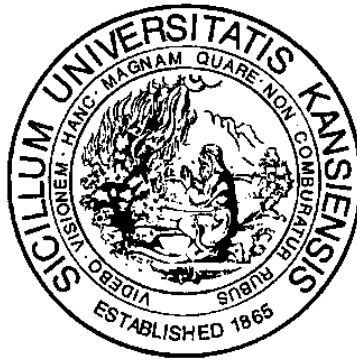


**University of Kansas**



**Department of**  
**East Asian Languages and Cultures**  
***GRADUATE PROGRAM HANDBOOK***

Last updated: 2/22/21

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## EALC Graduate Student Handbook

This handbook is designed to supply you with basic information about the Master's Program in the East Asian Languages and Cultures Department, the Juris Doctorate/Master's Joint Degree in Law and East Asian Languages and Cultures and the East Asian Cultures Graduate Certificate at the University of Kansas.

### **DIRECTOR OF GRADUATE STUDIES**

Prof. Keith McMahon

(785) 864-9126

Email: [kcmahon@ku.edu](mailto:kcmahon@ku.edu)

Your main advisor is your thesis advisor, who will handle academic questions, including courses to take and questions relating to the writing of the thesis. The student ideally should select a thesis advisor by the end of the first year or beginning of the second. You will also see the EALC Director of Graduate Studies (DGS) every semester to monitor your course of study, especially when beginning your program. The DGS will oversee your progress, especially in terms of advice about fulfillment of requirements and assistance in finding a thesis advisor. The DGS will help answer technical questions relating to the completion of the project, including the defense. The same applies for the non-thesis option, for which you will consult with the DGS each semester to monitor and determine progress.

### **GRADUATE ACADEMIC ADVISOR, CLAS**

Aley Pennington

(785) 864-1528

Email: [aleypennington@ku.edu](mailto:aleypennington@ku.edu)

The Graduate Academic Advisor handles the paperwork and files that pertain to your study in this program, as well as the forms necessary for the completion of your requirements for the degree, including thesis defense or final M.A. exam. She is available to answer non-academic questions you have about the program.

### **IMPORTANT WEBSITES**

CLAS Calendar, petition form, grad information link- <http://clas.ku.edu/coga>

Graduate Studies – [www.graduate.ku.edu](http://www.graduate.ku.edu)

Electronic Thesis and Dissertations - [http://www.graduate.ku.edu/04-02\\_etd.shtml](http://www.graduate.ku.edu/04-02_etd.shtml)

Enroll & Pay - <https://sa.ku.edu/psp/csprd/?cmd=login>

ETD Release Form - [http://college.ku.edu/sites/college.ku.edu/files/docs/COGA/ETD-ReleaseForm-FALL2015\\_fillable.pdf](http://college.ku.edu/sites/college.ku.edu/files/docs/COGA/ETD-ReleaseForm-FALL2015_fillable.pdf)

KU Scholarworks - <https://kuscholarworks.ku.edu/page/about>

Thesis Formatting Guidelines - <http://graduate.ku.edu/etd-formatting-and-working-multimedia-files>

UMI - <http://www.etdadmin.com/cgi-bin/school?siteId=73>

## **EALC PROGRAM OFFERINGS**

The Department of East Asian Languages and Cultures currently offers coursework toward the following degrees:

M.A. in East Asian Languages and Cultures with four concentrations:

- Chinese language and literature
- Japanese language and literature
- Korean language and literature
- East Asian cultures

J.D. in Law / M.A. in East Asian Languages and Cultures Joint Degree

Graduate Certificate in East Asian Cultures with three tracks:

- China Studies
- Japan Studies
- Korea Studies

## **MASTER'S DEGREE IN EAST ASIAN LANGUAGES AND CULTURES**

The department offers a master's degree in East Asian languages and cultures. Students should declare their concentration in one of three options.

- Chinese language and literature
- Japanese language and literature
- Korean language and literature
- East Asian cultures

Students of Chinese or Japanese language and literature take more language courses and study the modern and pre-modern literature of their target culture. Students of East Asian cultures develop a broad interdisciplinary knowledge of East Asia. This concentration is for students pursuing professional or non-college teaching careers, for students in the early stages of language training, or for students who have already acquired competence in an East Asian language.

### **Admission & Admission Prerequisites**

Information regarding application deadlines, materials, and University admission requirements are posted on the [EALC Department Graduate Admissions page](#).

Entrance requirements for a concentration in either **Chinese, Japanese, or Korean language and literature** include

- 3 years of the modern language and, for Chinese language students, one year of classical Chinese or the demonstrated equivalent. Students not meeting this prerequisite may be admitted with deficiencies provided they achieve this level of proficiency outside the minimum of 30 graduate credit hours required for the degree.\*\*
- 2 lecture courses dealing with East Asia.

Entrance requirements for a concentration in **East Asian cultures** are

- At least 2 years of an East Asian language. Students not meeting this prerequisite may be admitted with deficiencies provided they achieve this level of proficiency outside the minimum of 30 graduate credit hours required for the degree.\*\*
- 2 lecture courses dealing with East Asia.

### Program Requirements for Chinese, Japanese, or Korean Language and Literature Concentration

1. A minimum of 30 graduate credit hours\*\*:
  - a) Fourth-year level of language.\*
  - b) While students may apply credit hours from study abroad toward their degree, at least 18 credit hours must be taken in residence at KU.
  - c) No more than 6 hours of directed readings courses may be included in the required 30 hours.
  - d) A course involving research methods, to be determined in consultation with the Thesis/Faculty Advisor and the Director of Graduate Studies.
  - e) Students are expected to take at least one course at the 500 level or above in the literature of their concentration.
2. Thesis Option
  - a) A thesis that will demonstrate in-depth research on a topic in the area of concentration, typically completed over 1 or 2 semesters (EALC 899, 3 to 6 credit hours). Students are expected to make significant use of primary and secondary sources in the language of concentration.
3. Non-Thesis Option
  - a) Must write three substantial research papers on East Asian topics (15-20 pages).
    - i. At least one of the papers must be completed by the end of the second semester in the program.
    - ii. The papers will be evaluated and graded by the instructor of the class in which the paper is submitted. The grade must be A or B.
    - iii. The student will submit each paper to the Director of Graduate Studies (DGS), plus an abstract (no more than 500 words) summarizing each. The student will submit the original copy with the instructor's remarks and grade. The DGS may require revisions be made before final acceptance.
  - b) With the permission of the DGS, students may include relevant courses in non-East Asian areas (such as linguistics, language pedagogy, anthropology, political science, and literary theory). A paper for such a course would generally not be used to fulfill the above requirements unless it was on an East Asian topic approved beforehand by the DGS.

- c) Students will meet regularly with the DGS (at least once a semester) to determine course selection, progress to degree, and designation of courses in which papers are to be submitted for the degree.
- d) With approval of the DGS, students with a specific focus of study will work with a faculty member with knowledge of that field as their faculty advisor. The DGS will liaise with the advisor on all matters listed above.
- e) In the final semester of study, the DGS, faculty advisor, and student will work together to assemble an oral defense committee of three graduate faculty. The student will select one of the three papers to present and defend for their exam. The committee may also ask general questions about the two other research papers that were submitted to meet the non-thesis requirements.

### Program Requirements for the East Asian Cultures Concentration

1. A minimum of 30 graduate credit hours\*\*:
  - a) Third-year level of language.\*
  - b) While students may apply credit hours from study abroad toward their degree, at least 18 credit hours must be taken in residence at KU.
  - c) A course involving research methods, to be determined in consultation with the thesis advisor and the director of graduate studies.
  - d) Students are expected to select 1 of the East Asian cultures for their concentration and to include in their programs at least 2 courses dealing wholly with an East Asian culture outside the concentration or broadly on East Asia.
  - e) Students may not take more than 6 hours of directed readings.
  - f) Students may, in consultation with the department graduate director, take other credit hours in a discipline or disciplines closely related to their studies. The balance between courses in EALC and related departments must be determined with the student's thesis advisor and the director of graduate studies. East Asian area courses are offered in anthropology, business, film and media studies, geography, history, history of art, linguistics, political science, religious studies, and sociology.
  - g) Students must take 1 literature or culture course with an EALC department graduate faculty member at the 500 level or above in the country of their concentration.
2. Thesis Option
  - a) A thesis that will demonstrate in-depth research on a topic in the area of concentration (China, Japan, or Korea), typically completed over 1 or 2 semesters (EALC 899, 3 to 6 credit hours).
3. Non-Thesis Option
  - a) Must write three substantial research papers on East Asian topics (15-20 pages).
    - i. At least one of the papers must be completed by the end of the second semester in the program.
    - ii. The papers will be evaluated and graded by the instructor of the class in which the paper is submitted. The grade must be A or B.
    - iii. The student will submit each paper to the Director of Graduate Studies (DGS), plus an abstract (no more than 500 words) summarizing each. The student will submit the original copy with the instructor's remarks and grade. The DGS may require revisions be made before final acceptance.
  - b) With the permission of the DGS, students may include relevant courses in non-East Asian

areas (such as linguistics, language pedagogy, anthropology, political science, and literary theory). A paper for such a course would generally not be used to fulfill the above requirements unless it was on an East Asian topic approved beforehand by the DGS.

- c) Students will meet regularly with the DGS (at least once a semester) to determine course selection, progress to degree, and designation of courses in which papers are to be submitted for the degree.
- d) With approval of the DGS, students with a specific focus of study will work with a faculty member with knowledge of that field as their faculty advisor. The DGS will liaise with the advisor on all matters listed above.
- e) In the final semester of study, the DGS, faculty advisor, and student will work together to assemble an oral defense committee of three graduate faculty. The student will select one of the three papers to present and defend for their exam. The committee may also ask general questions about the two other research papers that were submitted to meet the non-thesis requirements.

\*A language course result lower than 'B' may result in a departmental recommendation for probation status. If language coursework performance does not improve after one semester, the student may be recommended for dismissal.

**\*\*At least 50% of coursework for the master's degree must be taken at the 700 level or above.**



## **JOINT DEGREE IN J.D. LAW/ M.A. EAST ASIAN LANGUAGES AND CULTURES**

A joint degree in Law and East Asian Languages and Cultures opens many doors for its recipients. One can find opportunities in international trade and finance, immigration law, and other related fields, as well as a greater ability to work with clients from various backgrounds.

### **Admission & Admission Prerequisites**

Applicants must meet University Admission requirements and both EALC and Law entrance requirements for the joint J.D./M.A. degree program.

- Students apply for each program separately and must be admitted to both programs no later than the end of the first year of study in Law or the completion of more than 16 credit hours in EALC.
- The Law School Admission Test (LSAT) is the only standardized test required for an applicant to the joint degree program.

### **Program Requirements for EALC M.A. degree**

Joint degree students must complete a minimum of 106 credit hours: 81 in the School of Law and 25 in the Department of East Asian Languages and Cultures, including:

1. A minimum of 22 graduate credit hours plus 1 of the 2 options listed in part 6.
2. Each student is expected to select 1 of the East Asian Cultures (Japan, China, or Korea) for concentration and to include in his or her program at least two courses dealing wholly with an East Asian culture outside of his or her concentration. Up to 2 courses can be pan-East Asian courses including the student's country of concentration.
3. Students must complete a third year of language of the country of concentration.\*\*
4. No more than 6 hours of directed reading in a language may count toward the M.A. degree.
5. Students must take 1 literature or culture course with an EALC department graduate faculty member at the 500 level or above in the country of their concentration.
6. Students are required to fulfill 1 of the following requirements:
  - a. Write a thesis (3 credit hours) which must deal with a subject within the concentration chosen by the student, or
  - b. Practical thesis: Hold an internship or job in the country of concentration for a period of at least 8 weeks, at the advisor's approval, and write a 40 page analysis of the cultural aspects of the experience (3 credits)

Students **MUST** consult with the EALC Director of Graduate Studies (DGS) immediately upon admission to the joint program to determine an enrollment plan and obtain a list of current approved joint courses. Joint students must also consult with the DGS during advising periods each semester.

First and second year language courses do not count toward the 25 credits required for M.A. degree completion in the J.D./M.A. program. Third year language is 6-10 credits and counts toward the degree. Third and fourth year Chinese, Japanese, and Korean language courses may fulfill credit requirements as well.\*\*

\*\* A language course result lower than B may result in a departmental recommendation for probation status. If language coursework performance does not improve after one semester, the student may be recommended for dismissal.

## MISCELLANEOUS EALC MA DEGREE PROTOCOLS

Regarding requirements:

Early on in your first semester at KU, contact potential faculty/thesis advisors to get an idea of the areas they could supervise you on, and the types of courses they would expect you to be taking to prepare yourself to work with them. The Director of Graduate Studies will help you identify potential advisors.

See the Director of Graduate Studies **whenever** you are making decisions about course selection – but note that, once you have a faculty/thesis advisor, you should first discuss course selections with your advisor before seeing the DGS, and inform your advisor of any changes in planned course selections

To make sure you are on track with your MA degree and all the requirements, see the DGS **every** semester at least once if not more often. Do not make important decisions without consulting your faculty/thesis advisor and the DGS.

Students from other overlapping programs: If a student is a degree-seeking student in Art History or some other program, EALC may accept as many of the student's completed hours in the other program as it considers feasible. If a student is non-degree-seeking, only twelve hours may count toward a degree.

Course numbering: Students may take East Asia related courses from other departments, that is, courses without the EALC prefix, such as: History, Art History, Political Science, and Religious Studies. In all cases, check with your faculty/thesis advisor and the DGS first. All courses must be at the 500 level or above in order to count toward completion of the degree.

Annual evaluation: In addition to seeing students regularly in advising sessions, EALC conducts a yearly progress report on each of its graduate students. You will receive an annual evaluation every spring, in which, among other things, the DGS, after discussion with your faculty/thesis advisor and other faculty, will comment on progress toward degree and in particular, will be concerned that students show above average performance in research work and in language classes.

Financial Aid – see EALC graduate advisor for information about fellowships for students in East Asian Studies at K.U. There are positions as Graduate Teaching Assistants and Foreign Language Area Studies fellowships when available from the Center for East Asian Studies.

## GRADUATE CERTIFICATE IN EAST ASIAN CULTURES

The department offers a graduate certificate in East Asian Cultures. All M.A. students will be granted entrance into the graduate certificate program in the track of their choosing:

- Chinese Studies
- Japanese Studies
- Korean Studies

Graduate students from other departments may also participate in the Graduate Certificate program to receive a transcript designation upon certificate completion.

### Admission & Admission Prerequisites

A student must be in good standing with their graduate degree program in order to participate in the certificate program. Required and supplemental materials for the application are listed on the [East Asian Cultures certificate page](#).

### Program Requirements for East Asian Studies Certificate

Students are required to complete 12 credits of graduate –level coursework to successfully earn an East Asian Cultures certificate in their chosen area of concentration.

#### Required Course:

EALC 704 Contemporary East Asia

#### Elective Courses:

**The following restrictions apply to the choice of electives:**

**Two courses must concentrate on the country the student is studying.**

**The third elective course may either concentrate on the country of study, OR on East Asia in general.**

In consultation with the department’s Director of Graduate Studies, students must choose three additional 3-credit courses from either:

East Asian Languages & Cultures graduate-level courses, see the [Academic Catalog](#) for current offerings.

Approved additional elective courses, listed below:

COMS 557 East Asian Communication  
ECON 583 Economic Issues of East Asia  
GEOG 796 Asian Regions: \_\_\_\_\_  
HIST 510 Topics in: \_\_\_\_\_  
HIST 582 Ancient Japan  
HIST 605 Medieval Japan  
HA 503 Japanese Prints  
HA 545 Early Chinese Art  
HA 705 Major Artist: \_\_\_\_\_

HA 782 Japanese Painting  
HA 788 Proseminar in Japanese Art: \_\_\_\_\_  
HA 789 Proseminar in Chinese Art: \_\_\_\_\_  
HA 822 Seminar in Buddhist Art: \_\_\_\_\_  
HA 824 Seminar in Edo Period Painting: \_\_\_\_\_  
HA 980 Seminar in Chinese Art: \_\_\_\_\_  
HA 990 Seminar in Japanese Art: \_\_\_\_\_  
REL 510 Religion in Korea

## **NON-DEGREE SEEKING ENROLLMENT OPTION**

If you completed a Bachelor's degree with a minimum 3.0 GPA and wish to take a course in the department, please note that undergraduate prerequisite course completion may be necessary to succeed in graduate-level courses. Address your preparedness and motivation for taking coursework in the Department of East Asian Languages and Cultures in your statement of purpose.

- If you intend to enroll in language coursework, please contact the Director of Graduate Studies so we may determine your language placement level.
- If you intend to use NDS coursework to strengthen your profile for graduate study, please contact the Director of Graduate Study to determine your options. Completion of NDS coursework to fulfill prerequisites will not guarantee graduate program admission since multiple factors affect that decision.

### **Application Materials:**

- A current C.V. (Curriculum Vitae) or resume.
- A Statement of Purpose explaining your academic objectives.
- A writing sample that demonstrates your writing skills and basic research capacity. A research paper from a previous upper-level undergraduate course will suffice.
- Two letters of recommendation that can endorse your preparedness for graduate-level course work.
- Transcripts from all institutions from which a degree was obtained and from all institutions where relevant coursework was completed.

## **ENROLLMENT & MAXIMUM CREDIT HOURS**

The normal full-time enrollment for a graduate student is **nine** credit hours per semester or **six** hours per summer session. Students are not normally permitted to enroll for more than **sixteen** hours or more than **eight** hours in summer session. If a student is a KU employee or Graduate Teaching Assistant (GTA), the hours of enrollment should be limited accordingly—usually to no more than **ten** hours for a half-time appointment or **six** hours for full-time appointment. Please note that in order to adhere to the employment contract, a GTA must have a minimum of **six** hours per fall or spring semester. There are no enrollment requirements for GTAs in the summer semester.

## **STUDENT RIGHTS & RESPONSIBILITIES**

Graduate students are responsible for informing themselves of Graduate School requirements as stated in the most recent issue of the Graduate School Catalog (<http://catalog.ku.edu/graduate-studies/>). They are also expected to be familiar with the regulations and requirements of their Graduate Divisions and departments and of their graduate programs. Members of the Graduate Faculty and of the staffs of the Graduate Divisions and Graduate School are ready to answer questions and offer counsel.

## **CHANGING FACULTY/THESIS ADVISOR**

The EALC policy for graduate students changing advisors is as follows:  
Shifts in intellectual interests and/or interpersonal challenges with an advisor may necessitate changes to a graduate student's program/thesis supervision. In such cases, students may request a change. However, they should not do so lightly since this decision may impact time to completion. Not agreeing with an advisor's feedback, for example, would not be considered an adequate reason. Students considering a change should meet with the DGS for guidance before going forward. It is important that all involved - student, current thesis director/faculty advisor, and new thesis director/faculty advisor - are aware of the situation, and that a mutually acceptable resolution results from the change. The student's preferences as to program/thesis supervision will be carefully considered. The final decision, however, rests with the DGS (or the Department Chair, see immediately below) and the Office of Graduate Affairs. Both the former and new director must be sent written notice of the change by the DGS and confirm receipt of this notice. In the case that the student's director is also DGS, it is the Department Chair who will guide the student through the process and officially inform all parties involved. If the student feels that support from outside of the Department is needed, the University Ombuds can be contacted here: <https://ombuds.ku.edu>

## **STUDENT GRIEVANCE PROCEDURE**

Pursuant to Article XIV of the University Senate Code and Articles V and VI of the University Senate Rules and Regulations of the University of Kansas, Lawrence, the Graduate School establishes the following procedures to hear the individual grievances of graduate students. A graduate student who believes himself or herself to be unfairly or unlawfully treated in an academic matter may present a grievance to the academic department or program chair. Each academic unit and all Graduate Divisions have established grievance policies and procedures. Appeals of a grievance heard at one of these levels is to the Judicial Board. These procedures shall not be used to hear disputes assigned to other hearing bodies under USSR Article VI, Section 4.

## **GRADUATE STUDENT ORGANIZATION (GSO)**

Graduate students are encouraged to organize themselves and provide input in departmental affairs. The following are the policies for such input (as of 10/07):

If there is an active graduate student organization (GSO) in the department, it will be responsible for annually electing, through secret ballot, a single representative.

The graduate student representative can be either self-nominated or nominated by other graduate students.

The representative should take an impartial stance in representing the best interests of the graduate student body by communicating with the graduate student body.

The graduate student representative may sit in on faculty meetings and provide input, if and only if that input has been discussed with the majority of graduate students and represents the interests/concerns of the graduate students as a whole.

The graduate student representative is responsible for communicating concerns/ requests for opinions from the faculty to the GSO when the faculty expresses that desire.

The graduate student should act as a medium to present the concerns and interests of the entire graduate student body in the department.

The representative should be responsible for holding meetings and/or discussions with the graduate student body in order to represent the interests of the student body as a whole.

The GSO may at any time replace the graduate student representative if there is concern about integrity, misrepresentation, or misconduct.

In matters related to hiring and tenure and other such committees, faculty may select a graduate student to represent graduate student interests on appropriate committees. If there is no active GSO in the department, then before a decision is made regarding hiring or tenure, the relevant committee must solicit written feedback from the graduate students of the department by circulating a questionnaire. The results of that survey must be considered by the committee before making a decision. However in no case may a graduate student vote on the final selection of a candidate being considered for hire in EALC.

### **GOOD RESEARCH PRACTICES**

Research is a major focus of graduate education. A key part of good research practices involves ethics and “responsible conduct for research” (RCR). Working in collaboration with the KU Center for Research, KU’s graduate ethics program focuses on curriculum reform, as well as faculty, staff, student, and administrator training on issues pertaining to ethical conduct of research and scholarship. For more information, go to [http://research.ku.edu/research\\_integrity\\_office\\_research\\_graduate\\_studies\\_university\\_kansas](http://research.ku.edu/research_integrity_office_research_graduate_studies_university_kansas) or contact the Office of Research Integrity at [researchintegrity@ku.edu](mailto:researchintegrity@ku.edu).

A sampling of EALC courses involving research training:

EALC 518 Modern Chinese Literature in Translation EALC 519 Contemporary Chinese Literature in Translation EALC 530 Chinese Culture  
CHIN 542 Introduction to Classical Chinese CHIN 544 Readings in Classical Chinese EALC 580 Popular Cultures of East Asia  
EALC 590 Gender and Society in Modern China EALC 590 Chinese Popular Culture  
EALC590 Contemporary Japanese Literature 1945-2000 EALC 590/790 Modern Korean Culture and Society EALC 615 Ancient China  
EALC 618 Sexual Politics in Dynastic China  
EALC 620 Daily Life in China from the Opium War to the Present EALC 712 Readings in Traditional Japanese Literature  
EALC716 Modern Japanese Literature in Translation  
EALC 717 Contemporary Japanese Literature in Translation

## WRITING A THESIS

For students electing the Thesis Option, the thesis is the culmination of your studies in EALC at K.U. The thesis is a study of approximately 60 to 100 pages (it can be longer) on a topic that you research under the supervision of an advisor at K.U. The advisor need not be a member of EALC, but may be (and commonly is) someone from another department who is a specialist in East Asia. The Director of Graduate Studies can help direct you toward a thesis advisor and will continue to track your progress with the thesis advisor as you develop your thesis.

Timing is essential in preparing your thesis. By the end of the first year you should know who your thesis advisor will be and, ideally, have decided upon a topic for your thesis. You should also discuss your questions and ideas with the EALC Director of Graduate Studies at the same time that you discuss anything with a potential adviser. The DGS can help you with deciding upon an adviser and must be kept informed of your progress. Your advisor should be consulted when selecting courses, selecting a topic, advising on potential committee members, and, of course, is the most important person when it comes to guidance on the writing of your thesis.

How to write a thesis? It is important that you make yourself aware of the basic expectations for an M.A. thesis, such as its structure, methodology, format, and so forth. An easy way to begin is to look at the theses of former M.A. students, which should remind you that the document you produce will be a public one. Others will see it and some may even cite it to conduct their own research.

After deciding upon a topic, you must collect materials and digest them in time to start writing at least four to six months before you actually hand in the thesis. For example, if you plan to graduate in May, you should plan to finish your entire first draft by March (though timing also depends on your individual advisor). Expect **revision** to be a major part of your writing. The advisor will return portions of the thesis to you for revision, usually several times. When the advisor judges that your thesis is ready, he or she will share it with the other two members of your thesis committee. You will then schedule an oral defense. To do so, you must give the department three weeks advance notice. See below for steps toward applying for the degree.

Remember that 1) collecting information is one thing, taking that information and writing about it is another, and 2) writing involves three important components: creating an outline, writing the first draft according to that outline, and then revising, revising, and revising.

You are responsible for informing yourself about thesis format (including type of paper and binding) and the official school formalities (including deadlines) for thesis submission. Please use the College Office of Graduate Affairs [Master's Degree Completion Checklist](#) as a guide through the final stages of degree completion.



## **AFTER GRADUATION**

We can help you envision a future after graduation based on what our alumni are currently doing, but ultimately you must make that step on your own. However, keep in mind that your instructors at K.U. perform the extremely important service of writing **letters of recommendation** for you. They are willing and happy to do so. Do not feel awkward about asking for a letter of recommendation, especially if you have cultivated an active and constructive relationship with the professors who will write for you.

Note that, if you are planning to apply for Ph.D. programs, those applications are often due in December and usually expect a polished writing sample. Be sure to discuss these applications with your faculty/thesis advisor well in advance, i.e. several months before the earliest application deadline.

This section contains information on requirements and policies of the Office of Graduate Studies and the College of Liberal Arts & Sciences, both hereafter referred to as “the University”. It is not a complete list of all policies pertaining to graduate students. Only those policies that *most commonly* affect graduate students are included.

Policies are described in general terms and are intended to help students understand what is expected. They do not reflect the exact language of the official policy and should not be confused with official policy. Specific information and restrictions as well as links to relevant forms may be accessed by clicking on the policy headings. Links to the official policies in the KU policy library are found at the bottom of each policy description. Students are accountable to and should familiarize themselves with the University's official policies.

## UNIVERSITY DEGREE REQUIREMENTS & POLICIES

This section contains information on requirements and policies of the Office of Graduate Studies and the College of Liberal Arts & Sciences, both hereafter referred to as “the University”. It is not a complete list of all policies pertaining to graduate students. Only those policies that *most commonly* affect graduate students are included.

Policies are described in general terms and are intended to help students understand what is expected. They do not reflect the exact language of the official policy and should not be confused with official policy. Specific information and restrictions as well as links to relevant forms may be accessed by clicking on the policy headings. Links to the official policies in the KU policy library are found at the bottom of each policy description. Students are accountable to and should familiarize themselves with the University's official policies.

## GENERAL POLICIES

The following University policies apply to ALL graduate students regardless of degree, program, or department. These are minimum general requirements. Your department or program may have more restrictive policies in any of these areas.

### Admissions

Degree or non-degree seeking applicants must have a bachelor’s degree (as evidence by an official transcript from the institution the degree was obtained) and a minimum GPA of 3.0 in the most recent degree that was obtained.

Students\* not meeting these requirements *may* be admitted provisionally upon recommendation by the department; however, restrictions on certain type of funding, including GTA/GRA/GA funding, apply to students on provisional admission status. Students should consult the program admissions advisor or Director of Graduate Study (DGS) on their eligibility for funding with admission.

\*By Federal regulation, International students seeking F-1 status must meet the standards of Regular Admission. Provisional admission is not sufficient to issue the Form I-20.

### Related Policies and Forms:

- [Admission to Graduate Study](#)

### English Proficiency Requirements

The University requires all applicants, international or domestic, to demonstrate English proficiency for admission to any graduate program at KU. There are three ways to prove English proficiency:

- Declaration of native speaker status on the online application for graduate study.
- Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English-medium U.S. college or university or a college or university with instruction conducted only in English. Degrees earned online may not be used to verify English proficiency. Note: this option is not sufficient for employment as a Graduate Teaching Assistant.
- Official scores from an English proficiency standardized test (e.g. TOEFL, IELTS-Academic, or PTE), sent by the testing agency to the University of Kansas. Official scores must be less than two years old. Applicants that do not meet the minimum scores should review the English Proficiency Chart, provided via the link above, for information about provisional admission and petition processes based on exceptional circumstances

### Related Policies and Forms:

- [English Proficiency Requirements for Admission to Graduate Study](#)
- [Spoken English Language Competency of Faculty and Graduate Teaching Assistants, Kansas Board of Regents Policy](#)
- [Graduate Credit](#)

### Enrollment

For graduate students in the College, advising on enrollment and course selection take place at the department level. While units within the College may define full-time enrollment more stringently, the University defines it as follows:

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;

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;

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

While these are KU's definitions of full-time enrollment, other institutions may have different definitions. Be sure to consult with your financial aid and/or health insurance providers before making enrollment decisions.

**Student not enrolled by 11:59pm the day before the first day of classes will be assessed a late enrollment fee. The University Registrar then deactivates the KU ID of any not enrolled by the last Friday in October (for Fall) or last Friday in April (for Spring).**

Students who wish to leave their graduate program should inform the department of such plans in writing so that a Voluntary Discontinue form may be submitted on their behalf.

Deadlines for adding, changing, dropping, or withdrawing from courses entirely, as well any fines associated with the change, are set by the University. **Deadlines vary from year to year. Students should carefully review the current [Academic Calendar](#).**

The College Office of Graduate Affairs' (COGA) website has a very useful [Enrollment Changes Guide](#), which provides comprehensive guidance on the forms and endorsements required for different enrollment situations, including late enrollment changes after the published deadlines.

You may also wish to consult the Registrar's page on [Effects of Dropping or Withdrawing on your Transcript](#).

### Related Policies:

- [Discontinued Enrollment](#)

- [Enrollment](#)
- [Enrollment Status](#)
- [Enrollment Regulations](#) (CLAS)
- [Full-time Enrollment for Graduate Students](#)
- [Graduate Coursework Expiration Dates](#)
- [Master's Enrollment Requirements](#)

### Graduate Credit (Including Transfer Credit)

The Office of Graduate Studies [policy](#) on Graduate [Credit](#) defines KU's conditions for the following:

- Definition of graduate credit for the purposes of a course "counting" towards a graduate degree or graduate certificate at KU;
- Transfer of graduate credit to KU from an outside institution;
- Reduction in the required number of graduate hours for Master's students;
- Counting credit hours taken as non-degree seeking student towards a later graduate degree at KU;
- Counting credit hours taken as a certificate seeking student toward another graduate degree.

### Transfer Credit

The transfer credit option allows master's students to count graduate-level coursework completed at another institution toward their KU degree. Restrictions apply to what non-KU graduate courses and the number of credit hours that can be counted toward a KU master's degree, so students should carefully review the information provided in the link above and the related policies below, as well as consulting with their DGS. In all cases, transfer credit must first be approved at the department or program level. To begin the transfer process, students should consult with their DGS to submit the required transfer materials. These include a transcript reflecting the courses to be transferred and descriptions and/or syllabi for the courses in question.

### Reduced Credit Hour Degree

KU policy defines 30 hours as the minimum for master's degrees. Departments may petition for a reduced hour degree Master's degree for individual students in cases where they may provide evidence that the student entered the program especially well-prepared to complete a graduate-level degree and the student is able to maintain a superior grade point average. A reduction in hours is distinct from a transfer of credit and is reserved for those students in that they may in some cases be based on coursework that was already used to fulfill requirements towards a completed degree, some non-coursework (e.g. internships, study abroad), and there are no modifications on the transcript.

Restrictions apply to the number of credit hours that can be reduced for a master's degree, so students should carefully review the information provided in the link above and the related policies below.

In all cases, a reduction in hours must first be approved at the department or program level, so to begin the process for approval, students should consult with their DGS. Students must also provide documentation of the coursework or experience being used to justify the reduced hours (e.g. transcripts, program descriptions).

### Count Toward Degree

The [Count Toward Degree form](#) is an Office of the Registrar Form that allows graduate credit hours taken at KU as a non-degree seeking student to count towards a later degree at KU.

As with transfer credit and reduced hour degrees, restrictions apply, so students should carefully review the information in the link above and the related policies below, and consult with their DGS.

**Related Policies:**

- [Graduate Credit](#)
- [Count Toward Degree Form](#)
- [Co-enrollment](#)
- [MA and MS Degrees](#) (on Reduced Hour Master's Degree)

### Credit/No Credit

The University supports and encourages interdisciplinary study, which may include graduate students enrolling in coursework at the graduate level that is outside of their primary discipline. The [Credit/No Credit \(CR/NC\)](#) is an option for graduate students who are taking a course that is not required for their degree or certificate and who do not wish to have the course grade reflected in their overall graduate GPA. Rather than a grade appearing on the transcript, the student receives a designation of CR or NC, which does not factor in the GPA.

**No course graded CR/NC will count toward the satisfaction of any graduate degree or certificate requirement.**

Students make the CR/NC election via the Registrar's CR/NC [online request](#) form. Elections and changes to elections can only be made during the specific CR/NC period. For regular semester courses, this period begins after the last day to add a class and extends for approximately two weeks. Exact dates may be found on the current KU [Academic Calendar](#). Please keep in mind, short courses may have [alternate dates](#).

The student should consult with their own program advisor about the appropriateness of the course prior to enrolling. In cases where CR/NC is elected, the course instructor is not informed of the election unless the student chooses to share this information.

Additional restrictions apply. Students should carefully review the information in the link above.

**Related Policies and Forms:**

- [University Senate Rules and Regulations \(USRR\), Section 2.2.7](#)

### Probation & Dismissal

Probation is an academic status that can be assigned if graduate student is not making [satisfactory progress](#) toward completing their degree. The department initiates the probation process and will inform the student why they are not making satisfactory progress, what they must do to return to good standing, and the deadline for doing so.

**Students are most commonly placed on probation if their graduate cumulative [GPA](#) drops below a B average (3.0 on a 4.0 scale).** In these cases, probation occurs automatically and is reflected on the student's record for the semester following the semester in which the student's GPA drops below 3.0. If the student's overall graduate average is raised to 3.0 by the end of the probationary semester, the student will be automatically returned to good academic standing.

Students may also be placed on probation by their departments for other reasons that constituting a

failure to make satisfactory progress towards degree. These may include, but are not limited to; failure to make adequate progress on a thesis or dissertation, unacceptable academic performance on program components outside of coursework (e.g. exams), an unsatisfactory result in their department's annual evaluation, or as a result of going beyond their official time to degree. Students should carefully review the [Good Academic Standing policy](#) for graduate students at KU for more information on what constitutes making satisfactory academic progress.

Individual programs may also have additional measures of progress. Students should also consult the Annual Review section of their department graduate handbook and with their program advisor for more information.

If a student is unable to raise their GPA or otherwise meet departmental expectations for adequate academic progress by the end of the probationary period, they may be dismissed from the graduate program. Once dismissed, a student will no longer be able to be enrolled in coursework and cannot complete the degree. Students dismissed from any College graduate program may not be admitted to any other graduate programs in the College. **A student on probation or facing dismissal should discuss their status with their advisor.**

**Related Policies:**

- [Academic Probation](#)
- [Dismissed Enrollment](#)
- [Probation and Dismissal \(CLAS\)](#)
- [Good Academic Standing policy](#)

## Grading

The Office of Graduate Studies' [Grading policy](#) governs requirements for the grading of graduate students above those described in [Article II](#) of the University Senate Rules and Regulations. Additionally, individual schools, departments, or programs may have grading policies that are more stringent than those of Graduate Studies. Students should review the [College-specific grading information](#) and consult their adviser and the departmental section of this handbook for additional information that may affect them.

At minimum, for all graduate students at KU, at least a B average is required on course work counted toward any of the master's degrees at KU, and only courses graded A, B, or C (excluding C-) may be counted. Course work counted toward a doctorate, including that for a master's degree if obtained at KU, should average better than a B.

Additional information pertaining to graduate grading can be found on COGA's pages for [Retroactive Withdrawal](#), [Incomplete Grades](#), and [Graduate GPA](#). The Registrar's Office's also offers information on the [Credit/No Credit](#) option.

**Related Policies:**

- [University Senate Rules & Regulations](#)
- [Grading](#)
- [Academic Probation](#)
- [Dismissed Enrollment](#)
- [Probation and Dismissal \(CLAS\)](#)

## Time limits

The University expects that master's degree should typically be completed in two (2) years of full-time study.

Students who anticipate exceeding these targets should review the information in the link above and in the policies below, as well as consult with their program advisor to create a [timeline for degree completion](#). In order to support this process, COGA offers departments and students a [Mentoring Agreement Template](#) to use and/or adapt to their own needs. The template may be used with students in danger of going beyond the program's expected time limits, or simply as an advising tool for all their students. It is especially useful for students in the dissertation or thesis phase.

### Related Policies and Forms:

- [Master's Degree Program Time Constraints](#)
- [Graduate Degree Completion Agreement](#) (PDF)
- [Mentoring Agreement Template](#) (Doc)

## Leaves of Absence

In exceptional 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) it may be necessary for graduate students to take a break from their program temporarily, without having to withdraw entirely from the program. An approved [leave of absence](#) allows a student to take a temporary break from enrolling in graduate coursework while remaining in good standing with the University and the department and while "stopping the clock" on their time to degree.

Requesting a Leave of Absence is done via a University petition. University petitions must first be approved and supported at the program level, so students wishing to initiate the petition process should first consult with their Director of Graduate Studies and review their department's internal petition procedures. Units or the Director of Graduate Study may request documentation to support the student's need for a leave of absence; however, the only document that COGA requires for the petition is the Leave of Absence Petition form, linked below.

Students on Leave of Absence are automatically reactivated after their leave is over and are eligible to enroll for their intended semester back during the normal enrollment periods. See the KU [Academic Calendar](#) for exact dates that enrollment begins.

If at any time plans change and a student wishes to return and enroll before leave was supposed to end they may contact their department to be reactivated early.

### Related Policies and Forms:

- [Leaves of Absence](#)
- [CLAS Leave of Absence Petition Form](#) (PDF)

## Exam Committee Composition

### Master's committees

Master's [committees](#) are composed of at least three (3) voting members and must adhere to the following requirements:

1. Two committee members must be tenured/tenure-track faculty holding regular graduate faculty or dissertation status and be members of the candidate's department/program
2. One member may hold any graduate faculty status, including regular, dissertation, or special



status. This third member can be, but need not be, a member of the candidate's department/program.

3. For approved professional master's degree programs (listed in exclusions and special circumstances), the committee may be composed as described above, or any number of the committee members may be professors of the practice in the department/program.

Substitutions of the committee chair (and/or co-chair) are prohibited after the committee has been approved by the graduate affairs division of the school/college. If a committee chair (and/or co-chair) needs to be replaced, the revised committee must be approved by the school/college two weeks in advance of the exam.

Substitutions of the committee members are permitted as long as the new members hold regular or dissertation graduate faculty status. Special members can be added after the committee has been approved by the graduate affairs division of the school/college, but these additions must be approved by the school/college no later than two weeks in advance of the exam.

## **GRADUATION REQUIREMENTS**

In addition to all program requirements, students [planning to graduate](#) must complete all University graduation requirements **prior to the published Graduation Deadline** in a given semester. Students should consult the current [Academic Calendar](#) for the published Graduation Deadline, which varies by semester.

COGA's graduation checklists contain a comprehensive list of all University requirements for graduation and should be used by every graduating master's student in the College:

### **[M.A. DEGREE GRADUATION CHECKLIST](#)**

Submission of the final draft of the thesis or dissertation is done electronically (if applicable). Students must comply with all University requirements for [formatting](#) and [electronic submission](#) of the thesis. There is no University requirement that students provide a bound or printed copy of the draft.

Students who have concerns or questions about fulfillment of graduation requirements may arrange for a Graduation Appointment with the [College Office of Graduate Affairs](#) (COGA) following the defense or final exam and in advance of the applicable Application for Graduation deadline. While this appointment is not a requirement, it can be useful to review all degree requirements with a COGA staff member, verify that the Application for Graduation and Thesis submissions have been completed (if applicable), and receive guidance on any pending items.

## **GRADUATE CERTIFICATE REQUIREMENTS**

The University offers a variety of [Approved Graduate Certificate Programs](#) to encourage current graduate students to pursue interdisciplinary study. Certificate programs also provide an option for a coherent course of advanced study for those not ready to commit to a full degree program. There are certain restrictions on the timing of admissions to a Graduate Certificate program and the granting of credit for courses completed. Students whose interests or career goals may be served by a Graduate Certificate should familiarize themselves with the University's policies relating to Certificate programs (found below) early in their graduate career, in addition to individual certificate program requirements.

### **Related Policies and Forms:**

- [Graduate Certificate Programs: Eligibility and Admission Criteria](#)
- [Policies & Procedures for Graduate Certificate Programs](#)