

Updated 8_7_2017

Center for East Asian Studies

M.A. Graduate Student Handbook

Fall 2017

TABLE OF CONTENTS

I. Center for East Asian Studies Directory3

II. General Department Policies & Application Procedures4

 Admission4

 Application Deadlines.....5

 Foreign Language and Area Studies (FLAS).....5

 Application Materials & Procedures.....5

 Non-Native Speakers of English.....6

 Provisional Admission.....6

III. Master’s Degree Requirements.....6

 Concentrations6

 A. Contemporary East Asia7

 B. Foreign Affairs Studies (FASt)7

 Advising.....7

 Course Requirements7

 A. Core Course Requirements7

 B. Elective Requirements.....8

 C. Language

Requirements8

 M.A. Examination Requirements8

 Application for Degree & Graduation9

IV. Key Administrative Offices at KU9

 College Office of Graduate Affairs (COGA).....9

 Office of Graduate Studies.....10

 Graduate Admissions10

 Office of the Registrar (OUR)10

 Financial Aid.....10

 International Student Services (ISS).....10

V. Other Important Issues10

 Program Supervision.....10

 Student Rights and Responsibilities11

 Student Grievance Procedure.....11

The CEAS M.A. Graduate Student handbook is designed to supply students with basic information about the Master's Program in Contemporary East Asian Studies offered by the Center for East Asian Studies (CEAS) at the University of Kansas. Please use this handbook as a guide to familiarize yourself with curriculum, department and university policy, and campus resources available for you.

I. Center for East Asian Studies Directory

CEAS Director

- [Dr. So-Min Cheong](#)
210 Bailey Hall
785-864-3887
somin@ku.edu

Program oversight is provided by the CEAS M.A. Director, Graduate Advisors, and a graduate committee composed of CEAS faculty affiliates.

CEAS Graduate Committee

- Dr. Alfred Tak-Kei Ho
alfredho@ku.edu
- Dr. Maki Kaneko
makiuk@ku.edu
- Dr. Hyunjin Seo (Chair)
hseo@ku.edu

As a graduate student in Contemporary East Asian Studies, you will be assigned two people who will oversee different aspects of your degree progress:

- [Dr. Ayako Mizumura](#)
CEAS Assistant Director/M.A. Program Advisor
209 Bailey Hall
785-864-1478
mizu@ku.edu

Dr. Mizumura will be your primary advisor (Program Advisor) who handles all general academic questions relating to your study in the M.A. program and student affairs. She will provide all the support necessary for you to succeed in the graduate program.

- Clare Thoman
Graduate Advisor- College of Liberal Arts & Sciences
310 Bailey Hall
785-864-9814
clarethoman@ku.edu

Clare Thoman handles all 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. She is available to answer non-academic questions you have about the program.

II. General Department Policies & Application Procedures

The Center for East Asian Studies (CEAS) at KU is designated a National Resource Center for the study of East Asian languages and cultures by the Department of Education, and receives Title VI funds for educational and outreach activities. CEAS began to offer a M.A. in Contemporary East Asian Studies beginning with the 2014-2015 academic year.

Our M.A. program is an interdisciplinary degree focused on 20th and 21st century East Asia. This program provides students with:

1. In-depth interdisciplinary knowledge of a selected East Asian country (China, Korea, or Japan);
2. Broad knowledge of modern East Asia;
3. Social science research skills and methods appropriate to international area studies

Our superb East Asian faculty, many of whom have considerable experience living and researching in East Asia offers a wide range of course options across academic disciplines. As an East Asian research and educational resource center, we are committed to preparing students to develop expertise on their target country while also enhancing their regional knowledge and global perspectives.

Admission

To be considered for admission to the M.A. program in Contemporary East Asian Studies, student must meet all [University Policies and Degree Requirements for Admission](#).

In addition to the University Requirements for admission, the Center for East Asian Studies also has the following pre-requisites for graduate admission:

- B.A. or B.S. degree or the equivalent
- Minimum 3.0 grade-point average on a 4-point scale in their bachelor's degree
- Proficiency in an East Asian Language at either the second or third level, depending on the concentration.

Prospective students who do not meet these prerequisites may be admitted provisionally or on a probationary basis for a limited time until they clear their provisional or probationary status (see Provisional Admission).

Application Deadlines

For Domestic Students: To apply for admission into the M.A. program, please submit all materials no later than June 1 for fall admission, November 1 for spring admission, and April 1 for summer admission.

For International Students: To apply for admission into the M.A. program, please submit all materials no later than May 1 for fall admission, October 1 for spring admission, and March 1 for summer admission.

Although **June 1/May 1** is the final deadline for submitting an application for a fall semester start, our graduate committee will complete a first round review of applications on or before April 1. To ensure that your application is included for first priority consideration, please ensure that all materials are received no later than **March 15**.

Students are encouraged to apply for the fall semester admission. However, it may be possible for students to begin the program in the spring or summer semesters. Please contact the Assistant Director, Dr. Ayako Mizumura at mizu@ku.edu to discuss this option.

[Application Materials & Procedures](#)

Applicants to our program should complete the [KU Application for Graduate Study](#). An application fee of \$65 for domestic, \$86 for international students must accompany your application.

Please be aware that the following items will need to be prepared in advance and uploaded with the online application:

- A two-page statement of purpose explaining your educational and academic objectives.
- Three letters of recommendation, each accompanied by the [Graduate Letter of Recommendation Form](#).
- International students must submit official scores from an English proficiency standardized test scores (e.g. TOEFL, IELTS-Academic, or PTE) taken within the past two years. Official scores must be sent by the testing agency to the KU.
- A writing sample that demonstrates your writing skills and basic research capacity
- A current C.V. or resume
- One Official Transcript for all post-secondary education. Although there is an option for uploading unofficial transcripts to the online application, an official transcript should also be sent directly from those previous institutions to KU via email: GAPC@ku.edu or mail: Graduate Admissions, 1450 Jayhawk Blvd., Strong Hall 313, Lawrence, KS 66045

Please Note: Though the Graduate Record Examination (GRE) is not required for admission, it is recommended. KU Code: 6871.

Questions regarding the application procedure should be directed to the Graduate Advisor, Clare Thoman.

[Non-Native Speakers of English](#)

The Office of Graduate Studies requires applicants, international or domestic, whose native language is not English to demonstrate English proficiency. Please review the Graduate Studies' [Policy on English Proficiency Requirements for Admission](#) for more information regarding University requirements for providing proof of English proficiency.

Provisional Admission

On rare occasions, the Center may recommend an applicant who does not meet the University's minimum requirements for provisional admission. This may occur, for example, if a student's overall undergraduate GPA is deficient but the major GPA and writing sample suggest strong potential for success in graduate study. All recommendations for provisional admission are contingent on approval by the College and University.

To continue in the program, students admitted provisionally must meet any additional requirements placed on them upon admission by the CEAS M.A. Committee.

Foreign Language and Area Studies (FLAS)

Applicants to the CEAS M.A. program as well as M.A. students currently enrolled in courses are strongly encouraged to apply for a Foreign Language and Area Studies (FLAS) fellowships provided by the U.S. Department of Education through the Center for East Asian Studies. Students must be U.S. Citizens or Permanent Residents to be eligible. CEAS FLAS awards are available for Chinese, Japanese, Korean, Tibetan or Uyghur and availability is contingent on federal funding.

Applications are solicited from all graduate students studying East Asian languages and area studies, not just students in the CEAS M.A. program. Academic Year FLAS awards provide up to \$18,000 for tuition and a \$15,000 stipend for living expenses. Summer FLAS awards provide up to \$5,000 for tuition and a stipend of \$2,500 for living expenses. Summer funds can be used to study an intensive summer language course abroad or domestically.

The application deadline for the 2017-2018 will be in mid February 2017. For application and deadline information, please visit [FLAS website](#).

III. Master's Degree Requirements

All candidates for the M.A. degree in Contemporary East Asian Studies are required to complete 30 semester hours of graduate credits, including an introductory course, a social science research methods course, and a research seminar, at a satisfactory level, and students must also demonstrate proficiency in an East Asian Language at either the second or third level, depending on the concentration: A) Contemporary East Asia B) Foreign Affairs Studies (FASt): Contemporary East Asia in Global Context.

Concentrations

1. Contemporary East Asia

A conventional M.A. program usually completed in 18 months to two years, depending on prior language training. Students selecting this concentration may or may not have previous language experience and seek a degree program that equips them with social science skills and area studies knowledge. Students must complete 30 semester hours of graduate credit including A) 3 required core courses, B) 7 elective courses and C) language requirement: level-3 proficiency (6

semesters). This concentration can be used either for professional advancement or as preparation for a doctoral degree.

2. Foreign Affairs Studies (FASt): Contemporary East Asia in Global Context

An accelerated (12-month) program designed for students with second-level (intermediate) language proficiency and substantial first-hand experience in East Asia. Students in this concentration seek to understand their country of concentration within a regional or global context. Students must fulfill A) 4 required core courses, B) 6 elective courses and C) language requirement: level-2 proficiency (4 semesters). This concentration is usually selected for professional advancement and designed for students who intend to complete the M.A. in a twelve month period. This accelerated program requires a \$2,000 additional fee per semester for the first three semesters.

Besides completing the required coursework, all students in both concentrations must prepare research papers and successfully pass oral defenses of the papers to the satisfaction of the M. A. examination committee.

[Advising](#)

Graduate students must see Dr. Mizumura, CEAS Program Advisor, each semester to update [Plans of Study](#) (available online). The Plan of Study helps students monitor their progress in coursework and prepare for the M. A. examination. Therefore, you must update your Plan of Study when significant changes have been made and submit revisions to the Program Advisor. The information will be kept in the student's file in the CEAS Program Advisor's office.

While the CEAS Program Advisor closely work with you throughout your graduate years, you need to select your academic advisor. Your academic advisor is likely to be your potential M.A. exam committee chair who shares academic and research interests with you. Students should start seeking their potential advisor as soon as they enter the program and ask a faculty member to serve as their advisor. We strongly suggest that students identify the potential advisor/committee chair by the end of the first semester. The faculty advisor will work closely with the student to develop a coherent plan of study, academic and professional goals. Student must meet with an advisor at least once a year to evaluate their course performance and timely progress toward the degree.

[Course Requirements](#)

1. Contemporary East Asia

Proficiency in an East Asian language is not required for admission to this program, but proficiency at the third level (advanced) is required for the degree. Credit earned in introductory and intermediate language courses will not count toward the 30 hours required. If such courses are taken after admission, they will add substantial time to the program.

In addition to language requirement, candidates in this concentration are required to complete 30 semester hours of graduate credit, including A) 3 required core courses and B) 7 elective courses.

A. Core Course Requirements

1. CEAS 704 Contemporary East Asia
2. CEAS 710 Interdisciplinary Research Methods for Global Contexts
3. CEAS 802 Research Seminar (may be offered in Summer)*

*Depending on student's graduation plan, GIST 898: Thesis Writing (offered in Spring) substitute for CEAS 802.

B. Elective Requirements

Students must fulfill 7 elective courses for the Contemporary East Asia Concentration. Electives must conform to the following specifications which apply to both concentrations:

- A minimum of three elective courses must be on the student's declared country of concentration (China, Korea, or Japan)
- A minimum of two elective courses on other East Asian countries
- At least four of these courses must be in the social sciences or business
- No more than three elective courses can be in a single discipline
- No more than two electives can focus on the pre-modern period (before 1900).
- Two advanced East Asian language courses can be included (500 or higher).
- A maximum of 3 hours of directed reading be counted toward the required 30 hours.

2. Foreign Affairs Studies (FASt): Contemporary East Asia in Global Context

Students selecting this concentration will enter the program with at least two years of college-level training in an East Asian language and have substantial first-hand experience in East Asia. Students in this concentration seek to understand their country of concentration within a regional or global context. Students must fulfill A) 4 required core courses and B) 6 elective courses.

A. Core Course Requirements

1. CEAS 704 Contemporary East Asia
2. CEAS 710 Interdisciplinary Research Methods for Global Contexts
2. GIST 701 Approaches to International Studies
4. CEAS 802 Research Seminar (may be offered in Summer)*

*Depending on student's graduation plan, GIST 898: Thesis Writing (offered in Spring) substitute for CEAS 802.

B. Elective Requirements

Students must fulfill 6 elective courses for the Contemporary East Asia Concentration. Electives must conform to the following specifications which apply to both concentrations:

- A minimum of three elective courses must be on the student's declared country of concentration (China, Korea, or Japan)
- A minimum of two elective courses on other East Asian countries
- At least four of these courses must be in the social sciences or business
- No more than three elective courses can be in a single discipline
- No more than two electives can focus on the pre-modern period (before 1900).
- Two advanced East Asian language courses can be included (500 or higher).
- A maximum of 3 hours of directed reading be counted toward the required 30 hours.

If students have taken East Asian languages not at KU but elsewhere, they should take a language placement test to evaluate their language proficiency levels. The placement exam is available online for Chinese, Japanese and Korean languages at <https://dept.ku.edu/~langexam/login>. For all other East Asian languages, contact Dr. Mizumura. There is no fee for the placement exam, and it may be taken at any time of the year. In order to take the test, you must have your KU online ID. You will be given a preliminary placement at the end of the exam. Students should contact Dr. Mizumura and discuss the exam results to determine if they have satisfied the language requirement.

M. A. Examination Requirements

Along with completing required coursework and meeting the language requirement, students must prepare a research paper and successfully pass an oral defense of that paper to the satisfaction of an M.A. examination committee. The purpose of the M.A. research paper requirement is to train students in writing, conceptualization, research, and presentation of the subjects in their area of specialization in social science.

Students are expected to select their best paper from their elective courses and develop it into a M.A. research paper for the oral examination. Once you select your paper, talk to the professor of the course you wrote the paper for and ask if he/she is willing to serve as your exam chair. If he/she agrees, from this point, you will work with your exam chair to revise your paper. Students are advised to write a 35 to 40- page research paper according to the style and format used in the social sciences. You should start revising your paper as soon as you select your exam committee chair and complete your paper during the semester when you are taking CEAS802/GIST 989. If you decide not to use one of your papers written for an elective course, you should use CEAS 802/GIST 989 to write a paper for the oral examination. In this case, you should find a content advisor for your paper and ask him/her to serve as your exam chair.

Format and Structure of Paper

Most papers written in the social sciences follow the similar basic structure and use American Psychological Association (APA) style. However, this guideline may be modified, depending on the advice of your exam chair.

Organization of Paper

1. Introduction
2. Literature Review
3. Methodology

4. Results
5. Discussion
6. Conclusion
7. References
8. Appendices (if needed)

<https://www.una.edu/writingcenter/docs/Writing-Resources/Writing%20in%20the%20Social%20Science%20Format.pdf>

Find your academic advisor/exam chair

The CEAS MA program is interdisciplinary program in which faculty members come from various departments such as political science, sociology, anthropology, and history. Students become familiar with [CEAS core faculty](#) and seek out faculty who share similar academic and research interests. Students should start seeking their potential advisor as soon as they enter the program and ask a faculty member to serve as their advisor. Your academic advisor is likely to be the same person as your exam committee chair. We strongly suggest that students identify the potential advisor/exam committee chair by the end of their first semester.

The best way to get to know faculty members you are interested in working with is to take their courses and develop an advising relationship. This is also a good opportunity for you to start thinking about what you want to do for your M.A. paper. Always keep it in mind that one of the research papers you write in your elective courses may be developed into your M.A. research paper for the oral examination. If you like what you are writing in a class and consider it to be your exam paper, talk to your professor! That is the first step you need to take as a first-year graduate student in our program.

The M.A. examination committee must consist of three graduate faculty members, including at least two contemporary East Asian faculty members. After formation of the committee, students must discuss the desired examination date with the Graduate Advisor Clare Thoman to schedule the oral examination.

The Exam Committee chair will help students select two additional faculty to serve on their examination committees. It is important that students become familiar with [CEAS core faculty](#) and seek out faculty members who can serve on their committee. We strongly suggest that students identify their potential committee chairs by the end of their first semesters.

Applying for Degree & Graduation

Upon completion of the M.A. exam, please refer to COGA's [Master's Degree Checklist](#) for instructions on how to apply for a degree via KU Enroll & Pay, along with other graduation requirements. Please direct questions about graduation to the Graduate Advisor Clare Thoman.

Applying for Degree & Graduation

Upon completion of the MA exam, please refer to COGA's [Master's Degree Checklist](#) for instructions on how to apply for degree via Enroll & Pay and additional graduation requirements. Please direct questions to the Graduate Advisor, Clare Thoman.

IV. Key Offices at KU

College Office of Graduate Affairs (COGA)

COGA oversees graduate affairs and administers university policy for programs within the College of Liberal Arts & Sciences. The [COGA Website](#) contains comprehensive information on requirements and processes pertaining to graduate education at KU. Most common questions can be answered with the information provided there, including questions regarding [enrollment changes and forms](#), University policies regarding [exams and committee requirements](#), and University [graduation requirements](#).

COGA reviews all [student petitions](#) of University and College policy, issuing decisions on behalf of the College or referring as required to a faculty committee and/or the Office of Graduate Studies. The more common student petitions relate to [Enrollment](#), [Leave of Absence](#), and [Time Limit Extensions](#).

COGA is a resource if you have any questions about petitions or graduation requirements that your department is unable to answer. Refer to the [COGA Website](#) for current staff contact information.

Office of Graduate Studies

[Graduate Studies](#) is the office of the Dean of Graduate Studies at KU. The Executive Council of Graduate Studies sets policies and regulations governing graduate study, and offers various programs for graduate students throughout the year. While COGA should be your first stop for any questions your department cannot answer, you may be referred to Graduate Studies for certain matters, especially for questions about [GTA/GRA/GA appointments and policies](#).

Graduate Admissions (Within the Office of Graduate Studies)

Contact Graduate Admissions for questions regarding the [KU Online Application for Graduate Study](#), ADMIT System/Prospect, [English Proficiency Requirements](#), and [Official Transcripts](#).

Office of the Registrar (OUR)

Contact [OUR](#) for questions related to enrollment (if the question cannot be resolved via the enrollment changes link provided under COGA), [tuition and campus fees](#), the [academic calendar](#), and [fee petitions](#).

Financial Aid

Contact the [Financial Aid Office](#) for questions related to the disbursement of scholarships, fellowship awards, loans, and FAFSA.

International Student Services (ISS)

Contact [ISS](#) for questions related to international students, including enrollment requirements, international student insurance, obtaining a social security card, I-20 questions, and any issues related to student visas. While other offices on campus such as the Applied English Center, Human Resources, or the Registrar may also handle related matters, because the students' legal status in the country may be affected, it is recommended that students contact ISS first.

V. Other Important Issues

Program Supervision

The CEAS Graduate Committee is responsible for making decisions and overseeing matters concerning graduate admission and policies for the M.A. Program in Contemporary East Asian Studies (for more information, please read [By-Laws](#)).

Student Rights and Responsibilities

All graduate students are responsible for informing themselves of requirements of Graduate Studies as stated in the most recent issue of [the Graduate Catalog](#). Graduate students are bound by the rules and regulations of the University of Kansas, [The 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.

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.

VI. University Policies and Degree Requirements

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.

Related Policies and Forms:

- [Admission to Graduate Study](#)

English Proficiency Requirements

The University requires applicants, international or domestic, whose native language is not English to demonstrate English proficiency for admission to any graduate program at KU. There are two ways to prove English proficiency:

- Graduation with a baccalaureate degree or higher from an accredited U.S. institution of higher education, or from such an institution in an English-speaking country where the medium of instruction is English. This first option is not sufficient, however, to be appointed as a Graduate Teaching Assistant.
- Submitting results of the TOEFL iBT examination taken no more than two years prior to the semester of admission. A score of at least 20 in each part is required for regular admission. A score of 24 on the speak section is required to receive a Teaching Assistantship.

Applicants that do not meet the minimum scores should review the English Proficiency Chart, provided via the link above, for information about provisional admission.

Applicants should submit their scores directly to the Office of Graduate Studies:

Office of Graduate Studies
213 Strong Hall
1450 Jayhawk Blvd.
Lawrence KS 66045-7535

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;
- Doctoral candidates enrolled in dissertation hour(s). *See Doctoral post-comprehensive enrollment.

Summer sessions:

- Enrollment in 6 credit hours;
- Enrollment in 3 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 3 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s).

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.

Students not enrolled by the first day of classes will be assessed a late fee. Students not enrolled by the 60th of classes will be automatically discontinued in Enroll & Pay.

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 his or her 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 of 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.

No transfer of credits is allowed for the Ph.D. In circumstances where students enter the Ph.D. program with an M.A. from another institution or relevant graduate coursework, it may be possible for students to request a reduction in the number of hours required for the Ph.D. Students should consult with their DGS about their enrollment plan.

Reduced Credit Hour Degree

Kansas Board of Regents policy defines 30 hours as the minimum for master's degrees at KU. Departments may petition for a reduced hour degree Master's degree for individual students. A reduction in hours is distinct from a transfer of credit and is reserved for those students especially well-prepared to complete a graduate-level degree and able to maintain a superior grade point average. Reduced credit hour degrees are also distinct from transfer credit in that they may be based on non-coursework (e.g. internships, work experience, study abroad, previously completed degrees) 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.

Reduction of required hours for the Ph.D. based on prior degrees or experience is determined solely at the program level. Doctoral students should consult with their DGS about their enrollment plan.

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. This includes, but is not limited to, courses taken to fulfill the Research Skills and Responsible Scholarship requirement for doctoral students.

If a student elects to take the CR/NC option, they must make this election during the CR/NC time frame, which can be found in the Registrar's current [Academic Calendar](#). This period typically begins after the last day to add a class and extends for approximately two weeks. This process must be initiated in the COGA office.

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 to a graduate student if he or she is not making [satisfactory progress](#) toward completing his or her degree. The department initiates the probation process and will inform the student what he or she must do to return to good standing. **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 his or her GPA or otherwise meet departmental expectations for adequate academic progress by the end of the probationary period, he or she may be dismissed from the graduate program. Once dismissed, a student will no longer be able to be enrolled in coursework and cannot complete his or her 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 his or her status with their advisor.

Related Policies:

- [Academic Probation](#)
- [Dismissed Enrollment](#)
- [CLAS Regulations on Probation and Dismissal](#)
- [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 the [Credit/No Credit Option](#), [Incomplete Grades](#), and [Graduate GPA](#).

Related Policies:

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

Time limits

The University expects that master's degree should typically be completed in two (2) years of full-time study, the doctorate degree in five (5) years of study, and both the master's and doctorate together in six-seven (6-7) years of 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 DGSs and advisors 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 doctoral students in the dissertation phase.

Related Policies and Forms:

- [Master's Degree Time Constraints](#)
- [Doctoral Degree Time Restraints](#)
- [Doctoral Program Profiles with Time To Degree Information](#)
- [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.

Related Policies and Forms:

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

Oral Exams

All graduate students must complete one or more exams as part of their degree requirements. In addition to department or program guidelines, the University has several policies pertaining to the following exams:

- Master's Exam/Thesis Defense for Master's degree
- Doctoral Comprehensive Oral Exam
- Doctoral Final Exam/Dissertation Defense

Before a student is allowed to sit for any of these three exams, pre-approval from COGA is required. This approval must be sought by the department at least two weeks prior to the exam date. COGA checks to ensure that the student has fulfilled certain University requirements. The full list of requirements that COGA checks for may be found via the link in the heading above. Students should work with their departments well in advance of their planned exam date, to schedule their exams in a timely fashion and to ensure that all University policies relating to oral exams are being followed.

In many cases, programs may have additional exams, such as a written pre-qualifying exam. Exam pre-approval by COGA applies **ONLY** to the oral portions of the three exams listed above. The following are University policies pertaining to these oral exams:

Oral Exam Committee Composition

For all oral exams, the committee members must be appointed members of the Graduate Faculty of KU. In addition, a majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty holding regular graduate faculty or, in the case of doctoral committees, dissertation faculty status in the candidate's department/program of study.

Many additional restrictions apply, especially for doctoral exam committees. Master's and doctoral students should carefully review the University policies pertaining to exams, as well as consult with their Director of Graduate Studies when forming an exam committee.

Oral Exam Attendance (Physical Presence)

The Oral Exam Attendance policy describes rules for physical versus mediated attendance (e.g. Skype or phone) at oral exams.

In all cases, a majority of committee members must be physically present with the student for an exam to commence. Both the chair and outside member (for doctoral exams) must form part of this majority. In cases where the student prefers that all committee members are physically present, the student's preference shall be honored.

Updated 8_7_2017

Master's and doctoral students should carefully review the policies below, as well as consult with their Director of Graduate Studies in the formation of an oral exam committee.

Related Policies and Forms:

- [Master's Student Oral Exam Committee Composition](#)
- [Doctoral Student Oral Exam Committee Composition](#)
- [Oral Exam Attendance](#)
- [Graduate Faculty Appointments](#)