

University of Kansas



Department of Classics *GRADUATE PROGRAM HANDBOOK*



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This manual provides information concerning the graduate program of the Department of Classics. It refers in a number of cases to Graduate Studies guidelines, but does not summarize all regulations applicable to graduate students at the University of Kansas. Please refer as well to the [Graduate Studies section of the KU Academic Catalog](#) for official information and requirements.

GRADUATE PROGRAM IN CLASSICS

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Graduate Studies website: <http://www.graduate.ku.edu/>

ADMISSION TO GRADUATE STUDY IN CLASSICS

Applicants to the program should complete and submit the KU [Application for Graduate Study](#) and required supplemental documents online.

Prerequisites

In addition to the general [admission requirements](#) from the KU Office of Graduate Studies, a B.A. in classics or another field in the humanities is required. For admission to the graduate program, the entering student should have 15 junior/senior credits in Latin and/or Greek. Junior/senior credits are defined as third semester of study and above for Greek, fourth semester and above for Latin.

Students who are slightly deficient in the stated prerequisites may be admitted provisionally or may apply as non-degree seeking (NDS) students. Incoming students are also encouraged to complete coursework in the history, archaeology, and philosophy of ancient Greece and Rome before entering the program.

Required Supplemental Documents

The following documents should be prepared in advance and uploaded with the online application:

- Application form, submitted on-line through the Office of Graduate Admissions
- A statement of purpose
- Current Curriculum Vitae or Résumé
- A writing sample (25 page maximum)
- Three letters of recommendation. (Letters are submitted on-line. Enter letter writers' information in on-line application.)
- Official transcript(s) of all previous academic work (both undergraduate and post-baccalaureate). Transcripts in languages other than English must be translated into English by an accredited translation service;
- Results of the Graduate Record Examination (GRE) are strongly recommended, and required if applicant wishes to be considered for university-level scholarships.

English Language Proficiency Requirement

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 in the United Kingdom, Australia, New Zealand, Ireland, English-speaking province of Canada, or an English-speaking Caribbean country, with instruction conducted 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 who 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.

For further information regarding the program or the application process, please contact Cari Ann Kreienhop, Graduate Academic Advisor, ckreienhop@ku.edu, 785-864-3665.

All supporting documentation for the application should be uploaded to the online application, with the exception of official test scores (GRE, TOEFL, etc.) and official transcripts, which should be sent directly from the granting institution to:

Graduate Admissions 313
Strong Hall
1450 Jayhawk Blvd.
Lawrence KS 66045-7535

- OR -

gapc@ku.edu

MASTER OF ARTS IN CLASSICS

The Department of Classics offers advanced coursework in the ancient civilizations of Greece and Rome. Students are expected to study the classical languages (Greek and Latin) and literatures as well as the art and archaeological remains of the Greek and Roman worlds. Students entering with the recommended preparation can complete the M.A. program in four semesters.

The Department offers three tracks toward the M.A. in Classics: one with an emphasis on Classical Languages, one with an emphasis on Classical Art & Archaeology, and a Combined B.A./M.A. in Classics. All three degree programs include both a thesis and a non-thesis option.

DEGREE REQUIREMENTS

Coursework

Students may select their 30 hours from graduate courses in Greek, Latin, and Classics, as well as certain courses in philosophy, history, art history, and linguistics that have been approved by the Department. Students with no undergraduate preparation in Greek and/or Roman art and/or archaeology must successfully complete a course in that area of study at some point in their graduate career. Credit earned in this course, if taken at the graduate level at KU, may be applied toward the program.

Thesis Option Enrollment: Students who elect to write an M.A. thesis must complete at least 24 hours of graduate-level courses, in addition to 6 hours of Thesis (LAT 899, GRK 899, CLSX 899). Each student shall select, with the approval of the graduate faculty of the Department, a thesis committee of three members, at least two of whom, including the committee chair, must be members of the Classics Department. Students typically choose a chair for their thesis at the end of the second semester in the program, and begin research during the following summer. The thesis advisor will develop a schedule of writing to ensure timely completion. Those who are considering applying to Ph.D. programs in Classics or related subjects are strongly encouraged to have a writing sample from their thesis completed in time for fall semester application deadlines. Students are expected to file their approved thesis in the spring of their fourth semester.

Non-thesis Option Enrollment: The student selecting the non-thesis option must complete 30 hours of courses at the graduate level. In two of these courses the student must prepare research papers that meet the approval of the appropriate instructors and the Director of Graduate Studies. These papers will be placed on file in the Department office.

Four-Semester Cycle of Courses

Headings indicate areas from which instructors may draw material for author or genre courses. Author listings are representative, not exclusive.

Greek

- Epic and Lyric Poetry: From Homer to the Hellenistic poets
- Drama: Aeschylus, Sophocles, Euripides, Aristophanes
- History and Oratory: Herodotus, Thucydides, Xenophon, Attic Orators
- Philosophy: Pre-Socratics, Plato, Xenophon, Aristotle

Latin

- Epic Poetry: Lucretius, Ovid, Vergil, post-Augustan epic poets
- Lyric and Elegy: Catullus, Horace, Tibullus, Propertius, Ovid
- History, Oratory, Philosophy: Caesar, Sallust, Cicero, Livy, Seneca, Tacitus, Augustine, Boethius
- Drama, Satire, and Novel: Plautus, Terence, Horace, Petronius, Seneca, Juvenal, Apuleius

Research Skills

For a research skill, the student must demonstrate a reading knowledge of German, French, or Italian before receiving the M.A. This requirement may be met in one of the following ways:

- (a) Two years of undergraduate study;
- (b) completion of French 100, Italian 100, or German 101 with a grade of 'B' or better;
- (c) an examination administered by the Director of Graduate Studies, consisting of a passage on a classical topic written in the target language (examinees have one hour to translate 500 words with a dictionary, or 350 without).

M.A. Examinations

- (a) Upon the recommendation of the Admissions Committee, incoming graduate students may be required to complete a diagnostic reading examination in Greek and/or Latin. Students planning to take graduate-level courses in both languages may be tested in both languages. Students with no undergraduate preparation in Greek and/or Roman history may take a diagnostic exam in whichever area(s) they are deficient. Alternatively, students will have the option of either completing appropriate coursework at the graduate or undergraduate level, or passing an examination prepared by a member of the Classics Department.
- (b) All students must write a final translation examination prepared by a committee of three members of the graduate faculty, at least two of whom, including the committee chair, must be members of the Classics Department. The members of the examination committee will be selected by the student, with the approval of the graduate faculty of the Department, and the examination will be prepared by the committee in consultation with the student.

One portion of this examination will be drawn from material read in graduate classes and/or as selected by the candidate. The student will present a reading list of no less than 400 pages, according to pagination in the Oxford Classical Text or its equivalent. This will consist of 50-150 pages from at least four of the eight major areas of Greek and Latin literature that form the four-semester cycle of courses. The list must be approved by the candidate's chair and by the Director of Graduate Studies at least five weeks before the date scheduled for the examination. The first three sections of the exam will consist of material drawn from this list, while the fourth section will contain a sight passage from one of the remaining major genres of Greek or Latin literature selected by the student. Students are allowed three hours to complete a written translation; there is no oral component.

The exam is normally taken in the second year of enrollment in the program, and is administered either in the week before classes begin, or in approximately the tenth week, of the fall and winter terms. Unsuccessful exams may be re-taken once, in whole or in part, as determined by the student's committee in consultation with the Director of Graduate Studies.

M.A. DEGREE TRACKS

Classical Languages

The student may stress either Latin or Greek or a combination of both. Students who take only one of the ancient languages at the graduate level must present the equivalent of at least one year of elementary college-level in the other; this requirement may also be satisfied by passing a departmental examination.

Eighteen of the hours required for the M.A. must be in graduate coursework in Greek and/or Latin.

Art & Archaeology

This track is designed for students wishing to supplement advanced study in Greek and Latin with additional research in the material remains of the Greek and Roman worlds. As with the track in Classical Languages, the student may stress either Latin or Greek or a combination of both. Students who take only one of the ancient languages at the graduate level must present the equivalent of at least one year of elementary college-level in the other; this requirement may also be satisfied by passing a departmental examination.

Fifteen of the hours required for the M.A. must be in graduate coursework in Greek and/or Latin. Students writing a thesis in this track must enroll in CLSX 899.

Combined B.A./M.A. (for University of Kansas undergraduate students only)

This track allows high-achieving undergraduate majors in Classical Languages at the University of Kansas to move directly into the Master's degree in Classics, completing it within one year of completing the B.A.

Students take the same courses (and the same number of courses) as those required for the two degrees under the normal sequence, but in a more flexible configuration. For especially well prepared students with superior grade-point averages, the M.A. requires 24 graduate hours rather than 30. Students enroll as an undergraduate in six hours of 500-700 level courses that count toward the B.A. but are beyond those required for the Classical Languages major. All other requirements for the M.A. are the same as for other tracks: the principal focus remains ancient Greek and/or Latin (concluding with a comprehensive translation exam), and there remains a thesis and non-thesis option and required reading knowledge of a modern research language.

The shift of 6 credit hours from the M.A. to pre-requisites for the B.A. allows students greater flexibility and will ease the burden on their final year of study. More precisely, the flexibility allows faculty to advise students on a course of study that distributes courses across the 5 years of study in the most optimal way for language development.

In summary, students will successfully complete the M.A. in Classics from the University of Kansas if the following credit hour and Enroll & Pay career conditions are met:

1. A minimum of **24** hours at the 500+ level on the *graduate* program line.
2. A minimum of **6** hours at the 500+ level on the *undergraduate* program line beyond what is required of the Classics undergraduate major.

Students may be eligible to co-enroll in their final semester of undergraduate study. This should be discussed and planned during the junior year of undergraduate study.

The requirement that students in the program write an undergraduate honors thesis also provides preparation toward the M.A. thesis. Students who choose the non-thesis option are not required to write an undergraduate thesis.

UNIVERSITY DEGREE REQUIREMENTS

M.A students should also see the [University Degree Requirements & Policies section](#) of this document for general KU requirements for degree, including information on time limits, exam committees and graduation requirements.

TEACHING ASSISTANTSHIPS

Appointments and Stipend

The standard half-time (50% FTE) appointment entails teaching 10-12 hours of courses over the nine-month academic year. Stipends for the academic year 2018-2019 started at \$15,500. Those holding a .50 FTE assistantship benefit from a 100% remission of tuition and payment by the department of up to 3 hours of required campus fees.

M.A. students are eligible for a maximum of six semesters GTA funding support, providing both academic work and teaching are satisfactory. (M.A. students should complete a minimum of 15 credits per academic year.)

Graduate Teaching Assistants teach sections of beginning Latin or assist in CLSX 148. CLSX 148, the department's course on Greek and Roman Mythology, is taught in several formats: as a lecture course, an online course, and a hybrid/online course with weekly discussion sections. Occasionally, assistants may also teach Greek or intermediate Latin. All GTAs receive faculty supervision and support. GTAs enroll in .5 credits of Practicum in Teaching (either CLSX 790 or LAT 790) every semester in which they hold a graduate teaching appointment.

All offers of financial assistance are contingent on approval by the College and the University, and on the availability of funds from the state. The [Memorandum of Agreement](#) made between the University of Kansas and the Board of Regents with the Kansas Association of Public Employees (representing the Graduate Teaching Assistants) limits the duration of the GTA contracts and details other employment provisions of Graduate Teaching Assistant appointments.

Resources for GTAs

[GTA Memorandum of Agreement \(PDF\)](#)

[Office of Graduate Studies information on mandatory training](#)

[Full list of GTA/GRA Benefits](#)

[GTA/GRA Health Insurance Information](#)

[HR/Pay System for viewing paychecks](#)

GENERAL DEPARTMENT POLICIES & PROCESSES

Graduate Student Progress

Graduate students are required to discuss their progress and future enrollment plans with the Director of Graduate Studies each semester. General policies regarding sufficient enrollment and good academic standing are available in the University Policy Library or the College Office of Graduate Affairs (COGA) website.

Petitions

If a graduate student has compelling reason to seek exemption from program requirements or University policy, they may submit a petition to the graduate faculty.

Petitioners should write a letter, addressed to the graduate faculty, explaining the reasons why the student is seeking exemption from specific rules, as well as how the educational goals that the rules reflect will still be fulfilled. Where applicable, this petition should be accompanied by a letter of support from the student's advisor and/or the appropriate supporting materials. The letter should be sent to the Director of Graduate Studies (DGS). Depending on the nature of the petition, the DGS may rule on the petition, or refer the petition to the graduate faculty, which will convene to consider the petition.

The graduate faculty will issue a final decision if the policy being petitioned is a departmental requirement (e.g. a course requirement for degree).

In cases where the policy or requirement being petitioned is a University policy, the graduate faculty will decide simply whether to support the student's petition. If the faculty is in support, the department will submit a petition form to the College Office of Graduate Affairs accompanied by a letter of endorsement from the DGS and a letter of support from the student's thesis advisor, if applicable. The petition form specifies the supporting material needed for each kind of petition, (e.g. leave of absence, extension of time to degree). These materials must accompany the petition sent to COGA.

COGA will then consider the petition. Depending on the nature of the petition, the Office of Graduate Studies and/or the College Committee on Graduate Studies may also consider the petition before a ruling is made. Students may then expect an answer directly from the COGA office within 7-10 days. COGA's [petitions web page](#) provides additional information regarding University petitions, including supplemental documentation that may be required by the University. Additional information regarding the more common University petitions, such as Leave of Absence, enrollment requirements, and Time Limit Extensions may also be found in the University Policies & Degree requirements section of this document.

In cases where the graduate faculty declines to support a University petition, no paperwork may be submitted to COGA. COGA only accepts student petitions in cases where there is documented departmental support and when the petition itself is submitted by a representative of the department.

Students should always consult with the DGS prior to submitting a petition to the graduate faculty to ensure that a petition is necessary and that all the appropriate supporting documentation is accounted for.

Grievance Procedure

The Department of Classics advises that graduate students make an attempt to resolve issues, especially matters concerning grades, directly with the instructor or party involved, or with the department chair. If a grievance arises that cannot be resolved directly, or if the student does not feel comfortable attempting to resolve the issue with the department chair, the student should then follow the department's official grievance procedure, which has been approved by the University and may be found by following the link below:

[Department of Classics Grievance Procedure](#)

Policy on Switching Advisors

The Advisor's Role

An advisor is a member of the graduate faculty who oversees a student's general progress through the second year of the program, when the student takes comprehensive exams and may elect to write a thesis, and is a mentor to the student for the remainder of their time in the program. The DGS (Director of Graduate Studies) serves as advisor for all graduate students while they are in the first year of the program. At the end of the first year or beginning of the second year, the student identifies a member of the graduate faculty willing to serve as an advisor for the comprehensive exam and/or thesis. This faculty member will serve as the student's advisor for the remainder of the student's time in the program, unless a formal advisor switch is made.

Note: Since all students are advised initially by the DGS, this policy concerns a switch from one exam/thesis advisor to another, not the initial switch from DGS to exam/thesis advisor.

Reasons for Switching Advisors

Our graduate faculty strives to create and maintain an inclusive and supportive environment for our MA students. There are many reasons why one would consider switching advisors – for example, a shift in research interests, a change in an advisor's status at KU, or an unproductive working relationship. Students are encouraged to consider an advisor change when doing so feels critical for progress towards their degree, but are also cautioned to proceed professionally during this process, and, specifically, to maintain open communication whenever possible.

Procedure

A student who is considering an advisor switch should do the following:

- A. Meet with the DGS to discuss this issue and identify a suitable future advisor.

In cases where the DGS is the exam/thesis advisor, or where there is a conflict of interest that complicates the student's ability to bring this issue to the DGS, the student should identify another faculty member who can play this role.

- B. Contact the future advisor about availability.
- C. Notify the current advisor.

Note: The order of these steps will likely vary situationally. When necessary, the student can ask the DGS or other faculty member to communicate with the current or future advisor on their behalf.

Once a student has decided to proceed with the advisor switch, they will need to fill out the **Switching Advisor Form** (on back), obtaining the signature of both the new advisor and the DGS. In cases where the student opts to discontinue with their current advisor before being able to find a new advisor, the DGS will serve as the student's advisor in the interim.

During the semester in which the switching of advisors takes place, the DGS will oversee the grade assignment for the student's thesis hours (CLSX, GRK, or LAT 899), in consultation with the current and future advisor as relevant.

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.

[Admission](#)

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 in the United Kingdom, Australia, New Zealand, Ireland, English-speaking province of Canada, or an English-speaking Caribbean country, with instruction conducted 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 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. 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, 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](#)

Student Rights and Responsibilities

Graduate students are bound by the rules and regulations of the University of Kansas. Students should review the KU [Code of Student Rights and Responsibilities](#). When rules are violated and disciplinary action is necessary, the penalties imposed may include warning, probation, suspension, and expulsion.