first 9 hours in the program (equivalent of one semester of full-time enrollment).

If the student has not met the requirements of his or her provisional admission at the time of review, the program may recommend to the Dean of Graduate Studies by a letter of petition to continue the student on provisional status for another semester or recommend immediate dismissal. A student admitted provisionally for any reason who fails to earn a B (3.0) average in their first semester may be dismissed immediately. A dismissal recommendation letter from the student's program addressed to the Dean of Graduate Studies is submitted via the Progress to Degree system.

Students who have been dismissed from a graduate program may be admitted for further graduate study at KU only if the new academic program receives approval by petition from the Dean of Graduate Studies.

### Non-degree Seeking Admission

A non-degree seeking applicant applies to the university for admission as a non-degree seeking student and may be processed by a specific department or program. Admission requires a bachelor's degree from KU or from another regionally accredited institution or foreign university with substantially equivalent bachelor's degree requirements. Applicants who are not native

speakers of English must demonstrate they meet the Minimum English Proficiency Requirements as described below. The applicant is not required to meet the other admission standards of regular admission.

Non-degree seeking admission is not intended to bypass regular admission into a graduate degree program. However, if a non-degree seeking student later applies for admission as a regular degree seeking student, and is accepted by an academic program, the total transfer credits toward a graduate degree may not exceed six hours, or eight hours if the student holds a baccalaureate degree from KU (this total includes credit from other accredited graduate programs as well as non-degree credit earned at KU).

### Graduate Certificate Admission

An application is required to pursue a graduate certificate. A graduate certificate program must adhere to the same minimum admission standards required for degree seeking admission as described in the section above.

No student may work toward a graduate certificate without being accepted in a specific graduate certificate program. Graduate certificates are not granted retroactively. Graduate credit from another institution may not be transferred to a KU graduate certificate program. The certificate program is not intended to serve as a default system for students in a degree program who find that they are not able to complete the degree for academic or other reasons. Should a student drop out of a degree program and seek admission to a certificate program, all certificate admission requirements must be followed for admission and conferral of the certificate.

Applicants apply directly to a graduate certificate program for admission unless the applicant is a current graduate degree seeking student. To admit a current degree seeking graduate student to a certificate program, the student must be in good standing (3.0 or higher grade-point average) with their degree program. If pursuing a graduate certificate offered by another department, the student must inform the graduate director, advisor, or coordinator in the home degree program of intent to seek the certificate. If approved by the home department, the student must then make application directly to the graduate certificate program.

The graduate certificate program is not a means of entry into a graduate degree program. If students admitted to a graduate certificate program are later admitted to a graduate degree program as degree seeking, applicable courses taken for the graduate certificate program may, upon recommendation of the program to the Office of Graduate Studies and within general guidelines, be approved by the Dean of Graduate Studies to be counted toward the degree.

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.

### Minimum English Proficiency Requirement for Admission to a Graduate Program

Academic programs must verify that all applicants, whether domestic or international, who are **not native speakers** of English, meet the minimum English proficiency requirement to be admitted for graduate study as

degree seeking, non-degree seeking or certificate program students. Verification may come in any one of the following forms:

- Official transcript showing the applicant graduated with a baccalaureate degree (or higher) earned in residence from an accredited U.S. institution of higher education.
- Official transcript showing the applicant graduated with a baccalaureate degree (or higher) from an institution whose medium of instruction is English. This does not apply to degrees earned online. This verification may be from a catalog or program description brochure or an official letter from a department chair, dean, or other university official stipulating English as the language of instruction. Verification of English instruction from the institution must be included unless the degree is from one of the countries on the "TOEFL/IELTS Exemption List" posted on the Office of International Programs website (<http://www.kumc.edu/international-programs/academic-english-requirements.html>). The program considering admission should also conduct a phone interview with the prospective student.
- Receipt of an official copy (not student's copy) of applicant's TOEFL or IELTS scores achieved not more than two years before the semester of admission. The minimum scores required on the TOEFL or IELTS to satisfy the minimum English proficiency requirement for admission are listed below. Individual programs may opt for a more restrictive policy regarding English proficiency for the students they recommend to Graduate Studies for admission.

**TOEFL scores (paper)**

57 overall minimum  
5.0 minimum on essay

**TOEFL scores (iBT)**

23 minimum Reading and Listening  
19 minimum on Writing

**IELTS scores**

The overall band score should be at least 6.5 with no component band score below 6

If a student does not meet the minimum requirement for admission, the academic program may send a letter of petition to the Dean of Graduate Studies requesting an exception. The petition will include a justification for admitting the specific student, including a description of the interview process, and a plan for the student to achieve academic success. The petition should also describe the metrics that the program proposes for evaluating the academic success of the student and the timeline that will be followed for the plan.

**Additional Spoken English Proficiency Requirements for Graduate Teaching Assistants, Medical Center Campus**

The Kansas Board of Regents (<http://www.kansasregents.org>) requires that in order to be appointed as a Graduate Teaching Assistant (GTA), students must first attain a minimum score of 50 on the TSE or SPEAK tests, a minimum iBT speaking score of 24, or a minimum IELTS speaking score of 8. The SPEAK test is administered free of charge by appointment in the Office of International Programs (<http://www.kumc.edu/international-programs/academic-english-requirements/speak-test-faq.html>). SPEAK scores from other institutions will not be accepted.

**Admission Procedure – Medical Center Campus**

The Office of Admissions (<http://www.kumc.edu/student-services/office-of-admissions.html>) facilitates the application process for all graduate programs through the KUMC online application (<https://www.applyweb.com/apply/kumc>). To ensure adequate time for review, the applicant should check with each individual degree program for its application deadline date.

Graduate Studies requires official transcripts from the baccalaureate granting institution that show a bachelor's degree was conferred, plus any transcripts from institutions attended post-baccalaureate. International applicants must provide English proficiency test scores as described in the Minimum English Proficiency Requirement above. Programs may request transcripts for all college courses taken and other application materials. Applicants should check with the program to which they are applying for information on required application materials.

**Background Check**

A background check is required during the admission process; it may affect the student's eligibility to enter the program. In the case of students involved in direct patient contact, additional checks maintained by various health care disciplines may be required. Prospective students should check with their individual academic programs regarding these requirements.

All domestic students, as well as any international students who have been in the United States for more than 30 days prior to admission\*, must submit to at least a standard background check through Validity Screening Solutions. In the case of students involved in direct patient contact, additional checks of Employment Disqualified Listings maintained by various health care disciplines may be required by specific programs. Prospective students should check with their individual department or program to determine the process and appropriate institutional or program code number to be provided to Validity Screening Solutions for the transmittal of the background check results.

Background check results will be considered on a case-by-case basis but, in general, the following may be considered as disqualifying findings and therefore prevent admission or matriculation. Future licensing requirements can determine admission.

- Felony convictions
- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual assault or abuse)
- Misdemeanor convictions related to moral turpitude (e.g., prostitution, public lewdness, etc.)
- Felony deferred adjudications for the sale, possession, distribution or transfer of narcotic drugs or other controlled substances.
- Registered sex offender status
- Medicare, Medicaid or other healthcare fraud or misuse

Should you have any questions concerning this requirement for admission to Medical Center campus programs, please contact your specific program or department.

\*International students admitted on valid visas and who have not resided in the United States for more than 30 days may be excused from this requirement due to the background checks conducted as part of their visa screening process.

## 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 tuition upon enrollment.

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| School of Health Professions degree or certificate seeking application                   | \$75 |
| School of Health Professions non-degree seeking application                              | \$60 |
| School of Medicine degree or certificate seeking application                             | \$60 |
| School of Medicine non-degree seeking application  | \$60 |
| School of Nursing degree or certificate seeking application                              | \$75 |
| School of Nursing non-degree seeking application   | \$60 |
| Health Informatics (interprofessional program) degree or certificate seeking application | \$60 |
| Health Informatics (interprofessional program) non-degree seeking application            | \$60 |

## Admission Notification

Each applicant is notified by email of the admission decision. The admission decision letter from the Dean of Graduate Studies includes the admission classification (degree-seeking, Special B, non-degree seeking or certificate-seeking) and the admission status (regular or provisional). For all admission categories, enrollment in specific courses may be subject to fulfillment of program course prerequisites and/or consent of the instructor.

After an applicant has been admitted, a program may defer an applicant's admission for one year after which time the applicant must submit a new application.

Admission to graduate studies does not imply admission to candidacy for a higher degree. A student becomes a candidate for an advanced degree only by demonstrating through resident study at KU the requisite preparation and ability. Requirements for an advanced degree must be regarded as minimum requirements. Additional requirements depend on the student's undergraduate preparation and the particular field of graduate work chosen.

## Reactivation

Students who are not continuously enrolled should check with the academic program to see if they will be required to re-apply for admission or if they may be reactivated without re-applying. If permission is granted by the program to reactivate, the student completes the Reactivation Form (<http://www.kumc.edu/reactivationform>) on the posted on the Registrar's website and pays the reactivation fee that is in place at the time of reactivation. Individual programs make the determination about when a student is required to re-apply. However, after an absence of 5 years, Graduate Studies requires the student to re-apply for admission to their graduate program.

## Limitations on Admission

Because of limitations of space, faculty, or general resources for research and instruction, some programs must restrict the number of applicants

they admit. Questions should be directed to the program to which the prospective student wishes to apply.

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## Awarding of Degrees

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

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

Graduate students may not earn 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 subspecialties within a given degree. This does not prohibit students from earning additional master's or doctoral degrees in another discipline.

## Master's Degree Programs

### Master of Arts (M.A.) and Master of Science (M.S.)

Historically, most of the master's degrees granted have been the Master of Arts (M.A.) and Master of Science (M.S.). This fact conforms with the traditional liberal arts background out of which most U.S. graduate schools developed. The degree requirements for the M.A. and M.S. are generally concentrated in one area or major discipline. The KU Medical Center campus with oversight from the Office of Graduate Studies offers Master of Science degrees in several disciplines through the Schools of Health Professions (<http://catalog.ku.edu/health-professions>), Medicine (<http://catalog.ku.edu/schoolofmedicine>), and Nursing (<http://catalog.ku.edu/nursing>). The M.S. in Health Informatics (<http://catalog.ku.edu/nursing/ms-health-informatics>) is offered by the Office of Graduate Studies as an interprofessional program with oversight by the KU Center for Health Informatics (<http://www.kumc.edu/health-informatics.html>) through its advisory council.



### Professional Master's Degrees

In more recent years, professional master's degree programs have been developed for entry level or advancement in specific professions. On the Medical Center campus this includes health services administration (M.H.S.A.) (<http://catalog.ku.edu/medicine/health-policy-management/mhsa>), occupational therapy (M.O.T. (<http://catalog.ku.edu/health-professions/occupational-therapy/mot>)), and public health (M.P.H.). (<http://catalog.ku.edu/medicine/preventive-medicine-public-health/mph>)

### Master's Degree Requirements

This section gives the general and common requirements for all master's degree programs offered. The program sections of the online catalog give specific requirements for the degrees they offer.

#### Master's Program Time Constraints

Normal expectations are that most master's degrees (excluding some professional terminal degrees) should be completed in 2 years of full-time study. However, master's degree students are allowed 7 years for completion of all degree requirements. In cases in which compelling reasons or circumstances recommend a 1-year extension, the Office of Graduate Studies, on recommendation of the academic program, has authority to grant the extension. In cases where more than 8 years are requested, the Office of Graduate Studies considers petitions for further extensions and, where evidence of continuous progress, currency of knowledge, and other reasons are compelling, may grant them. Some academic programs may have more stringent rulings about time restrictions. Students should ask about the policy in effect in the academic program in which they plan to study.

#### Master's Enrollment Requirement

All graduate students enrolled in master's graduate 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 2 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. See the current Graduate Studies Calendar (<http://www.kumc.edu/academic-affairs/graduate-studies/calendars.html>) for deadlines for specific semesters.

#### M.A. and M.S. Specific Degree Requirements

A Master of Arts (M.A.) or a Master of Science (M.S.) degree requires at least 1 year of graduate work or its equivalent. Stated in terms of hours of credit, the standard master's program requires 30 hours. With permission of the academic program (or in the case of interdepartmental programs, permission of the joint program committee) and of the Office of Graduate Studies, 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 grade-point average. Work for a master's degree is concentrated in the major area, with only a minimal amount of work (usually no more than 6 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, departmental master's programs may be flexible enough to meet the particular needs of individual students.

In a few cases, the degree is offered through two schools and administered by joint committees with faculty representation

from both schools. 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 in the School of Health Professions in Kansas City.

#### M.A. and M.S. Final General Examination, Thesis Defense or Project Defense

Completion of a final general examination, defense of a thesis or defense of a project in the major subject, is the culminating academic phase of the M.A. and M.S. degree programs and is required of all candidates for these two degrees. At the option of the academic program, the final general 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. For students defending a master's thesis, the student must be enrolled in a minimum of one hour of master thesis the semester the thesis is defended.

The committee for the administration of the general exam or the defense of a thesis or project, must consist of at least 3 members, all of whom must be members of the Graduate Faculty as described in the Graduate Faculty (p. 14) section of this catalog.

The majority of committee members serving on a graduate student oral examination committee in most cases are in the candidate's department/program of study.

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 and is held normally during the student's final semester of enrollment. If defending a thesis, the student must be enrolled in a minimum of one hour of thesis the semester the student defends the thesis.

When a M.A. or M.S. student is in their final semester, the degree program requests the Office of Graduate Studies approve the scheduling of the final general exam, thesis or project defense via the Progress to Degree system. The degree program should ascertain that the student is in good academic standing (3.0 or higher cumulative grade-point average) and is currently in regular admission status before scheduling the examination or defense. The Progress to Degree request must be submitted in advance of the examination date by a minimum of two weeks. The Office of Graduate Studies verifies that criteria described in the preceding paragraphs has been met upon receiving a Progress to Degree form requesting the scheduling of the general exam, thesis defense or project defense. If the criteria has been met, Graduate Studies approves the request to proceed.

For every scheduled examination, thesis defense or project defense, the degree program reports on the Progress to Degree form an examination result of Honors, Satisfactory, or Unsatisfactory. Use of the Honors designation is at the program's discretion. If the aspirant receives a grade of Unsatisfactory, it may be repeated on the recommendation of the program/department.

Ideally, all members of the committee are physically present for the final general exam, project defense or thesis defense. A majority of committee members must be physically present for the examination or defense to commence; for master's oral examinations the requirement is 2 of the 3 members.

In addition, it is required that the student being examined and the chair of the committee be physically present at the examination or defense. Mediated attendance by the student or chair is prohibited. When a situation arises in which a member cannot be physically present, attendance via mediated means (tele/video-conferencing) is acceptable at the discretion of the committee chair. In cases where the student prefers an examination in which all committee members are physically present, the student's preference shall be honored.

In the case of failure of technology during the examination, all members of the committee present must concur that the examination was substantially complete. If any member of the committee dissents, the examination is considered cancelled and must be rescheduled. The committee members at remote locations must be contacted to submit their decision concerning the assessment of the examination before the exam results are recorded.

The Office of Graduate Studies will manage consideration of and decisions on exceptions to the exam policy outlined above. Requests for exceptions to this policy shall be submitted in writing to the Dean of Graduate Studies. If exceptions are granted, Graduate Studies will request that a member of the departmental leadership (the chair or graduate director) be present at the examination.

#### **M.A. and M.S. Thesis Submission**

When the thesis defense has been passed and the thesis title page has been signed by the members of the committee, the title page with original signatures is delivered to the Office of Graduate Studies. When all requested changes have been made to thesis, the student arranges for the thesis committee chair to review the changes and then sign and date the acceptance page. The acceptance page with original signature is also delivered to the Office of Graduate Studies as verification the thesis is approved for publishing.

The student is then required to arrange publication of the thesis and payment of all associated fees (including copyright fee if applicable), through the electronic submission process (<http://www.graduate.ku.edu/electronic-thesis-and-dissertation>) detailed on the Graduate Studies website. Formatting requirements and instructions for the proper format of the thesis are included on the website. 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, on subsequent publication of the thesis (usually revised), or on articles prepared from it. Clear understandings in individual cases are expected to be established during the apprenticeship period, when the ethical practices in publication are addressed within the program's professional development training.

Theses will be made available through UMI/Proquest (<http://www.proquest.com/products-services/dissertations>) and KU ScholarWorks (<https://kuscholarworks.ku.edu>), unless there is an embargo in place or special circumstances pertain as outlined in the KU Embargo policy (p. 25) in the Regulations section of this catalog.

## **Doctoral Degree Programs**

KU Medical Center campus with oversight from the Office of Graduate Studies offers the Doctor of Philosophy (Ph.D.) in several specific disciplines and offers five clinical doctorate degree programs. General descriptions for each of the doctoral degrees offered are given here in succinct form to provide convenient comparison of the degrees. Detailed information about requirements for each degree as it is offered in specific disciplines should be obtained from the appropriate academic program pages in this catalog. Note: The School of Medicine also offers the Doctor of Medicine (<http://catalog.ku.edu/medicine-doctorate>) (M.D.) (<http://catalog.ku.edu/medicine-doctorate>) degree which is administered by the School of Medicine.

### **Doctor of Philosophy (Ph.D)**

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 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.

Doctor of Philosophy (Ph.D.) is offered by programs in specific disciplines by the Schools of Health Professions (<http://catalog.ku.edu/health-professions>), Medicine (<http://catalog.ku.edu/schoolofmedicine>), and Nursing (<http://catalog.ku.edu/nursing>). Admission and degree requirements are listed under the individual programs in each school of this online catalog.

### **Clinical Doctorate in Speech-Language Pathology (S.L.P.D.)**

The Clinical Doctorate in Speech-Language Pathology (S.L.P.D.) program is intended for individuals who have completed a Master of Speech-Language Pathology degree and have entered clinical practice. The program prepares the student at the doctoral level to meet the demands of complex clinical practice. This degree program is offered by the KU School of Health Professions. Admission and degree requirements are listed under Communicative Disorders: Intercampus Program (<http://catalog.ku.edu/health-professions/audiology-speech-language-pathology>) of this online catalog.

**Doctor of Audiology (Au.D.)**

The Doctor of Audiology (Au.D.) program prepares the student to enter clinical practice as an audiologist. 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. This degree program is offered by the KU School of Health Professions. Admission and degree requirements are listed under Communicative Disorders: Intercampus Program (<http://catalog.ku.edu/health-professions/audiology-speech-language-pathology>) of this online catalog.

**Doctor of Nurse Anesthesia Practice (D.N.A.P.)**

The Doctor of Nurse Anesthesia Practice (D.N.A.P.) degree program prepares the registered nurse to become a nurse anesthesia practitioner with the capability to deliver competent nurse anesthesia services, engage in research, and assume leadership roles in the profession. Students receive extensive education in both the academic and clinical components of nurse anesthesia. Students learn to administer anesthesia to all patient populations in a variety of clinical settings using all current anesthesia techniques. Graduates are prepared to take the national certification examination required to become Certified Registered Nurse Anesthetists. This degree program is offered by the KU School of Health Professions. Admission and degree requirements are listed in the Doctor of Nurse Anesthesia Practice (<http://catalog.ku.edu/health-professions/nurse-anesthesia>) section of this online catalog.

**Doctor of Nursing Practice (D.N.P.)**

The Doctor of Nursing Practice (D.N.P.) prepares advanced practice nurses at the highest level of nursing practice. The D.N.P. offers sophisticated, cutting-edge experiences that help nurses actively engage in a complex, dynamic, and demanding health care field. Skills in collaboration, innovation, and evaluation, complemented by advanced practice skills, prepare nurses to share the future of health care. Students preparing for advanced practice roles learn to provide patient-centered care that is evidence-based, and contribute to the development of the highest level of evidence-based practice. Students preparing for indirect care roles learn to provide the highest level of leadership in a variety of care and educational settings. This degree program is offered by the KU School of Nursing. Admission and degree requirements are listed in the Doctor of Nursing Practice (<http://catalog.ku.edu/nursing/dnp/#text>) section of this online catalog.

**Doctor of Occupational Therapy (O.T.D.)**

The Doctor of Occupational Therapy (O.T.D.) program of study is intended for occupational therapists already in practice who have either a bachelor's degree or a Master of Occupational Therapy degree and wish to upgrade their knowledge and skills to the doctoral level to meet the increasing demands of complex practice issues. This degree program is offered by the KU School of Health Professions. Admission and degree requirements are listed in the Doctor of Occupational Therapy (<http://catalog.ku.edu/health-professions/occupational-therapy/otd>) section of this online catalog.

**Doctor of Physical Therapy (D.P.T.)**

The Doctor of Physical Therapy (D.P.T.) degree program is designed for individuals pursuing careers in physical therapy. The program prepares a physical therapy practitioner with the skills for lifelong

professional development. This degree program is offered by the KU School of Health Professions. Admission and degree requirements are listed in the Doctor of Physical Therapy (<http://catalog.ku.edu/health-professions/physical-therapy-rehabilitation-science/dpt>) section of this online catalog.

**Clinical Doctorate Degree Requirements**

The sections immediately following list the general and common requirements for doctoral degrees. Specific degree requirements, including requirements for the clinical doctoral degrees, set by specific departments, programs, and schools, appear in the sections of the catalog devoted to those units.

**Maximum Tenure for Doctoral Programs**

After being admitted to doctoral programs at KU, students complete all degree requirements in 8 years. In cases in which compelling circumstances recommend a 1-year extension, the Office Graduate Studies, on the written recommendation of the program, has authority to grant the extension. Students who complete the master's degree at KU and subsequently begin doctoral studies have a maximum total enrolled time of 10 years to complete both degrees. Normal expectations, however, are that most master's degrees (excluding some professional terminal degrees) should be completed in 2 years of full-time study, and both master's and doctorate in 6 years of full-time study. Some graduate degree programs may have more stringent time restrictions. Students should inquire about the policy in effect in the department in which they plan to study.

**Doctoral Enrollment Requirement**

All graduate students enrolled in doctoral graduate programs must be enrolled the semester they complete doctoral degree requirements. Doctoral students who complete degree requirements during the first week of summer session or within the first 2 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. See the current Graduate Studies Calendar (<http://www.kumc.edu/academic-affairs/graduate-studies/calendars.html>) for deadlines for specific semesters.

**Research Skills and Responsible Scholarship**

All doctoral students must meet this requirement before proceeding to comprehensive exams. The requirement must include at least 2 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**

All doctoral programs must have a research skills and responsible scholarship requirement plan approved by the Graduate Studies Office. Students meet this requirement as determined by the approved plan for their program. It is the responsibility of the program to report when the student completed the requirement and how the requirement was met.

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.

It is the purview of the department or program to determine the necessary topics in training doctoral students in the areas of responsible scholarship. Such topics **may** include:

- Protection of human subjects
- Welfare of laboratory animals
- Conflicts of interest
- Data management
- Mentor/student responsibilities
- Collaborative research
- Authorship, publication, plagiarism, copyright
- Peer review
- Professional practices
- Maintenance of confidentiality
- Appropriate research conduct and research misconduct

It is also the purview of the department or program to determine the research skills necessary to perform doctoral level research. Research skills **may** include:

- Knowledge of language(s) significant to the field
- Research methodology
- Methods of qualitative and quantitative data analysis
- Computer programming necessary for the field
- Laboratory skills and techniques necessary for the discipline

**Note:** These lists serve as guides; additional appropriate topics may exist.

### Doctor of Philosophy (Ph.D.) Degree Requirements

This section lists KU regulations common to the administration of all doctoral Ph.D. programs. The particular application, interpretation, or method of implementation of such a common element for individual degree programs and departments is, in certain cases, left to the faculty of the department or the degree program (e.g., Research Skills and Responsible Scholarship requirement). Additional requirements specific to each degree, along with variations permitting each student to achieve particular academic goals, are listed in the section of this catalog for the school through which the degree program is offered.

#### 1. Admission

Upon admission to a Ph.D. program, the student is known as an aspirant for the degree and remains so designated 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.

#### 2. Program Time Constraints

##### Minimum Tenure

The student must spend 3 full academic years, or the bona fide equivalent thereof, in resident study at this or some other

approved university, including the time spent in attaining the master's degree. Resident study at less than full time requires a correspondingly longer period, but the requirement is not measured merely in hours of enrollment. Because a minimum number of hours for the degree is not prescribed, no transfer of credit is appropriate. However, graduate degree programs take relevant prior graduate work into consideration in setting up programs of study leading to the doctorate.

##### Residence Requirement

Two semesters, which may include one summer session, must be spent in resident study at KU. For the two specific semesters counted towards meeting this requirement, the student must be involved full time in academic or professional pursuits such as a GTA or GRA appointment for teaching or research if it is directed specifically toward degree objectives. Enrollment in approved distance-learning courses offered through KU cannot be used to meet the doctoral residence requirement.

Full time enrollment for a graduate student is 9 hours for Fall or Spring semesters and 6 hours for the Summer semester.

For semesters in which a student holds a GTA or GRA appointment, full-time enrollment is 6 hours for Fall or Spring semesters and 3 hours for the Summer semester. The residence requirement must be met prior to the semester the Comprehensive Oral Examination is scheduled. It is the responsibility of the academic program to report the two semesters that will satisfy this requirement via the Progress to Degree form requesting approval to schedule the Comprehensive Oral Examination.

**Note:** These are minimum residence requirements. Please check with the individual program for any additional requirements.

##### Maximum Tenure

After being admitted to doctoral programs at KU, students complete all degree requirements in 8 years. In cases in which compelling circumstances recommend a 1-year extension, Graduate Studies has authority to grant the extension on the written advice of the department and dissertation committee. Students who complete the master's degree at KU and subsequently begin doctoral studies have a maximum total enrolled time of 10 years to complete both degrees. Normal expectations, however, are that most master's degrees (excluding some professional terminal degrees) should be completed in 2 years of full-time study, and both master's and doctorate in 6 years of full-time study. Some graduate degree programs may have more stringent time restrictions. Students should inquire about the policy in effect in the department in which they plan to study.

A student in any of the above categories may petition the Dean of Graduate Studies through the program for a leave of absence during either the pre- or post-comprehensive period to pursue full-time professional activities related to the doctoral program and long-range professional goals. Leaves of absence also may be granted because of illness or other emergency. Ordinarily a leave of absence is granted for 1 year, with the possibility of extension upon request. After an absence of 5 years, however, a doctoral aspirant or candidate



loses status as such and must apply for readmission to the program.

### 3. Research Skills and Responsible Scholarship

All doctoral students must meet this requirement before proceeding to comprehensive exams. The requirement must include at least 2 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

All doctoral programs must have a research skills and responsible scholarship requirement plan approved by the Graduate Studies Office. Students meet this requirement as determined by the approved plan for their program. The approved plan for meeting this requirement is included in the Degree Requirements section of this catalog for each Ph.D. program offered. It is the responsibility of the program to report when the student completed the requirement and how the requirement was met via the Progress to Degree form requesting approval to schedule the Comprehensive Oral Examination.

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.

It is the purview of the department or program to determine the necessary topics in training doctoral students in the areas of responsible scholarship. Such topics **may** include:

- Protection of human subjects
- Welfare of laboratory animals
- Conflicts of interest
- Data management
- Mentor/student responsibilities
- Collaborative research
- Authorship, publication, plagiarism, copyright
- Peer review
- Professional practices
- Maintenance of confidentiality
- Appropriate research conduct and research misconduct

It is also the purview of the department or program to determine the research skills necessary to perform doctoral level research. Research skills **may** include:

- Knowledge of language(s) significant to the field
- Research methodology
- Methods of qualitative and quantitative data analysis

Computer programming necessary for the field

Laboratory skills and techniques necessary for the discipline

**Note:** These lists serve as guides; additional appropriate topics may exist.

### 4. Comprehensive Oral Examination

The comprehensive oral examination covers the major field and any extra departmental work for which the program wishes to hold the aspirant responsible. When a doctoral aspirant has completed the major portion of the course work at a level satisfactory to the graduate degree program and met all other program and general requirements prerequisite to the comprehensive oral examination, including the research skills and responsible research requirement as appropriately applied and established for the student's particular program, the degree program requests the Office of Graduate Studies approve the scheduling of the comprehensive oral examination via the Progress to Degree system. The degree program should ascertain that the student is in good academic standing (3.0 or higher grade-point average) and is currently in regular admission status before scheduling the examination. The examination may be scheduled provided that at least 5 months have elapsed from the time of the aspirant's first enrollment at KU and at least 90 days have elapsed since any unsuccessful attempt. The examination request must be submitted in advance of the examination date by a minimum of two weeks.

The committee for the comprehensive oral examination must consist of at least five members, all of whom must be members of the Graduate Faculty as described in the Graduate Faculty (p. 14) section of this catalog. The majority of committee members serving on a graduate student oral examination committee in most cases are in the candidate's department/program of study. The chair of the committee must hold dissertation status. If the committee has co-chairs, at least one of the co-chairs must hold dissertation status. At least one member of the committee must be from a department other than the aspirant's major department. This outside committee member represents the Office of Graduate Studies and must hold either regular or dissertation graduate faculty status to be eligible to serve in this capacity. Before the examination, Graduate Studies provides the outside committee member a list of responsibilities as the Graduate Studies representative. The Graduate Studies representative is a voting member of the committee, has full right to participate in the examination, and reports any unsatisfactory or irregular aspects of the examination to the and Dean of Graduate Studies.

The Office of Graduate Studies verifies that all criteria described in the preceding paragraphs has been met upon receiving a Progress to Degree form requesting the scheduling of the oral comprehensive exam. If the criteria has been met, Graduate Studies approves the request to proceed with the exam.

For every scheduled examination, the degree program reports on the Progress to Degree form an examination result of Honors, Satisfactory, or Unsatisfactory. Use of the Honors designation is at the program's discretion. If the aspirant receives a grade of Unsatisfactory on the comprehensive oral examination, it may be repeated on the recommendation of the program, but under no circumstances may it be taken more than 3 times. In any case,

the examination may not be repeated until at least 90 days have elapsed since the last unsuccessful attempt.

Ideally, all members of the committee are physically present for the examination. A majority of committee members must be physically present for an examination to commence; for doctoral oral examinations the requirement is 3 of the 5 members.

In addition, it is required that the student being examined, the chair of the committee, and the outside committee member all be physically present at the examination or defense. Mediated attendance by the student or chair is prohibited. When a situation arises in which a member cannot be physically present, attendance via mediated means (tele/video-conferencing) is acceptable at the discretion of the committee chair. In cases where the student prefers an examination in which all committee members are physically present, the student's preference shall be honored.

In the case of failure of technology during the examination, all members of the committee present must concur that the examination was substantially complete. If any member of the committee dissents, the examination is considered cancelled and must be rescheduled. The committee members at remote locations must be contacted to submit their decision concerning the assessment of the examination before the exam results are recorded.

The Office of Graduate Studies will manage consideration of and decisions on exceptions to the exam policy outlined above. Requests for exceptions to this policy shall be submitted in writing to the Dean of Graduate Studies. If exceptions are granted, Graduate Studies will request that a member of the departmental leadership (the chair or graduate director) be present at the examination.

## 5. Candidacy

### Dissertation Committee

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 chosen field of scholarship is explored 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 program designates the candidate's dissertation committee. All members of the committee must be chosen from the Graduate Faculty as described in the Graduate Faculty (p. 14) section of this catalog, and the chair must, in addition, be authorized to chair doctoral dissertations.

### Post-Comprehensive Enrollment

Doctoral candidates are required, after passing the comprehensive oral examination, to be continuously enrolled in one or more hours 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 18

post-comprehensive hours have been completed (whichever comes first), the candidate must enroll for a minimum of 6 hours a semester and 3 hours a summer session. Post-comprehensive enrollment may include enrollment during the semester in which the comprehensive oral examination has been passed. If after 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 at this stage may be as little as one hour a semester. The number of hours of enrollment is determined by the candidate's advisor and must reflect as accurately as possible the candidate's demands on faculty time and university facilities.

## 6. Dissertation

The candidate must present a dissertation showing the planning, conduct, and results of original research and scholarly creativity. The purpose of the dissertation is to encourage and ensure the development of broad intellectual capabilities as well as 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 a useful area of interest a variety of research skills and scholarly or creative processes. It 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. It should be noted that prior publication does not guarantee acceptance of the dissertation by the dissertation committee. Final acceptance of the dissertation is subject to the approval of 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 (see the Dissertation Submission and Publication section).

Both the dissertation research and the dissertation itself are to be completed under the guidance and direction of the dissertation committee. Formatting requirements and instructions for the proper format of the dissertation are available on the Graduate Studies website (<http://www.graduate.ku.edu/electronic-thesis-and-dissertation>). 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.

## 7. Final Oral Examination (dissertation defense)

Completion of the dissertation is the culminating academic phase of a doctoral program, climaxed by 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 (dissertation defense). When the completed dissertation has been accepted by the committee in final draft form, and all other degree requirements have been satisfied as outlined in the program's degree requirements section of this catalog, the chair of the committee requests Graduate Studies approve the scheduling of the final oral examination via the Progress to Degree form. This request must be made in advance of the desired examination by at least 3 weeks to allow sufficient time to publicize the examination so that interested members of the university community may attend.

At least 5 months must elapse between the successful completion of the comprehensive oral examination and the date of the final oral examination. 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.

The committee for the final oral examination must consist of at least five members, all of whom must be members of the Graduate Faculty as described in the Graduate Faculty (p. 14) section of this catalog. The majority of committee members serving on a graduate student oral examination committee in most cases are in the candidate's department/program of study. The chair of the committee must hold dissertation status. If the committee has co-chairs, at least one of the co-chairs must hold dissertation status. At least one member of the committee must be from a department other than the aspirant's major department. This outside committee member represents the Office of Graduate Studies and must hold either regular or dissertation graduate faculty status to be eligible to serve in this capacity. Before the examination, Graduate Studies provides the outside committee member a list of responsibilities as the Graduate Studies representative. The Graduate Studies representative is a voting member of the committee, has full right to participate in the examination, and reports any unsatisfactory or irregular aspects of the examination to the Dean of Graduate Studies.

The dissertation defense should be held when the dissertation has been substantially completed and is held normally during the student's final semester of enrollment. The student must be enrolled in a minimum of 1 hour of dissertation the semester the student defends the dissertation. Doctoral students who complete degree requirements during the first week of summer session or within the first 2 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. See the current Graduate Studies Calendar (<http://www.kumc.edu/academic-affairs/graduate-studies/calendars.html>) for deadlines for specific semesters.

The Office of Graduate Studies verifies that all criteria described in the preceding paragraphs has been met upon receiving a Progress to Degree form requesting the scheduling of the final oral examination. If the criteria has been met, Graduate Studies approves the request to proceed with the exam.

For every scheduled examination, the degree program reports on the Progress to Degree form an examination result of Honors, Satisfactory, or Unsatisfactory. Use of the Honors designation is

at the program's discretion. If an Unsatisfactory grade is reported, the candidate may be allowed to repeat the examination on the recommendation of the program/department.

Ideally, all members of the committee are physically present for the examination. A majority of committee members must be physically present for an examination to commence; for doctoral oral examinations the requirement is 3 of the 5 members.

In addition, it is required that the student being examined, the chair of the committee, and the outside committee member all be physically present at the examination or defense. Mediated attendance by the student or chair is prohibited. When a situation arises in which a member cannot be physically present, attendance via mediated means (tele/video-conferencing) is acceptable at the discretion of the committee chair. In cases where the student prefers an examination in which all committee members are physically present, the student's preference shall be honored.

In the case of failure of technology during the examination, all members of the committee present must concur that the examination was substantially complete. If any member of the committee dissents, the examination is considered cancelled and must be rescheduled. The committee members at remote locations must be contacted to submit their decision concerning the assessment of the examination before the exam results are recorded.

The Office of Graduate Studies will manage consideration of and decisions on exceptions to the exam policy outlined above. Requests for exceptions to this policy shall be submitted in writing to the Dean of Graduate Studies. If exceptions are granted, Graduate Studies will request that a member of the departmental leadership (the chair or graduate director) be present at the examination.

## **8. Dissertation Submission and Publication**

When the final oral examination has been passed and the dissertation title page has been signed by the members of the committee, the title page with original signatures is delivered to the Office of Graduate Studies. When all requested changes have been made to the dissertation, the student arranges for the dissertation committee chair to review changes, then sign and date the acceptance page, verifying the dissertation is approved for publishing. The acceptance page with original signature is also delivered to the Office of Graduate Studies.

The student is then required to arrange publication of the dissertation and payment of all associated fees (including copyright fee if applicable), through the electronic submission process (<http://www.graduate.ku.edu/electronic-thesis-and-dissertation>) detailed on the Graduate Studies website. The student must be the author of the dissertation, and every publication from it naturally must indicate that authorship. However, 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, on subsequent publication of the dissertation (usually revised), or on articles prepared from it. Clear understandings in individual cases are expected to be established during the apprenticeship period, when the ethical practices in publication are addressed within the program's professional development training.

Dissertations will be made available through UMI/Proquest (<http://www.proquest.com/products-services/dissertations>) and KU ScholarWorks (<https://kuscholarworks.ku.edu>), unless there is an embargo in place or special circumstances pertain as outlined in the KU Embargo policy (p. 25) in the Regulations section of this catalog.

## Interdisciplinary Studies

### 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), 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 he or she 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 his or her potential eligibility through consultation with graduate advisors and, if deemed eligible, in forming an advisory committee and preparing documentation to support the application.

### Preadmission 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 he or she acts as 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 doctoral 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 3 additional professors

representing the disciplines covered in the Interdisciplinary program. At least 2 disciplines or departments must be represented.

5. In conjunction with the advisor and the committee, the student prepares 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 definition of the field of study incorporating in a consistent way a description of the contribution of each included discipline to the broader field.
  - An outline of the course of study, indicating substantive work in the fields represented. Readings 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. The transcript notes the area of specialization as determined by the admissions committee.

### Admission and Review Procedure

Upon completion of the above, the student must submit the application for admission into the Interdisciplinary Studies program to the Dean of Graduate Studies. The Dean of Graduate Studies appoints an admission committee consisting of (a) associate dean's designate for the school most involved in the interdisciplinary undertaking (the school in which the major advisor resides), (b) 2 or more doctoral chairing faculty members from unrelated fields, including at least 1 member of the Graduate Council, and (c) the chair or the graduate director of the department in which the student resides at time of application. The Dean of 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 director of graduate studies of that school must enroll the student and monitor the program and, along with the major advisor, 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 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 Dean of 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, residence requirement, post-comprehensive enrollment, final examinations, research skills and responsible scholarship requirements, thesis or dissertation submission and publication, grade-point average, etc. (See Master's Degree Requirements and Doctoral Degree Requirements in this section of the online catalog.)

### 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.

### Combined Medical and Master's Degrees

Graduate students in the basic medical science departments in the School of Medicine are enrolled, for the most part, only in graduate programs. Outstanding medical students, however, are allowed to participate in work leading jointly to the M.D. degree and a graduate degree. A student admitted to both academic programs may enroll concurrently in courses in the respective programs, provided the regular medical course load is reduced to compensate for the added graduate work. The student should discuss concurrent enrollment with the chair or graduate advisor of the master's degree program; departmental policies vary. All requirements for the degrees must be met, but within these limitations, superior students may be able to complete the joint degree program in less time than the total required for the 2 degrees to be earned separately. For the master's degree, a student must complete graduate work equivalent to at least 1 academic year in addition to the time spent on the medical curriculum.

### Combined Medical and Doctoral Degrees

Outstanding students who are qualified to do so may participate concurrently in work leading to the M.D. and the Ph.D. degrees. Credit hours earned in the medical curriculum cannot be transferred as

graduate credit hours toward the requirements for the Ph.D. degree, although recognition of satisfactory performance in appropriate medical courses may be given by the involved Ph.D. program when formulating the student's additional graduate curriculum for the Ph.D. All the requirements for the respective degrees must be met. The joint degree requirements and application information for the joint M.D.-Ph.D. program are posted on the M.D.-Ph.D. website (<http://catalog.ku.edu/medicine/combined-md-phd>).

### Policies and Processes for Graduate Certificate Programs

The graduate certificate is a focused collection of courses that, when 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 didactic material comprised within a graduate certificate program may represent a more practice-oriented subset of an existing graduate discipline.

The KU Medical Center campus with oversight from the Office of Graduate Studies offers graduate certificate programs in several disciplines through the Schools of Health Professions, Medicine, and Nursing. Specific information about the certificate programs offered can be found in the the Schools of Health Professions (<http://catalog.ku.edu/health-professions>), Medicine (<http://catalog.ku.edu/schoolofmedicine>), and Nursing (<http://catalog.ku.edu/nursing>) sections of this catalog.

### Eligibility and Admission Criteria

See Graduate Certificate Admission (p. 1) section of this catalog for admission criteria on the Medical Center campus.

### Number of Credits

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

### Expiration of Program

All proposals for graduate certificate programs will be adopted for a 7-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 to the Graduate Council on the Medical Center campus. The proposal will be evaluated for an additional 7-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.

### Student Records Criteria

- It is the responsibility of the degree program that houses the graduate certificate program to maintain all student records of the graduate certificate program. These records should include, but are not limited to, the number of students that apply to the program, the number accepted and denied into the program, the number of students enrolled in the program by semester, the number of students who complete the program by semester.
- The courses taken in the graduate certificate program will be listed on the student's transcript and recognition of the earned certificate will also be posted on the transcript.
- The awarding of graduate certificates will coincide with the August, December and May graduations at the University of Kansas. The certificate awarding program will instruct students to submit an "Application for Degree" (AFD) the semester the student will

complete certificate requirements. The same degree granting deadline dates for filing the AFD will apply to the awarding of graduate certificates.

- The Registrar's Office will provide Graduate Certificates for students who successfully complete all certificate program requirements each semester using the same timeline as the one established for diplomas.
- Graduate certificates will not be recognized by any Graduate Studies official graduation ceremony.

### **Process of Approval for New Graduate Certificate Programs**

#### **Approval Process**

Proposals for new graduate certificate programs may be created and submitted by graduate faculty in the same manner as proposals for new graduate degree programs, with the exception that all approvals are made internally at the University of Kansas. The proposal must be approved by the Vice Chancellor for Academic Affairs and accompanied by endorsement from the department chairperson, the dean of the school in which the contributing course work is administered, and the Dean of Graduate Studies.

After a proposal has been endorsed by the sponsoring department and school, the proposal must go to the Graduate Council and, if approved, will be forwarded by the Dean of Graduate Studies to the Vice Chancellor for Academic Affairs.

#### **Curriculum Criteria**

- All certificate programs must be linked to a specific KU degree program(s), such that they provide a specific set of skills or knowledge base within a defined body of knowledge of the particular discipline. Certificate programs are encouraged where they might provide value-added benefits to students in existing graduate degree programs or provide a needed educational initiative for post-baccalaureate students in an area not currently addressed by a graduate degree program. These programs are not encouraged where they might detract from existing graduate programs.
- The proposed sequence of course work must offer a clear and appropriate educational objective at the post-baccalaureate level.
- The proposed certificate program must achieve its educational objective in an efficient and well-defined manner.
- A statement of the proposed course sequence associated with the certificate, including titles, number of credit hours of courses, and course descriptions both for existing courses and any new courses that may be developed.
- Graduate certificate programs may be at the post-baccalaureate, the post-master's or post-doctoral level.
- Graduate certificate programs must be proposed for current KU graduate students or new KU students seeking a post-baccalaureate certificate.
- The certificate program must include an appropriate number of credit hours. In general, certificate programs should be no less than 9 credit hours. All proposals must have a maximum time to completion of no more than 4 full academic years.
- The proposal will identify the extent to which the curriculum overlaps with the curriculum of existing degree programs.
- The proposal will identify requirements of the program that are supplemented to the course work, including but not limited to laboratories, practicum, internships, and projects.

#### **Faculty Criteria**

Instructors in graduate certificate programs must have gained appointment to the Graduate Faculty.

#### **Materials Required for New Certificate Proposal**

Proposals for a graduate certificate program at KU must include the following materials:

- A statement of the educational objectives of the program.
- A statement of the proposed course sequence associated with the certificate, including titles, number of graduate credit hours, and course descriptions both for existing courses and any new graduate courses that may be developed.
- A statement identifying the important academic objectives of the proposed certificate program, including the range of skills and knowledge future graduates will possess. Proposals should show how the graduate certificate program complements existing courses and does not detract from existing programs.
- A statement of how the proposed course sequence associated with the certificate will meet the stated educational objectives.
- A statement of the need for the proposed program and the basis for such need, supported by either external or internal derived data.
- A list of the names of the faculty associated with or contributing to the certificate program, either by teaching the courses or advising the students within the program. An up-to-date curriculum vitae for each faculty member listed needs to be included.
- The name and curriculum vitae of the faculty member who will be designated as the coordinator of the program.
- A planned date of implementation.

#### **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 by a graduate department and appointed by the Office of Graduate Studies. Only members of the Graduate Faculty may teach courses for graduate credit, supervise master's programs, serve on master's examination and defense committees, or serve on doctoral examination committees.

#### **Regular Graduate Faculty Status**

Any faculty member who is appointed to a tenure-track position in a graduate degree granting department on the Medical Center campus receives regular graduate status. These members of the Graduate Faculty may teach courses for graduate credit, master's programs, serve on master's examination and defense committees, or serve on doctoral examination committees.

When appropriate, a qualified member of the Regular Graduate Faculty may be nominated to serve as co-chair of a specific dissertation committee if a faculty member with Dissertation status serves as co-chair of the committee and agrees to ensure that all requirements are met. However, if the regular member of the Graduate Faculty has lost dissertation status, this does not apply. Present or newly appointed faculty members in tenure-track appointments with the rank of assistant professor or above in departments or programs with approved graduate programs are granted regular membership in the Graduate Faculty, provided they have received the terminal degree in their field of specialization or have acquired equivalent training and/or professional experience as determined by the appropriate Graduate Division.

In special cases where faculty members who hold regular membership in the graduate faculty enroll in a KU graduate program as part of their

professional development, they may be permitted to retain their graduate faculty status. They may not supervise or serve as the instructor of record for students who are peers in the graduate program in which they are enrolled. To hold regular membership in the Graduate Faculty, a faculty member must continue to show evidence of a pattern of productive professional activity demonstrating the ability to contribute to high-quality graduate education. The form that productive professional activity may take varies across disciplines. Conventional evidence of such activity includes such things as effective teaching, scholarly publication, participation in professional societies, and other scholarly activity. Graduate degree programs are responsible for monitoring faculty with regular membership in the Graduate Faculty.

### Dissertation Graduate Faculty Status

To qualify for the privilege of chairing doctoral dissertation committees, a regular member of the Graduate Faculty must demonstrate continuing activity commensurate with being an established scholar in his or her field and involvement in the graduate education program as evidenced by:

1. Teaching graduate courses,
2. Advising and mentoring graduate students and serving on thesis and dissertation committees, and
3. Maintaining an ongoing program of scholarly activity including a record of scholarship, publication and other contributions to the field.

It is the graduate program's responsibility to nominate members of the Graduate Faculty for authorization to chair doctoral committees and to provide evidence of scholarship and involvement in the graduate education program. Authorization to chair dissertation committees is reviewed as part of each graduate program review.

### Special Graduate Faculty Status

Special membership may be granted to any university employee or non-employee who is uniquely qualified by training or experience for membership in the Graduate Faculty for the purposes of:

1. Teaching a course or courses;
2. Having courses cross-listed as KU courses if they are part of a cooperative graduate program between KU and the appointee's home institution;
3. Serving on the thesis, dissertation, or examination committee of a particular student or students;
4. Chairing master's thesis committees of a particular student or students;
5. Co-chairing dissertation committees of a particular student or students. The other co-chair must hold dissertation status and agrees to ensure that all requirements are met.

Special memberships are limited to a maximum period of 5 calendar years for teaching purposes or for the duration of the specified committee assignment. All nominations for special membership must state clearly the specific purposes for which the nomination is being sought and, when it can be known in advance, the length of time for which it is being requested. Special appointments are reviewed by the appointing graduate department and renewed when term ends as appropriate.

### Graduate Faculty Appointment Chart

This chart summarizes the organization and privileges of the various types of Graduate Faculty appointments.

| Type of Graduate Faculty appointment          | Type of Teach faculty appointment | Serve on graduate courses | Chair <sup>2</sup> master's thesis committees | Serve as member on doctoral committees | Chair doctoral committees | Co-doctoral chair                                |
|---|-----------------------------------|---------------------------|---|--|---------------------------|--|
| Regular KU Graduate Faculty status            | Tenure-track/tenured              | Yes                       | Yes   | Yes                                    | No                        | Yes, unless dissertation status was discontinued |
| Graduate Faculty with dissertation status     | Tenure-track/tenured              | Yes                       | Yes   | Yes                                    | Yes                       | Yes  |
| Special KU Graduate Faculty affiliates status | Non-tenure-track                  | Yes                       | Yes   | No                                     | No                        | Yes  |

<sup>1</sup> The term "doctoral committee" refers to both oral comprehensive and dissertation defense committees.

<sup>2</sup> A faculty member with the appropriate status may chair a degree committee alone or co-chair a degree committee with another faculty member (i.e., both co-chairs have equal status). Degree committees cannot have both a chair and a co-chair.

A current list of Graduate Faculty on the Medical Center campus is posted on the Graduate Studies website (<http://www.kumc.edu/academic-affairs/graduate-studies/graduate-faculty.html>).

### Notice of Non-reappointment and Graduate Faculty Eligibility

Faculty members given a notice of non-reappointment are not eligible to hold Graduate faculty status. The Office of Faculty Affairs (<http://www.kumc.edu/academic-affairs/faculty-affairs.html>) on the Medical Center campus will provide the Office of Graduate Studies with a written list of faculty who receive a notice of non-reappointment. The Office of Graduate Studies will remove graduate faculty status for these non-reappointed faculty for the appointment period for which the terminal notice is effective.

Upon non-reappointment the faculty member is no longer eligible for graduate faculty status. The named faculty member will no longer be allowed to teach future courses for graduate credit or to serve on graduate students' committees.

The appropriate chairperson for the faculty member receiving the terminal notice may request, in writing, an exception to the policy from the Dean of Graduate Studies. Permission may be given to the faculty member to serve on a graduate student's committee if the graduate student will meet all degree requirements within the semester.

The faculty member who received notice of non-reappointment will be given a copy of the initial letter sent to the dean and will be provided a copy of the letter sent requesting and defining an exception.

### Outside Graduate Faculty Member for Ph.D. Examination Committees

The outside member of a Ph.D. committee must be a member of the Graduate Faculty with Regular or Dissertation status granted by a department other than the aspirant's major department. The outside member serves as the Graduate Studies representative on the committee.

The role of the Graduate Studies representative is designed to ensure by their presence the appropriate standards 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.

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 examination or violation of Graduate Studies policy, the Graduate Studies representative shall provide a written report to the Dean of Graduate Studies for consideration of further action.

Before the examination, Graduate Studies provides a list of responsibilities to the Graduate Studies representative. By accepting the role, the outside faculty member attests there is not conflict/duality of interest that would preclude service as an objective participant observer on behalf of Graduate Studies. Following are the specific Graduate Studies guidelines the Graduate Studies representative is verifying:

1. The examination or defense was conducted in compliance with Graduate Studies policies regarding committee composition and attendance at the examination as stated in the Doctoral Degree Requirements (p. 4) section of this catalog.
2. The examination or defense was held in a manner that was free and open to the public.
3. S/he was accorded full participatory rights in the examination or defense.
4. S/he was accorded full voting rights as a member of the committee.
5. The examination or defense was free from irregularities, unfairness or perceived conflicts of interest to the student.
6. The examination or defense was free from irregularities, unfairness or perceived conflict of interest among faculty members.
7. The minimum attendance requirement for the student and committee members

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### Principles Guiding Assistantships

The following principles govern all graduate teaching assistant (GTA) and graduate research assistant (GRA) appointments on the Medical Center campus:

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 academic programs/departments offer GTA or GRA appointments, the assistantships must contribute to the training experience of the graduate student.
3. The responsibilities required of the GTA or GRA should be in balance with their responsibilities as a student in the graduate program. For appointments of .50 FTE, the expectation is that the assigned duties will average no more than 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.

Appointments shall not normally exceed .50 FTE. Appointments in excess of .50 FTE but not exceeding .75 FTE, must be approved by the academic program and the Dean of Graduate Studies in advance of an appointment offer and will be approved only in special circumstances. Departments are expected to monitor appointments in excess of .50 FTE to ensure that the graduate students' assistantship assignments enhance their academic preparation and do not interfere with progress towards degree.

### Graduate Teaching Assistantships (GTA)

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 his/her own field of study or one that is closely related.

A limited number of graduate teaching assistantships are available. Graduate students should inquire directly to their academic program/department about GTA appointment opportunities. Graduate teaching assistantship policy is administered on the Medical Center campus by the Office of Graduate Studies. [Note: Graduate teaching assistantships on the Lawrence campus differ in that they are governed by a memorandum of agreement among KU, the Kansas Board of Regents, and the Kansas Association of Public Employees, which represents KU GTAs in Lawrence only.]

#### GTA Eligibility

The following eligibility requirements govern all Graduate Teaching Assistant (GTA) appointments at the Medical Center campus:

1. During the semester of appointment, the GTA is admitted to and enrolled in a graduate degree program offered by the Medical Center campus.
2. During the semester of appointment, the GTA is enrolled in no fewer than six graduate credit hours per Fall and Spring semester and no fewer than 3 credit hours per Summer semester. See "Enrollment Exceptions" below.
3. During the semester of appointment, the GTA must be in good academic standing and making satisfactory progress toward a graduate degree, as determined by Graduate Studies and the department in which the student is enrolled. [Note: A graduate student must maintain a cumulative grade point average of 3.0 to remain in good academic standing. However, if a program judges that a graduate student whose GPA falls below 3.0 is nonetheless making satisfactory progress, the program may recommend to the Dean of Graduate Studies that the student be allowed to continue with the GTA appointment.]
4. The GTA must satisfy the English proficiency criteria established by the Board of Regents for GTAs - see Minimum English Requirement for GTAs below.
5. A student completing his or her graduate degree may not continue in a GTA appointment after the graduation date unless he or she



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

A Ph.D. student appointed as a GTA, who has successfully completed the doctoral comprehensive examination and 18 post-comprehensive credit hours, may request approval to reduce enrollment below the GTA minimum enrollment requirement. The request form is located on the Graduate Studies (<http://www.kumc.edu/academic-affairs/graduate-studies/gta-and-gra.html>) website and is subject to approval by the academic department and the Dean of Graduate Studies.

A clinical doctoral (Au.D., D.N.A.P., D.N.P., D.P.T., O.T.D., S.P.L.D.) student appointed as a GTA, who is in his or her final semester, may request approval to reduce enrollment below the GTA minimum enrollment requirement. The request form is located on the Graduate Studies (<http://www.kumc.edu/academic-affairs/graduate-studies/gta-and-gra.html>) website and is subject to approval by the academic department and the Dean of Graduate Studies. Approval will not be granted for a subsequent semester if the semester approved for reduced enrollment is not his or her final semester after all.

A master's student appointed as a GTA, who is in his or her final semester, may request approval to reduce enrollment below the GTA minimum enrollment requirement. The request form is located on the Graduate Studies (<http://www.kumc.edu/academic-affairs/graduate-studies/gta-and-gra.html>) website and is subject to approval by the academic department and the Dean of Graduate Studies. Approval will not be granted for a subsequent semester if the semester approved for reduced enrollment is not his or her final semester after all.

### Minimum English Requirement for GTAs

All applicants for graduate teaching assistantships whose first language is not English, including international students and U.S. residents or citizens, must meet one of the following criteria:

1. Score a minimum of 22 on the spoken English portion of the TOEFL iBT.
2. Score a minimum of 8 on the spoken English portion of the IELTS.
3. Score a minimum of 50 on the SPEAK administered by the Office of International Programs (<http://www.kumc.edu/international-programs/academic-english-requirements/speak-test-faq.html>) on the Medical Center campus.

### GTA Tuition Benefit

The Medical Center campus pays the tuition of graduate students who receive appointments as graduate teaching assistants as defined below for the semester of appointment:

|   |                 |
|---|-----------------|
| .40 FTE or more appointment               | 100% of tuition |
| .30 FTE but less than .40 FTE appointment | 75% of tuition  |
| .20 FTE but less than .30 FTE appointment | 50% of tuition  |
| .10 FTE but less than .20 FTE appointment | 25% of tuition  |

A graduate student who has a GTA appointment or a combination of a GTA and GRA appointment of at least .40 FTE is eligible for in-state (resident) tuition rates for the semester of appointment. The tuition payment program covers only tuition. If the student is eligible for in-state rates, these will be assessed before applying the tuition waiver. The tuition payment program is not applicable for campus fees, course fees, any applicable off-campus areas service fees (e.g. KU Edwards Campus construction fee, Union fee, and required fee); mediated course fees; optional fees; housing costs; or other specialized fees.

### GTA Health Insurance Benefit

A graduate student who has a GTA appointment or combination of a GTA and GRA appointment of at least .50 FTE for a given semester is eligible to participate in a health care benefits plan for that semester, for which the University provides a contribution. The health care benefits plan is the same plan that is available to all students, but a portion of the premium is paid if the student appointed as a .50 FTE GTA/GRA selects the plan. The health insurance information is available from the Student Health Insurance Office (<http://www.kumc.edu/student-services/student-health-insurance.html>) in Student Services.

### Resignation or Termination

If a GTA resigns or abandons the position or the appointment is terminated before working a minimum of 8 pay-periods during the semester, the student must pay full tuition for that semester and will lose eligibility for in-state (resident) tuition rates and, if a non-resident, will be required to pay non-resident tuition for that semester.

### Graduate Research Assistantships (GRA)

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.

A limited number of graduate research assistantships (GRA) are available. Graduate students should inquire directly to their academic program/department about GRA appointment opportunities. Graduate research assistantship policy is administered on the Medical Center campus by the Office of Graduate Studies.

### GRA Eligibility

The following eligibility requirements govern all Graduate Research Assistant (GRA) appointments at the Medical Center campus:

1. During the semester of appointment, the GRA is admitted to and enrolled in a graduate degree program offered by the Medical Center campus. Graduate students enrolled in a graduate degree program offered by the Lawrence or Edwards campuses may be approved by petition to the Dean of Graduate Studies to be appointed as a GRA on the Medical Center campus if will 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).
2. During the semester of appointment, the GRA is enrolled in no fewer than six graduate credit hours per Fall and Spring semester and no fewer than 3 credit hours per Summer semester. See "Enrollment Exceptions" below.
3. During the semester of appointment, the GRA must be in good academic standing and making satisfactory progress toward

a graduate degree, as determined by Graduate Studies and the department in which the student is enrolled. [Note: A graduate student must maintain a cumulative grade point average of 3.0 to remain in good academic standing. However, if a program judges that a graduate student whose GPA falls below 3.0 is nonetheless making satisfactory progress, the program may recommend to the Dean of Graduate Studies that the student be allowed to continue with the GRA appointment.]

4. A student completing his or her graduate degree may not continue in a GRA appointment after the graduation date unless he or she 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**

A Ph.D. student appointed as a GRA, who has successfully completed the doctoral comprehensive examination and 18 post-comprehensive credit hours, may request approval to reduce enrollment below the GRA minimum enrollment requirement. The request form is located on the Graduate Studies (<http://www.kumc.edu/academic-affairs/graduate-studies/gta-and-gra.html>) website and is subject to approval by the academic department and the Dean of Graduate Studies.

A clinical doctoral (Au.D., D.N.A.P., D.N.P., D.P.T., O.T.D., S.P.L.D.) student appointed as a GRA, who is in his or her final semester, may request approval to reduce enrollment below the GRA minimum enrollment requirement. The request form is located on the Graduate Studies (<http://www.kumc.edu/academic-affairs/graduate-studies/gta-and-gra.html>) website and is subject to approval by the academic department and the Dean of Graduate Studies. Approval will not be granted for a subsequent semester if the semester approved for reduced enrollment is not his or her final semester after all.

A master's student appointed as a GRA, who is in his or her final semester, may request approval to reduce enrollment below the GRA minimum enrollment requirement. The request form is located on the Graduate Studies (<http://www.kumc.edu/academic-affairs/graduate-studies/gta-and-gra.html>) website and is subject to approval by the academic department and the Dean of Graduate Studies. Approval will not be granted for a subsequent semester if the semester approved for reduced enrollment is not his or her final semester after all.

### **GRA Tuition Benefit**

A graduate student who has a GRA appointment or a combination of a GRA and GTA appointment of at least .40 FTE is eligible for in-state (resident) tuition rates for the semester of appointment.

### **GRA Health Insurance Benefit**

A graduate student who has a GRA appointment or combination GRA and GTA appointment of at least .50 FTE for a given semester is eligible to participate in a health care benefits plan for that semester, for which the University provides a contribution. The health care benefits plan is the same plan that is available to all students, but a portion of the premium is paid if the student appointed as a .50 FTE GTA/GRA selects the plan. The health insurance information is available from the Student Health Insurance Office (<http://www.kumc.edu/student-services/student-health-insurance.html>) in Student Services.

### **Resignation or Termination**

If a GRA resigns or abandons the position or the appointment is terminated before working a minimum of 6 pay-periods during the semester, the student will lose eligibility for in-state (resident) tuition rates and, if a non-resident, will be required to pay non-resident tuition for that semester.

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### **Academic Calendar**

The Academic Calendar (<http://www.kumc.edu/student-services/office-of-the-registrar/current-students/academic-calendar.html>) with the official university calendar dates is maintained by the Office of the Registrar and is available online. Many of the Medical Center campus programs have different starting and ending dates so check with your academic program for more detailed information.

The Graduate Studies Calendar (<http://www.kumc.edu/academic-affairs/graduate-studies/calendars.html>) indicates graduation deadlines related to master's and doctoral examination dates and the submission of theses and dissertations. The calendar is maintained by Graduate Studies and is available online.

### **Academic Misconduct**

#### **Guidelines for Alleged Misconduct**

The following information shall serve as guidelines for dealing with situations where inappropriate deviations from these accepted standards of conduct by a graduate student are alleged to have occurred. All questions concerning these guidelines should be directed to the Dean of Graduate Studies or his/ her designee.

## I. Expectations for Conduct by a Graduate Student

One goal shared by the graduate programs at the University of Kansas Medical Center is to provide a seminal educational environment in which a student can master a special field of knowledge and strive to develop competence in independent scholarship and research, in order to make original contributions to knowledge. In achieving that goal, there is an expectation by the University of Kansas Medical Center that the graduate faculty and their students will conduct themselves with high integrity and professional ethics. Such conduct by a graduate student must include adherence to the written and observed or taught guidelines for ethical standards of the profession for which the student is seeking to enter. A graduate student is responsible for informing himself/ herself about these requirements and expectations of conduct as well as seeking answers to his/ her own questions about what constitutes misconduct. Potential sources for this information include the:

- A. Director of the Graduate Program and the faculty members of the department in which the graduate student has entered;
- B. Student Handbook or a similar document prepared by the student's academic program, department and/ or school;
- C. the University of Kansas Medical Center "Behavioral Standards in Patient Care."

## Academic Misconduct

Academic misconduct by a student shall include, but not be limited to: cheating on examinations whether by a student on his/ her own behalf or by giving to another student or receiving from another student unauthorized aid on examinations; giving or receiving of unauthorized aid in the preparation of notebooks, themes, reports, or other types of assignments, or in the preparation of master's theses and/ or doctoral dissertations; or knowingly misrepresenting the source of any academic work, falsification of research results, plagiarizing of another's work, violation of regulations, ethical or professional codes for the treatment of humans and animals, or otherwise acting dishonestly.

## II. Decisions by a Faculty Member Relative to Academic Misconduct

**A. Not to Make a Recommendation for an Investigative Hearing:** A faculty member (acting as an instructor or assistant in a course, or a graduate student's advisor or mentor for his/ her research and/ or academic program, etc.) may decide not to recommend an investigative hearing, as outlined in these Guidelines, for what he/ she believes is academic misconduct by a student. The faculty member thus may treat as unsatisfactory any student work which he/ she believes is a product of academic misconduct and impose a sanction( s) appropriate to the traditionally accepted realm of authority or jurisdiction of the faculty member. Any action by the faculty member shall be with due written notice to the student.

**B. Make a Recommendation for an Investigative Hearing:** The Faculty Member may decide to recommend to his/ her Chairperson (also see Section IV. A. 4, and Section IV. B., below):

- 1. that an investigative Hearing be held for the alleged occurrence of academic misconduct, and/ or

- 2. imposing a sanction that is outside of the traditionally accepted realm of authority or jurisdiction of The Faculty Member (e. g., see Section VI. D. below). Hence, The Faculty Member initiates the procedures in Section IV.

## III. Procedural Information for and Investigative Hearing Process

### A. Definitions of Terms Hereafter Applied in these Guidelines

- 1. "**The Faculty Member**" is the faculty member initiating an allegation of academic misconduct by a student.
- 2. "**The Student**" is the graduate student identified by The Faculty Member as the subject of the alleged act( s) of academic misconduct.
- 3. The "**Involved Department**" is the department, center, or functional unit in which the act( s) of academic misconduct allegedly occurred by The Student.
- 4. The "**Chairperson**" is the Chairperson of the Involved Department in which the act( s) of academic misconduct allegedly occurred by The Student and is the next higher administrative officer to whom The Faculty Member sends the initial report about an allegation of academic misconduct.

a. "**Dean of the School of Nursing**" replaces the designation of "Chairperson" hereafter throughout these Guidelines for Dealing With Alleged Misconduct by a Graduate Student as the appropriate administrative officer to whom faculty members in the School of Nursing shall forward any report or recommendation, if the alleged act occurred in this School.

### b. Possible Conflicts of Interest:

i. If **The Faculty Member perceives** (relative to Section III. B., above) that there may be a conflict of interest involved in this issue between The Student and The Chairperson, or If The Chairperson is The Faculty Member initiating the allegation of misconduct, then The Faculty Member's Inquiry Report of the alleged incident( s) (see Section IV. B., below) shall be forwarded to the Dean of the Faculty Member's or Chairperson's, respectively, School or the next higher administrative officer, as appropriate, who thereafter will assume the responsibilities of "The Chairperson" identified throughout these Guidelines for Dealing With Alleged Misconduct by a Graduate Student.

ii. **For Other Situations** when questions arise about conflict of interest, the questions shall be directed to the Dean of Graduate Studies.

**5. The Official Record of the Hearing Process:** The Dean of Graduate Studies shall initiate and maintain in the Office of Graduate Studies an Official Record (i. e., file) of the entire Hearing Process. All subsequent original written communications, documents, audio

tape recordings (see Section V. 3., below), and recommendations that relate to the alleged misconduct and the Hearing shall be sent on a timely basis by The Chairperson and/ or the Hearing Officer (see Section IV. E., below) to the Dean of Graduate Studies for inclusion in the Official Record. If the final conclusion of the Hearing Process is that academic misconduct has not occurred, then only the Dean's Official Record of the entire Hearing Process shall be saved as the permanent record; all other faculty, Departmental, and School copies of a "record/ file" for the Hearing Process must be destroyed (see Section V. B. 2. a., below).

**6. The Time Periods for the Hearing Process:** Throughout these Guidelines, MAXIMUM LIMITS are specified for the length of time allowed for certain stages of the overall Hearing Process to take place. Unless specified otherwise, all lengths of time shall be in terms of the traditionally considered "working days" of any given week (recognized holidays that occur on otherwise traditional working days are not to be counted in these time frames). Any request for an extension of a time limit shall be made expeditiously, and before the expiration of the limit, to either the Chairperson or the Hearing Officer or the Dean of Graduate Studies, as appropriate, (or, in their absence, their designates), who shall decide and notify within three (3) days if there is good cause for the extension and, if so, for what period of time. Notification shall be to all involved parties of the Hearing Process and may be done first by telephone if deemed appropriate, and then shall be followed by written notification.

**B. Inquiry Report by the Faculty Member is Sent to the Chairperson:** Following the decision by The Faculty Member in Section III. B., above, and with due notice to The Student, The Faculty Member shall submit a **detailed** written report about the allegation (hereafter called the **Inquiry Report**) to the Chairperson. The Inquiry Report shall be submitted within twenty (20) days of the **discovery** of the alleged occurrence of misconduct. The Chairperson shall, within 15 days of receiving the Inquiry Report, review the report and attempt to resolve the allegation through consultation and mediation with the involved persons. If the Chairperson determines that the allegation should be resolved through the investigative Hearing Process, then the Chairperson shall continue the procedure outlined hereafter in these Guidelines. Written notice shall be sent to The Student (see Section IV. D., below) and to the Faculty Member (including a request for the Faculty Member to respond, within 10 days of receipt of the notice, with his/ her selection of a faculty member to serve on the Hearing Panel; see Section IV. E. 2., below).

**C. Notification of the Dean of Graduate Studies:** The Chairperson shall send a written notification to the Dean of Graduate Studies that an investigative Hearing Process for alleged academic misconduct by The Student is going to be initiated. The Chairperson's notification shall include copies of The Faculty Member's Inquiry Report of the alleged misconduct and all written communications up to this time with The Student.

**D. Notification About the Allegation to the Student:** A written notification of the specific allegation shall be sent (certified or registered letter with return receipt requested indicating the date of receipt) to The Student by The Chairperson within fifteen (15) days after the time The Chairperson receives the Faculty Member's Inquiry Report. A copy of this notification shall be sent to the Dean of Graduate Studies. The notice shall include:

1. a statement of the specific allegation( s) with sufficient explanatory information to enable The Student to understand the nature and extent of the allegation( s);
2. an invitation for The Student to provide, to The Chairperson, within ten (10) days after receiving the notification letter: a. a written response to the allegation( s); and b. the name of a faculty member whom The Student selects to serve on the Hearing Panel (see Section IV. E. 2., below), and a statement indicating that this faculty member told The Student that he/ she agreed to serve;
3. a statement indicating that The Student has the right to continue attending class as scheduled until such time as the Dean of Graduate Studies has reached his/ her final decision UNLESS there is a question of unsafe and/ or disruptive behavior and/ or offense against other persons (including patients of or visitors to) and/ or property of the University of Kansas.
4. a copy of these "Guidelines for Dealing With Alleged Academic Misconduct by a Graduate Student" so that The Student is aware of the procedural process and possible actions.

**E. Selection of Members for the Hearing Panel:** The Hearing Panel shall be composed of four (4) members of the graduate faculty (voting members of the Panel), **excluding** The Faculty Member initiating the allegation of misconduct (See Section IV. A. 4., above) and **excluding** the chairperson of the department in which The Student named in the allegation is a graduate student member, and one (1) graduate student (voting member of the Panel), excluding The Student who is the subject of the allegation. One of the graduate faculty members of the Panel will be designated by The Chairperson as the "**Hearing Officer**" in charge of the Hearing Panel. Any member of the Hearing Panel who perceives that there is any irregularity in the proceedings of the Hearing process has the responsibility of PROMPTLY reporting this to the Dean of Graduate Studies. Selection of the Hearing Panel shall include at least one but no more than two faculty members from the Involved Department in the allegation and shall be done as follows:

1. the graduate student member:
  - shall be** selected by the officers of the Graduate Student Council at an on-need basis,
  - shall not be** a graduate student member of the same Department as The Student named in the allegation, and -must be currently classified as a Regular Graduate Student in the category of Degree-Seeking Students and in good academic standing (not on probation);



2. one faculty member from inside or outside the Involved Department may be selected by The Student named in the allegation;
3. one faculty member from inside or outside the Involved Department may be selected by The Faculty Member initiating the allegation; and
4. two faculty members selected by The Chairperson. The Chairperson's selections shall assure that the composition of the Panel includes at least one but no more than two members from the Involved Department in the event that The Student and/ or The Faculty Member do not select such a member. Additionally, if The Student and/ or The Faculty Member decline( s) to select a Panel member or fail to respond to The Chairperson within ten (10) days of the request (see Section IV. B. and IV. D. 2., above), then The Chairperson will also select that member or members, likewise with due consideration for the basic composition of the Panel as defined above.

**F. Scheduling the Hearing:** The Hearing Officer shall, within five (5) days of the selection of members of the Hearing Panel, (1) schedule the day, time and place for the Hearing to occur (which shall be sometime between 20 and 30 days after the selection of the Hearing Panel), and (2) provide written notice of this schedule to The Faculty Member, The Student, The Chairperson, and The Dean of Graduate Studies. Both The Student and The Faculty Member shall be informed with this scheduling notification that during the Hearing each:

1. will be given the opportunity to present his/ her own viewpoint of the situation( s) that directly led to the allegation( s), and/ or
2. may have witnesses speak or have witnesses' affidavits read on his/ her behalf.

**G. Documents, Representatives & Witnesses for the Hearing:** All information cited below shall be promptly sent to (see time deadlines indicated in this Section) or collected by the Hearing Officer, who shall promptly distribute copies of the information to The Student, The Faculty Member, and the rest of the Hearing Panel members.

1. The Faculty Member's Inquiry Report sent to The Chairperson (see Section IV. B.),
2. The Chairperson's Notification of Allegation letter sent to The Student (see Section IV. D.),
3. The Hearing Officer's letter to The Student and The Faculty Member stating the day, time and place for the hearing (see Section IV. F.),
4. The Student's written Response to the allegation( s), if such was sent to The Chairperson (see Section IV. D. 2. a.),
5. Any documents provided by The Student and/ or The Faculty Member for presentation as evidence to the Hearing Panel (sent at least by five (5) days before the Hearing),

#### 6. Names of Representatives:

Each party to the Hearing should be present for the Hearing unless the Chairperson agrees that another person may appear as a substitute representative. A Hearing may be held even if The Student and/ or The Faculty Member fail to appear for the Hearing. Neither The Student nor The Faculty Member is compelled to appear or testify at the Hearing, and no inference may be drawn by the Hearing Panel against The Student or the Faculty Member due to his/ her failure or refusal to testify or appear.

The use of legal counsel is discouraged.

**7. Names of Witnesses:** The Student and The Faculty Member shall provide a list of intended witnesses, if any, to the Hearing Officer at least ten (10) days before the Hearing is to occur. The Hearing Officer shall provide these names, reciprocally, to The Faculty Member and The Student at least five (5) days before the Hearing.

**8. All materials (including the audio recording tapes identified in Section IV. H. 3., below) concerning the alleged violation of misconduct should be treated as CONFIDENTIAL documents. The Hearing Panel members will return all materials received for the Hearing to the Hearing Officer at the end of the scheduled Hearing., The Hearing Officer will forward ALL ORIGINAL AND PHOTOCOPIED AND AUDIO TAPE RECORDED MATERIALS to the Dean of Graduate Studies (see Section IV. A. 5., above).**

**H. Conducting the Hearing:** The Hearing Officer of the Hearing Panel may establish procedures in addition to those listed, however, the basic requirements of the Hearing procedure as listed here may not be altered by the Hearing Officer: The Hearing shall be conducted in a closed session and witnesses shall be excluded from the Hearing except when actually testifying.

1. The Hearing Officer shall have the authority to keep order, rule on questions of relevance and evidence, and shall possess other powers normal and necessary for a fair and orderly Hearing. Rules of Evidence that govern courtroom proceedings shall not apply.
2. There shall be only a single audio tape recording made of the proceedings in order to provide an accurate record of the Hearing for possible review by the Hearing Panel (Section IV. I. 1) and/ or Dean of Graduate Studies (Section IV. I. 4.).
3. The Hearing Officer shall introduce the Hearing Panel members, The Faculty Member, The Student, and, their representatives, if any.
4. The Hearing Officer shall explain the Hearing Procedures as outlined herein.
5. The Hearing Officer shall announce that The Faculty Member initiating the allegation has the responsibility

to persuade the Hearing Panel by a preponderance of evidence that academic misconduct has occurred.

6. The Hearing Officer shall orally review the allegation( s) of misconduct which led to the Hearing, and the possible sanction( s).

7. The Hearing Officer shall allow The Faculty Member to state the allegation and explain the incident. The Faculty Member may choose to remain silent. (see Section IV. G. 6. a.).

8. The Hearing Officer shall allow The Student to reply and explain the incident. The Student, if present, may choose to remain silent. (see Section IV. G. 6. a.).

9. Hearing Panel members may direct questions to The Faculty Member, if present, The Student, if present, and any witnesses and/ or representatives.

10. Through the procedural process of the Hearing, The Student and The Faculty Member may question one another and any witnesses appearing. One witness at a time may be called by either The Faculty Member or The Student. No witness will be permitted to participate in the Hearing if his/ her name was not previously given to the Hearing Officer in accord with Section, IV. G. 7., above. IN EXCEPTIONAL CIRCUMSTANCES, this provision may be modified by decision of the Hearing Officer, and, if it is, The Student and The Faculty Member will be given sufficient opportunity to collect information to respond to whatever the witness presents.

11. The Hearing Officer shall state that the Hearing Panel will make a recommendation to the Dean of Graduate Studies within seven (7) days after the Hearing.

#### **I. Findings of the Hearing Panel and Recommendation Carried Forward:**

1. At the conclusion of the Hearing, the Panel members, alone and in closed session, shall deliberate and decide by a majority vote (anonymous written ballot counted by the Hearing Officer and verified by the graduate student member) if "academic misconduct," as alleged by The Faculty Member and only based upon all evidence presented to and heard by the Hearing Panel, " has occurred" or "has not occurred."

2. If the Panel's decision is that "academic misconduct has occurred," then the Panel members shall deliberate and determine (by majority vote) their recommendation( s) for specific disciplinary action and/ or sanction( s), if any.

3. The Hearing Officer shall compile comments, rationale, findings, voting results, and recommendations in writing and forward them within seven (7) days after the Hearing to the Dean of Graduate Studies. The Hearing Panel recommendation( s) shall not be binding upon the Dean of Graduate Studies.

4. The Dean of Graduate Studies shall consider the recommendation( s) and report of the Hearing Officer and any relevant information and take action.

#### **J. Notifications Consequent to the Hearing Process:**

1. The Dean of Graduate Studies shall, within seven (7) days of receipt of the summary final report of the Hearing Officer, send written notification of his/ her action( s) to The Faculty Member, The Student (notification by certified or registered mail with return receipt requesting delivery date), and the Hearing Officer.

2. If this final action of the Hearing process concludes that academic misconduct by The Student has **NOT** occurred, then the Dean of Graduate Studies also shall, in writing, instruct the chairperson( s) of the involved department( s) that: a. all materials appended to any and all departmental files, including a possible so-called permanent file on The Student, that would not have been in these files if an allegation of misconduct had not been made shall be removed (also see Section IV. A. 5., above) b. conscientious efforts are to be made by the involved department(s) not to subject the student to unwarranted bias or action by the department(s) consequent to the hearing process.

#### **IV. Sanctions that may be Imposed for Academic Misconduct:**

**A. Censure:** A written reprimand for actions which constitute academic misconduct. Censure may include a written warning that subsequent actions of academic misconduct may be the cause for a more severe disciplinary sanction.

**B. Unsatisfactory Work:** Treating as unsatisfactory any work which is a product of academic misconduct. This may include reduction of a pending or existing grade (including the awarding of a Failing grade) for the work and/ or a grade in the course.

**C. Suspension:** Exclusion from classes and other specified privileges or activities for a definite period not in excess of two years.

**D. Expulsion:** Termination of graduate student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion. Approved by Graduate Studies Committee. University of Kansas Medical Center, April 4, 1991.

#### **Academic Probation**

The cumulative grade point average is computed at the end of each semester with the inclusion of grades earned at KU for all courses acceptable for graduate credit. If the cumulative graduate grade point average falls below 3.0 (B average), the student is placed on probation by Graduate Studies and the student and program are both notified in writing by the Dean of Graduate Studies.

The grades of P, S, U, and I, for which no numerical equivalents are defined, are excluded from the cumulative grade point average computation. If the student's overall graduate average has been raised to a 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 may not be permitted to enroll and will be dismissed

unless the Dean of Graduate Studies acts favorably on a program recommendation for the student to continue study.

If a student is admitted provisionally due to deficiencies in grade point average prior to admission, a student must earn an overall graduate average of at least 3.0 during the first 9 hours of enrollment at KU which is the equivalent of one semester full-time enrollment. When the overall 3.0 grade point average has been achieved, the program submits a form in the Progress to Degree system to move the student from provisional to regular admission status. A student admitted provisionally who fails to earn a 3.0 average in the first 9 hours of enrollment may be dismissed immediately. If continuation in provisional admission status is recommended by the program, and approved by the Dean of Graduate Studies, the student may remain on provisional status for one additional semester. Subsequent recommendation and approval are required for each additional semester the student continues in the program while in provisional status.

Students who have been dismissed from a graduate program may be readmitted for further graduate study at KU only by petition of the graduate program that will accept the student. The petition must be approved by the Dean of Graduate Studies on the appropriate campus (Medical Center or Lawrence).

### 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. Graduate students must maintain an expected level of performance throughout their program. The evaluation of satisfactory performance is based, but not limited to, the following factors:

1. A minimum cumulative grade-point average (GPA) of 3.0 or higher. Graduate programs may have more stringent GPA requirements;
2. Academic and scholarly integrity;
3. Compliance with academic policies at the university, school, and departmental level; and
4. Satisfactory progress toward completion of the degree.

Graduate programs are responsible for evaluating students at least annually to assess progress toward a degree. Progress may be determined by factors including:

- a. Completion of coursework, milestones, exams, or other program components on a specified timeframe;
- b. Official time to degree; and
- c. Total time in program.

Graduate programs may have additional measures of progress. Failure to maintain an expected level of performance and progress 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 academic probation or recommending to the Dean of Graduate Studies dismissal from the program.

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

### Childbirth Accommodation

The University of Kansas Medical Center acknowledges that the years spent in graduate and professional degree programs can be prime childbearing years for students. KUMC wishes to assert itself as an institution that values family-friendly policies for students, faculty and staff by adopting a student-specific childbirth accommodation policy. This policy illustrates a commitment by KUMC to diversity and inclusion which will allow the institution to recruit and retain the highest quality students.

The University of Kansas Medical Center will grant students up to a six-week accommodation period for welcoming a child under the following conditions: the birth of a child, the adoption of a child, or the placement of a child for adoption or foster care. The six-week accommodation period can be granted as a leave, a revised academic, research, or clinical schedule, or a combination of the above.

### Eligibility

This policy will apply to all enrolled students regardless of gender or marital status. Other situations related to family life would continue to be covered by general leave of absence. Depending on their academic program, timing of birth/adoption, and level of support they will receive in caring for a newborn, a student may find it more advantageous both academically and personally to take a leave of absence rather than utilizing the childbirth accommodation policy.

### Academic Accommodations

A student should fill out the Application for an Academic Accommodation Period form to initiate discussions with their advisor(s) and departmental or school administrators as soon as possible, but no later than four months prior to the anticipated delivery date. If a child is being welcomed through adoption or foster care, please fill out an Application for an Academic Accommodation Period form as soon as possible depending on the situation. Individual programs and departments will review the student's requests and, along with the student and other necessary parties (i.e. advisors, instructors), determine the accommodations that will be provided. These discussions should also detail the type of academic engagement, and progress expected from the student while on leave or a revised academic schedule. If a program decides that due to academic requirements, a leave of absence is more appropriate, a request may be denied. The denial of the request must be made to the student in writing with adequate justification. If an accommodation period of less than six weeks is proposed, this decision must also be justified. Upon approval of a student's request, a plan will be submitted to the Dean of the student's School. The plan will outline the specific accommodations being provided for a student, as well as any expectations from the academic program. Students may appeal decisions regarding accommodations. The appeal of the decision must be made in writing and submitted to the Dean of the student's School. The Dean of the student's School will have final decision-making authority.

All academic programs and departments are expected to work with their students and make a good-faith effort to provide reasonable accommodations so that their students can remain in good academic standing and continue progress towards their degree while also balancing the demands of caring for a new child. It is also encouraged that advisors, academic staff, and departmental leaders work with sensitivity and imagination to provide more than these minimum standards put forth by KUMC when circumstances allow for further accommodations. Students should be proactive in speaking with advisors, instructors, and academic deans when

they are planning a family or expecting a child to devise the best personal and academic plan.

### Student Status

Students will retain their full time student status if approved for an academic accommodation period. Additionally, for students who decide to take a leave of absence, they will have the option to pay student fees if they wish to have continued access to campus resources.

### Financial Support (applicable to those funded by GTAs, GRAs, or Fellowships)

For students who currently receive stipends through a graduate teaching assistantship (GTA) or graduate research assistantship (GRA), they will remain fully funded for a six-week period. Students who do not receive stipends at the time of application are not eligible for financial support. Any continuation of support past six weeks will be determined on an individual basis. Students will remain funded by their current stipend source for the first two weeks and then will be funded by a Childbirth Accommodation Fund through the Office of Graduate Studies for up to four additional weeks. Students in the MD/PhD program would continue to receive their stipends from their current source during the MD phase and from current stipend source for two weeks and then the Childbirth Accommodation Fund for up to four additional weeks during the PhD phase. If a student is on a grant or fellowship that allows them to receive stipends during maternity/paternity leaves, then they will continue to be paid by their current funding source for the entire six-week period. If funding is not allowed by the outside grant or fellowship, then the student will receive six weeks of support from the Childbirth Accommodation Fund.

While not covered under this childbirth accommodation policy, students who experience medically necessary absences during pregnancy or due to conditions related to pregnancy should refer to the federal Title IX policy to educate themselves about their rights regarding their education. If you feel that you are experiencing discrimination due to pregnancy or related conditions, please contact the Office of Institutional Opportunity and Access (IOA@ku.edu).

### Course Numbering System

Courses that may give graduate credit are numbered according to the following scheme:

- **Courses numbered 500-699** are designed primarily 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 primarily 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 primarily for graduate students who have fewer than 30 hours of graduate credit.
- **Courses numbered 900-999** are designed primarily 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 Studies Office (Medical

Center or Lawrence) and is taught by a person holding a current appointment to the Graduate Faculty.

### Co-enrollment for Seniors in Graduate Level Courses

Seniors at KU who will complete the requirements for a baccalaureate degree in a given semester, and who have very strong academic records (grade-point average higher than 3.0 on a 4.0 scale), may be allowed to enroll in graduate course work during their final undergraduate semester. Seniors requesting the privilege of co-enrollment must make formal application through the online graduate application process and be admitted provisionally as degree seeking before the student may proceed with enrollment in a graduate course.

### 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.

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, GRDK-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.

### Discontinuance

A student may voluntarily resign from their program of study by submitting an online "Official Severance Form" located on the Registrar's website (<http://www.kumc.edu/student-services/office-of-the-registrar/current-students/dropping-and-withdrawing-from-classes.html>).

### 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 is not meeting performance standards and/or not making satisfactory progress, the program may recommend to the Dean of Graduate Studies that the student be dismissed from the program. Dismissal is requested by the graduate program through submission of the administrative withdrawal form in the Progress to Degree system.

A dismissal recommendation may be based, but not limited to, the following:

- Failure to be moved from provisional to regular admission status;
- Continuation on academic probation (cumulative grade-point average continues below 3.0);
- Failure to maintain good academic standing as defined under Academic Standing heading in this same section of the catalog;
- Running out of allowable time to degree as defined in degree requirements in the Degree Programs (p. 4) section of this catalog;
- Neither enrolling nor receiving approval for a leave of absence for two consecutive semesters;



- Committing Academic Misconduct as defined in this same section of the catalog;

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

### Embargo of Theses and Dissertations

When an exception to the immediate release of a thesis or dissertation is necessary, an embargo provides a temporary, delayed public release of the work. Embargo periods of 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 are 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.

Requests for an extension of the embargo should be directed to the Office of Graduate Studies on the appropriate campus (Medical Center or Lawrence) 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 for the copy published by them.

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, and August 31st.

#### Procedure

##### 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 his or her thesis or dissertation made public in these two venues for some limited period of time must receive permission to embargo the thesis or dissertation from one of the following 1) department graduate director, 2) department chair, or 3) committee chair. Final

permission is then granted by the Dean of Graduate Studies. 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 Office of Graduate Studies on the appropriate campus (Medical Center or Lawrence). 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.

**Note:** If a student does not receive permission for an embargo and/or does not submit the required documentation requesting such an embargo to Graduate Studies prior to graduation, the work will be made publicly available through KU ScholarWorks, and search engines like Google, Bing, Yahoo, and others 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 or ProQuest/UMI copies are retracted. It is therefore 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 public 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.

### Enrollment Definitions (Full-Time, Half-Time, and Part-Time)

#### 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 graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s). \*See doctoral candidates below.

#### Full-time enrollment for summer sessions

- 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 graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s). \*See doctoral candidates below.

### Half-time enrollment for fall and spring semesters

- Enrollment in 5 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 graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty.

### Half-time enrollment for summer sessions

- Enrollment in 3 credit hours;
- Enrollment in 1 credit hour plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 1 credit hour for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty.

### Part-time enrollment

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

\*A doctoral candidate is defined as a doctoral student who has successfully passed the Comprehensive Oral Examination for the Ph.D. and is enrolled in post-comprehensive hours. See the Post-Comprehensive Enrollment (p. 4) policy in the degree requirements section of this catalog.

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

**Note:** A few internship programs have been approved by Graduate Studies to count as full-time enrollment. Students enrolled in these internship programs will be counted as full-time students.

### International Student Enrollment

International students in F-1 and J-1 status must also comply with Federal immigration requirements of 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.

### Enrollment Policy

All graduate students are expected either to be enrolled or to be on approved Leave of Absence at all times while completing the credit hours required for the fulfillment of their degrees unless they have been dismissed from the program or discontinued (voluntarily resigned) from the program.

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

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

- Undergraduates may enroll in graduate courses as defined under "Undergraduate Credit in Graduate Level Course" in this section of the catalog.

- Seniors may co-enroll in graduate courses for graduate credit as defined under "Co-enrollment for Seniors in Graduate Level Courses" in this section of the catalog.

## 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 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. 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/program's discretion.

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

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

In courses with the letter-grade scales, the grade of C- is not considered a passing grade. Students receiving a grade of C-, D, and F in a course may not count that course 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 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, 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 I 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 for Regular Courses (two options)

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

The basic system is an A, B, C, D, F 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.

#### **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;
- I designates incomplete work per definition earlier in this section.

#### **Grading Scale for Research Courses including thesis and dissertation**

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

Departments/programs use this scale to grade their thesis, dissertation, and approved thesis- or dissertation-equivalent courses. Other research courses are also 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 this grading scale.

In this grading scale the letter P indicates participation in coursework where evidence of performance may not be available. This grading scale is appropriate in two types of situations:

- 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 or doctoral degree, the P remains on the final transcript in all semesters for which it was recorded.

For departments/programs 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.

#### **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 project defense for the master's degree;
- the thesis defense for the master's degree;
- the comprehensive oral examination for the Doctor of Nursing Practice (D.N.P.);
- the comprehensive oral examination for the Ph.D.;
- the final examination for the Ph.D.

- 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; and 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/program's discretion per the Incomplete grade definition earlier in this section.

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.

The S and U grades are not used in computing the grade-point average.

##### **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 refer to the policy governing Research Skills and Responsible Scholarship (p. 4) for more information.

#### **Graduate Course Work Expiration Dates**

Courses completed at KU, 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. A request to make an exception to this policy must be approved by the program and the Dean of Graduate Studies.

#### **Graduate Credit**

##### **Criteria for Offering Graduate Credit**

The following 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 school and the Graduate Council on the Medical Center campus.
3. The instructor must hold a current appointment to the Graduate Faculty.

##### **Credit by Examination**

Credit by examination is not accepted toward graduate degrees or certificate programs.

**Transfer Credit**

Up to six hours of graduate credit taken at a regionally accredited graduate school may be transferred and applied to a master's degree at KU if the credits were taken before the final semester of enrollment at KU and have the approval of the program. Eight hours may be approved for transfer if the student holds a baccalaureate degree from KU. Graduate credit will not transfer for courses that were previously counted toward the requirements for an undergraduate or graduate degree, whether completed at KU or another institution.

No credit is actually transferred toward the doctoral degree, but programs may take relevant prior graduate work into consideration in setting up programs of study.

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

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 also does not accept transfer for institutes, workshops, or life/work experience. Any exceptions to this policy must be approved by the department/program and the Dean of Graduate Studies.

In order to initiate the actual transfer of credits meeting the transfer credit guidelines, the transfer credit form in the Progress to Degree system must be submitted by the student's department/program.

**Graduate Student Oral Exams Attendance****Attendance**

Ideally, all members of the committee are physically present at graduate student oral examinations. For M.S. and M.S. students this includes the final general exam, project defense or thesis defense. For Ph.D. students this includes the comprehensive oral examination, and the final oral examination (dissertation defense).

A majority of committee members must be physically present for an examination to commence; for doctoral oral examinations this requirement is 3 of the 5 members, for master's oral examinations the requirement is 2 of the 3 members.

In addition, it is required that the student being examined, the chair of the committee, and the outside committee member all be physically present at the examination or defense. Mediated attendance by the student, chair and outside member is prohibited. When a situation arises in which a member cannot be physically present, attendance via mediated means (tele/video-conferencing) is acceptable at the discretion of the committee chair. In cases where the student prefers an examination in which all committee members are physically present, the student's preference shall be honored.

In the case of failure of technology during the examination, all members of the committee present must concur that the examination was substantially complete. If any member of the committee dissents, the examination is considered cancelled and must be rescheduled. The committee members at remote locations must be contacted to submit their decision concerning the assessment of the examination before the exam results are recorded.

The Office of Graduate Studies will manage consideration of and decisions on exceptions to the policy outlined above. Requests for exceptions to this policy shall be submitted in writing to the Dean of Graduate Studies. If exceptions are granted, Graduate Studies will request that a member of the departmental leadership (the chair or director of graduate studies) be present at the examination.

**Graduate Student Oral Exams Committee Composition**

The majority of committee members serving on a graduate student oral examination committee in most cases are in the candidate's department/program of study.

**Ph.D. Committees**

Ph.D. doctoral committees are composed of at least five voting members all of whom must be members of the Graduate Faculty as described in the Graduate Faculty (p. 14) section of this catalog. The committee structure must adhere to the following requirements:

1. The chair of the committee must hold dissertation status. If the committee has co-chairs, at least one of the co-chairs must hold dissertation status.
2. One member must meet the requirements for serving as an outside member: i.e., be a KU faculty member holding regular or dissertation graduate faculty status and is not a faculty member holding graduate status in the candidate's department/program. The outside member represents Graduate Studies and is a voting member of the committee, has full rights to participate in the examination, and reports any unsatisfactory or irregular aspects of the examination.

**Master's Committees**

Master's committees are composed of at least three voting members all of whom must be members of the Graduate Faculty as described in the Graduate Faculty (p. 14) section of this catalog.

**Grievance Policy and Procedures for Graduate Students**

A graduate student who believes herself or himself unfairly or unlawfully treated in an academic matter may present a grievance to the academic department or appropriate program chairperson. Each academic unit has established grievance policies and procedures. Concerns regarding illegal discrimination or harassment should be reported to the Equal Opportunity Office. For academic misconduct issues, see the Academic Misconduct policy in this section of the catalog.

The grievance procedure may not be used as an appeal for a grade. Grades should be appealed at the department or program level. Committees established at the department, program or school level to hear grievances proceed in accordance with their own specific procedures and make recommendations to the appropriate administrative officers as provided in those procedures. Appeals from the decision of a department or program or school must be made to the Dean of Graduate Studies.

The appellate process is designed to ensure that due process has been afforded an individual in the initial hearing. The Dean of Graduate Studies will appoint the committee chair from the membership of the KUMC Graduate Council. Two other members will be selected by the chair from the Graduate Council and one other graduate faculty member selected by the student complainant and a second graduate faculty member selected by the accused. The selection of these faculty members shall be acceptable to both parties. A student member will



be selected by the President of the Graduate Student Council. Care should be taken to ensure that none of the members has a conflict of interest in this case. This committee will examine all pertinent documents including student records and interview the parties directly involved in the complaint as well as other parties deemed necessary. Minutes of testimony will be made available to both the complainant and accused parties after the hearing is completed. It is essential that all parties retain confidentiality of information gained through the hearing process. Both parties will be provided an opportunity to respond to the minutes in writing before the committee's final recommendation is forwarded to the Dean of Graduate Studies who will make the final determination. The documents provided to the grievance committee will be retained in the Office of Graduate Studies for a period of three years, after which time they will be destroyed. There is no further appeal.

### **Intellectual Property Policy**

All enrolled students are subject to the Board of Regents and KU Intellectual Property Policies. The ownership of student works submitted in fulfillment of academic requirements is retained by the creator(s). By enrolling, the student gives the institution a nonexclusive royalty-free license to mark on, modify, retain the work in the process of instruction, or otherwise handle the work, as set out in the institution's Intellectual Property Policy or in the course syllabus. The institution does not have the right to use the work in any other manner without the written consent of the creator(s).

### **Leave of Absence**

The Office of Graduate Studies may grant a leave of absence (LOA) from an academic program for up to one year, with the possibility of extension. The student must submit a written request for a leave of absence to their academic program. 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. Evidence of progress toward degree will also be a determining factor in the decision to grant a leave. If the leave of absence is approved at the program level, the program forwards the student's request along with the program's recommendation to the Dean of Graduate Studies for approval. If approved by the Dean of Graduate Studies, the time on leave from the academic program will not be counted toward the maximum time granted to complete a degree (doctoral, 8 years; master's, 7 years).

### **Post-Comprehensive Enrollment for Doctoral Candidates**

Doctoral candidates are required, after passing the comprehensive oral examination, to be continuously enrolled in one or more hours of dissertation that both moves the student towards degree completion and reflect, 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 18 post-comprehensive hours have been completed (whichever comes first), the candidate must enroll for a minimum of 6 hours a semester and 3 hours a summer session.

Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive oral examination has been passed. If after 18 hours of post-comprehensive enrollment the degree is not completed, the candidate must continue to enroll each semester and each summer session until all degree requirements have been met. The number of hours of each enrollment are determined by the candidate's advisor and must reflect as accurately

as possible the candidate's demands on faculty time and university facilities.

### **Posthumous Degrees**

In order to recognize the achievement of students who have died, the University of Kansas may grant undergraduate, graduate and professional degrees posthumously. This policy applies to deceased students who were in good academic standing at the time of death and enrolled for their final semester at the University of Kansas, as determined by the dean of the school or college. Requests for posthumous degrees must be initiated by the student's academic department and approved by the dean of the school or college conferring the degree. Each case will be determined on its own merits.

The dean of the school or college posthumously conferring the degree should contact the Office of the University Registrar to confirm the correct information for the degree to be conferred, notify the Vice Provost for Academic Affairs, and coordinate with the Office of the Chancellor for notification to the family. Posthumous degrees are conferred during the semester in which the student was expected to graduate. The Chancellor informs the student's family in writing of the posthumous award of the degree.

### **Progress to Degree Policy**

The Progress to Degree system is used by Graduate Studies to track and monitor graduate student progress. The forms should be used to report items such as change in degree plan within the same department, change in admission status, transfer credit towards a master's degree, administrative dismissal from the program, master's general exam, master's thesis or project defense and oral comprehensive and final exam (dissertation defense) for PhD students. This system is used by designated faculty or staff to request Graduate Studies approval for the various functions indicated.

### **Research Compliance**

There are certain types of research or activities that may not be pursued unless specific prior approval and/or training has been obtained. Students should refer to KUMC Office of Compliance (<http://www.kumc.edu/compliance.html>) policies.

### **Student Responsibilities**

All graduate students are responsible for informing themselves of requirements and policies of the Office of Graduate Studies. They are also expected to be familiar with the regulations and requirements of their departments and of their graduate programs. Program Graduate Directors and Office of Graduate Studies staff are 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.

### **Undergraduate Credit in Graduate Level Course**

Well-qualified undergraduate students may be permitted to enroll in 800- or 900-level courses for undergraduate credit with the approval of the instructor and the student's advisor. 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 Office of Graduate Studies for approval. If approved, the Office of Graduate Studies 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.