

The University of Kansas  
Department of Anthropology  
**Graduate Program Student Handbook**

Last Revised 8/14/17

**Department Chair:** Joane Nagel  
[nagel@ku.edu](mailto:nagel@ku.edu) | 621 Fraser Hall | (785) 864-4103

**Director of Graduate Studies (DGS):** Bartholomew Dean  
[bdean@ku.edu](mailto:bdean@ku.edu) | 639 Fraser Hall | (785) 864-2648

**Graduate Academic Advisor & GTA/GRA contact:** Corinne Butler  
[cebutler@ku.edu](mailto:cebutler@ku.edu) | 726 Fraser Hall | (785) 864-9419

**Office Manager:** Le-Thu Erazmus Campbell  
[lerazmus@ku.edu](mailto:lerazmus@ku.edu) | 622A Fraser Hall | (785) 864-2630

**Anthropology Office:** 622 Fraser Hall; Tel. 864-4103; Fax 864-5224

**Office hours:**

Mondays – Thursdays 8:00am – 5:00pm  
Fridays 8:00am – 4:30pm

*Closing hours may change during summer session.*

## *Table of Contents*

<b>1. About the Program</b>	<b>4</b>
<b>2. Admission to the Graduate Program</b>	<b>4</b>
1. General Information for All Applicants	4
2. Provisional Admission	5
3. Conferral of Previous Degree	5
4. International Applicants & Non-native Speakers of English	5
<b>3. The M.A. Program</b>	<b>5</b>
1. Advising	5
2. Coursework Requirements & Core Courses	6
3. Time Limits for the Degree	7
4. MA Thesis and Non-thesis Options	7
A. Thesis Option	7
B. Research Paper Option	7
C. Non-Thesis Option	7
5. M.A. Defense (Options A & B)	7
6. M.A. Non-Thesis Exam (C)	8
7. Admission to the Ph.D. Program	8
<b>4. The Doctoral Program</b>	<b>8</b>
1. Advising	8
2. Time Limits	8
3. Coursework Requirements	9
4. Research Skills & Responsible Scholarship (RSRS)	9
5. Field Statements	9
6. Dissertation Proposal and Oral Comprehensive Examination	10
7. The Dissertation	11
8. Final Oral Exam	11
<b>5. Graduate Training in Archaeology</b>	<b>11</b>
1. Introduction	11
2. Evaluative Assessment	12
3. The M.A. Program	12
4. The Ph.D. Program	13
<b>6. Graduate Training in Biological Anthropology</b>	<b>13</b>
1. Introduction	13
2. The M.A. Program	14
3. The Ph.D. program	14
4. Format of the Dissertation Proposal	14

<b>7. Graduate Training in Linguistic Anthropology</b>	<b>15</b>
1. Introduction	15
2. The M.A. Program	15
3. The Ph.D. program	15
<b>8. Graduate Training in Sociocultural Anthropology</b>	<b>16</b>
1. Introduction	16
2. The M.A. Program	16
3. The Ph.D. Program	16
<b>9. Graduate Program Administration</b>	<b>16</b>
1. Administration	16
2. Financial support of students	16
3. Student Responsibilities	17
4. Student Files	17
5. Annual Review	17
6. Intellectual Property Policy	17
7. Maintaining Good Standing	18
8. Grievances	18
9. Exceptions	18
<b>10. University Policies and Degree Requirements</b>	<b>19</b>
<b>11. Key Offices at KU</b>	<b>29</b>

## **1. About the Graduate Program**

The Graduate Program in Anthropology at the University of Kansas provides formal training in all areas of anthropology. While students are expected to meet the requirements of at least one of the subdisciplines (archaeology, biological anthropology, linguistic anthropology, and sociocultural anthropology), interdisciplinary and interdepartmental work is encouraged. Students often work with faculty having diverse areas of expertise.

Faculty members have expertise in the following areas:

**ARCHAEOLOGY:** Anthropological approaches to paleoenvironmental studies, geoarchaeology, symbol systems, lithic and ceramic studies of prehistoric societies of the Americas and Europe.

**BIOLOGICAL ANTHROPOLOGY:** Anthropological genetics, historical demography and epidemiology, molecular genetics, human osteology, forensic DNA, human growth and development, maternal and child health and nutrition, populations in the Americas, Eurasia, East Africa, and the Pacific Rim.

**LINGUISTIC ANTHROPOLOGY:** The social contexts of language, language documentation and revitalization, language ideology, language and power, media archiving and data interoperability. Particular strengths exist in Central and East Asia.

**SOCIOCULTURAL ANTHROPOLOGY:** Applied anthropology, ecological anthropology, feminist anthropology, historical anthropology, medical anthropology, political anthropology, postcolonial studies, social organization, symbolic anthropology, Africa, East Asia, Middle East, Pacific and the Americas.

In addition to the general requirements of our program, each of these subdisciplines has additional requirements that are described in separate sections in this document.

## **2. Admission to the Graduate Program**

**2.1 General Information for all Applicants.** The graduate program begins at an advanced level. Preparation for the program through completion of an undergraduate major in anthropology is encouraged but not required. Some undergraduate preparation in fields closely related to anthropology, such as biology, sociology, psychology, linguistics, economics, geography, or geology, is strongly recommended. Undergraduate courses in such subjects as biology, philosophy, genetics, computer science, and history are of considerable value to the graduate student in anthropology. Proficiency in a modern foreign language and in statistics is of special importance to candidates for graduate work in anthropology and should be acquired during the undergraduate years. All students entering the program with a bachelor's degree must enroll in the M.A. program. Admission to the Ph.D. program is ordinarily contingent upon completion of the master's degree in anthropology. A student with a master's degree in anthropology from another institution may apply directly to the Ph.D. program. The Department of Anthropology prefers a cumulative GPA of 3.20 or higher to qualify for admission. Please see **Section 10: University Policies and Degree Requirements** for University level admission requirements.

**Applications for fall admission are due on December 15<sup>th</sup>** of the preceding year. Review of applications begins in early January. The Department of Anthropology does not offer regular admission for spring semesters.

In addition to the [online application form](#), the following materials are required of all applicants:

- A writing sample.
- A commitment from a KU Anthropology Faculty Member to serve as the student's advisor if admitted. Applicants should contact the faculty member (email, phone, in person) with whom they wish to work.
- A personal statement describing your academic objectives and professional goals that clearly indicates the disciplinary track of interest (i.e., archaeology, biological anthropology, or sociocultural anthropology).
- A resume or curriculum vitae (CV).
- Official transcripts of undergraduate and graduate study completed.
- Three letters of recommendation from faculty members or others with whom you have worked and who know your work well.
- Applicants who wish to be considered for departmental financial support (GTA positions, fellowships, etc.) should clearly state this in their cover letter or personal statement.

GRE scores are *recommended* for all applicants, but they are not *required*.

2.2 Provisional Admission. If the admissions committee determines that there are any deficiencies in the training of an incoming graduate student, the applicant may be admitted in provisional status, or required to complete additional coursework in order to remove such deficiencies. This will be specified in the departmental admission letter.

2.3 Conferral of Previous Degree. Students admitted to the MA program are required to complete a bachelor's degree prior to first enrollment in the MA program. Students admitted directly to the Ph.D. program must complete all requirements for a master's degree in anthropology, including a thesis or an equivalent level of academic achievement, prior to first enrollment in the Ph.D. program. These requirements are typically fulfilled by submission of an official transcript from the degree granting institution(s) indicating degree conferral.

2.4 International Applicants and Non-native Speakers of English must also demonstrate English proficiency to qualify for admission. The university has additional score requirements for *employment* as a graduate teaching assistant (GTA). Please see **Section 10: University Policies and Degree Requirements** for University English proficiency requirements.

### **3. The M.A. Program**

3.1. Advising. New students should consult with both their advisor and the DGS prior to first enrollment. The advisor reviews the student's preparation, discusses the courses needed to remove any deficiencies, and helps in the selection of courses.

By the end of the first year, and preferably sooner, the student should have chosen a Master's Committee. The advisor serves as chair of the Master's Committee. All committee members

must be faculty members of the Department of Anthropology. See **Section 10. University Policy and Degree Requirements** for further information on committee composition requirements. Students must secure the agreement of each person to serve on the committee and notify the Director of Graduate Studies in writing of the composition master's committee.

Changes to the advisor/committee chair require approval by the Director of Graduate Studies or Department Chair. The student may change other committee members with the consent of the advisor. Students must notify the Director of Graduate studies in writing of any and all changes to committee membership.

**3.2. Coursework Requirements & Core Courses.** 30 credit hours of graduate-level (500+) coursework are required for the master's degree, including core courses and the subdisciplinary requirements. University policy specifies that graduate level coursework completed as an undergraduate degree-seeking or non-degree seeking student may not be counted for credit toward a graduate degree at KU, although they may be taken into consideration when planning a student's exact course of study. See **Section 10. University Policies and Degree Requirements** for further information.

In preparation for specialization, the core courses are designed to provide an introduction to fundamental issues, methods, and theories in anthropology. Most master's students will be required to take three core courses, although students lacking sufficient background in Anthropology (such as a bachelor's degree) may be required to complete four core courses. This will be indicated in the student's admission letter. The core courses shall be offered on a two-year rotation. Students should give core courses priority and enroll in them as soon as they are offered.

**701 History of Anthropology (3 hours):** Development of the field of anthropology and its relations with intellectual history. Emphasis on method and theory in historical context.

**702 Current Archaeology (3 hours):** The fundamental issues, methods, and theories in contemporary anthropological archaeology. Case studies illustrate data acquisition, dating methods, culture history, paleoenvironmental models, and the study of culture processes.

**703 Current Biological Anthropology (3 hours):** The fundamental issues, methods, and theories in contemporary biological anthropology.

**704 Current Cultural Anthropology (3 hours):** The fundamental issues, methods, and theories in contemporary cultural anthropology.

**706 Current Linguistic Anthropology (3 hours):** The fundamental issues, methods, and theories in contemporary linguistic anthropology.

No more than 6 hours of independent research or thesis credits may count toward the 30-hour total. See **Section 10: University Policies and Degree Requirements** for information on transferring credits from outside institutions.

Additional requirements of the subdisciplines are described in **Sections 5-8** of this handbook.

All students are required to be continuously enrolled until all requirements for the degree have

been completed. See **Section 10: University Policy and Degree Requirements** for information on Leaves of Absence.

3.3. Time Limits for the Degree. The master's program is designed to be completed by most students in two years, and no more than three years after entering the program. Students must complete all coursework within two years of starting the program. Students may be granted a one-year extension by written appeal to the Graduate Committee for compelling reasons or circumstances. Support of the student's Master's Committee is required. See **Section 10: University Policy and Degree Requirements** for further information on time to degree limits.

3.4. M.A. Thesis and Non-thesis Options. Master's students must complete a research component, usually represented either by a thesis or by an approved research project. Alternatives to the traditional thesis may be allowed in the form of a research paper in article form or comprehensive exam option. Master's students will be allowed to select, in consultation with and subject to the approval of their master's committee, one of three options.

A. M.A. Thesis. The M.A. thesis proposal should be developed over regular meetings with principal advisor and submitted to the master's committee no later than the 3<sup>rd</sup> semester of study. Students must complete a thesis (not more than 75 text pages in length) to the satisfaction of their M.A. committee and pass an oral defense of the thesis and a comprehensive exam. The exam is closed to the public. Students choosing this option must complete one (minimum) to six (standard) thesis credit hours (ANTH 899). No more than 6 thesis hours may be counted toward the 30 total required hours for the degree.

B. Research Paper Option. The research paper proposal should be developed over regular meetings with principal advisor and submitted to the master's committee no later than the 3<sup>rd</sup> semester of study. Students may produce a significant paper acceptable by a peer-reviewed journal, edited book or monograph, or other scholarly venue, such as a documentary or museum exhibit, as judged by the student advisory committee. This option must involve anthropological research, either conducted independently or as a significant member of a research team. Co-authorship is allowed, but only if the student has primary responsibility for: 1) conceiving the manuscript or other product; 2) collecting new data or analyzing previously collected data; and 3) writing the manuscript. Students must publicly present the results of their research and pass a comprehensive exam. The exam is closed to the public.

C. Non-Thesis Option. Students choosing this option must take 30 credit hours of coursework. Not more than 6 credit hours can be graduate research hours (ANTH 896 – 899). Students must pass a final comprehensive exam, oral or written, over their coursework in anthropology. The exam is closed to the public.

Students who complete Options A or B are eligible for admission to the doctoral program in anthropology. Option C results in a terminal master's degree (admission to the doctoral program in anthropology at KU is not allowed).

3.5 M.A. Defense (Options A and B). Once the master's committee agrees that the thesis or research paper is in near final form and the student is ready to defend, the student must consult the Graduate Advisor to schedule the exam and defense. Defenses must be scheduled with *at*

*least* two weeks in advance of the defense date. The M.A. defense takes the form of an oral presentation of the research component, and an exam. The exam is closed to the public.

3.6. M.A. Non-Thesis Examination (Option C). Students choosing the Comprehensive Examination Option must work closely with the M.A. committee chair and Graduate Advisor to schedule an examination based on the content of the completed coursework. The exam must be scheduled at least two weeks in advance. The examination takes the form of questions from the student's committee. The exam is closed to the public.

In addition to these departmental requirements for the master's degree, students must meet the University's graduation requirements, see **Section 10: University Policies and Degree Requirements**.

3.7. Admission to the Ph.D. Program. A student who has completed the requirements for the M.A. in the KU Department of Anthropology may apply to the admission to the doctoral program by submitting the following items for review by the Graduate Committee:

- A letter of intent from the student.
- A written commitment from a regular member of the anthropology faculty indicating willingness to chair the dissertation committee.

The Graduate Committee will also consider the student's overall academic record (apart from GPA this record may include anthropological research proposals, published work, grant and fellowship nominations, etc.) and the written recommendations of the master's committee.

## **4. The Ph.D. Program**

4.1 Advising. When admitted, the student's first task is, in consultation with the advisor, to establish the **3-Person Doctoral Committee**. The advisor serves as chair of the committee. Two additional members are required. All committee members must be Anthropology faculty members.

Upon completion of the second field statement, students must establish the **5-Person Dissertation Committee**. The advisor serves as chair of the committee. At least three committee members must be Anthropology faculty members. One committee member must be from a department *outside* of Anthropology. See **Section 10. University Policies and Degree Requirements** for University requirements for committee composition.

Students must secure the agreement of each faculty member to serve on each committee and notify the Director of Graduate Studies in writing of the composition of the committee. Changes to the advisor/committee chair require approval by the Director of Graduate Studies or Department Chair. The student may change other committee members with the consent of the committee chair, but must still notify the Director of Graduate studies in writing of any and all changes to committee membership.

4.2 Time Limits. All coursework requirements must be completed by the end of the fifth semester of enrollment in the Ph.D. program.



In addition, students are required to pass their first field statement within three semesters of enrollment in the Ph.D. program, and the second field statement within five semesters of enrollment in the Ph.D. program. Students must pass the Oral Comprehensive Exam and defense of the dissertation proposal within six semesters of enrollment in the Ph.D. program. The department's *recommended* total time to complete all requirements for the Ph.D. is five years; however, this will vary based upon the exact nature of the dissertation project. See **Section 10: University Policies and Degree Requirements** for University time limits.

4.3 Coursework Requirements. Ph.D. students are required to complete at least 24 credit hours of post-M.A. coursework, including ANTH 707: Responsible Research and Scholarship in Anthropology. Of the 24 hours, no more than nine may be in independent graduate research/readings (e.g. ANTH 896, 996). Remedial coursework *may not* be counted toward this requirement. Dissertation hours (ANTH 999) *may not* be counted toward this requirement. Ph.D. students must complete the University's residency requirement, see **Section 10: University Policies and Degree Requirements**.

4.4 Research Skills & Responsible Scholarship (RSRS). The University requires that every doctoral student have training in responsible scholarship pertinent to the field of research and obtain research skills pertinent to the doctoral level of research in their field(s). This requirement is satisfied by completion of ANTH 707: Responsible Research and Scholarship in Anthropology and one of the following four options:

- Demonstrate a comprehensive **reading and speaking knowledge of one** foreign language relevant to the student's research interests, in which there exists a significant research literature in anthropology. Students with a first language other than English may use their native language to fulfill this option *only* if the language is considered to be an adequate research tool for their subdiscipline and research.
- Demonstrate proficiency in the **reading of two** foreign languages relevant to the student's research interests, in which there exists significant research literature in anthropology.
- Demonstrate proficiency in the **reading of one** foreign language relevant to the student's research interests, in which there exists significant research literature in anthropology, **and competence in another research skill** relevant to the student's special research requirements in anthropology. This latter requirement may be satisfied by knowledge of a language in which there is no written research literature, but which the student will employ in fieldwork.
- Demonstrate competence in **two research skills** relevant to the student's special research requirements in anthropology.

The language(s) or other research skill(s) that will be used to satisfy the RSRS requirement must be approved by the student's 3-Person Doctoral Committee. Since these are research skills, students are advised to master them early in the program, so they may be utilized in further course work, independent study, and research.

4.5 Field Statements. Two field statements are required. The field statements are reviewed by the 3-Person Doctoral Committee. The interests and topics of the field statements are usually reflected in dissertation research and should be considered as an important stage in the conception and formulation of the dissertation proposal and research plan.

Field statements serve three important functions: 1) they demonstrate student mastery of relevant knowledge within anthropology; 2) they indicate familiarity with professional literature pertinent to the history or current status of methodologies, theories, or specific topics in the student's areas of specialization; and 3) they demonstrate the student's readiness to conduct dissertation research.

Field statements should demonstrate depth and breadth of knowledge in specific areas of scholarly interest and expertise—a fundamental quality of doctoral candidacy. Topics are conceived in consultation with members of the doctoral committee and are subject to their supervision and approval.

The two field statements should demonstrate depth and breadth in the chosen subject or area and should be accompanied by an extensive topical bibliography. They should take the form of a critical literature review, as found in the *Annual Review of Anthropology* or other anthropological scholarly sources. Examples might include:

- anthropological methodologies
- schools of thought or theoretical approaches
- research in a defined geographic area
- investigation of a specific population, culture, or time period
- research on a specific species or subspecies
- research on a language or specific linguistic problem
- contributions of a major anthropological figure or research program
- specific bodies of literature relevant to proposed research
- specific problems and issues in anthropology

Upon completion and faculty approval of each of field statement, students must submit an electronic version for their permanent student file.

4.6 Dissertation Proposal and Oral Comprehensive Examination. Following completion of the requirements for the two field statements and written comprehensive exams, doctoral students should orient their studies and research toward a dissertation project and select the 5-Person Dissertation Committee.

To ensure timely progress toward completion of the dissertation and doctoral degree, students must complete and defend a dissertation proposal and pass an oral comprehensive examination. These take place within the same examination period.

An essential part of planning for dissertation research is framing a proposal. In the proposal, the student is expected to review the state of knowledge pertinent to the topic, describe the research problem, and explain the methods to be employed in the investigation.

The student's 5-Person Dissertation Committee determines its exact form, and this may vary by subdiscipline. The proposal is normally prepared primarily under the direction of the student's advisor, but dissertation proposal draft must be submitted to and approved by the 5-Person Dissertation Committee before the oral comprehensive examination can be scheduled.

The doctoral dissertation proposal, field statements, and coursework completed provide the

central focus of the oral comprehensive examination. The 5-Person Dissertation Committee judges whether the student is sufficiently prepared to undertake the dissertation project and to work as an independent investigator. Training and qualifications to make a contribution to anthropological knowledge are also considered.

Once the student and 5-Person Dissertation Committee agree that the student and dissertation proposal are ready for defense, students must consult the Graduate Academic Advisor about scheduling the exam. Exams must be scheduled *at least* two weeks in advance. The exam is closed to the public. Upon passing the oral comprehensive exam, the student is advanced to doctoral candidacy.

Following the successful completion of the oral comprehensive exam, students must adhere to the University's Policy on Post-Comprehensive Enrollment. See **Section 10. University Policies and Degree Requirements** for further details.

4.7 The Dissertation. The dissertation is an independent piece of research, usually requiring fieldwork, and leading to a final product that will contribute to anthropological knowledge. Because dissertation research in anthropology is often dependent on external funds for travel, subsistence, data gathering and analysis, doctoral students should consult with their committee early on where and when to apply for such funds. Students are strongly encouraged to seek formal training in grant writing (e.g., ANTH 766).

4.8 Final Oral Examination. Once the students and dissertation committee agree that the dissertation is in near final form and ready for defense, the student must consult the Graduate Academic Advisor to schedule the final oral examination, in which the candidate defends the dissertation and its contribution to anthropological knowledge. Other faculty, students, and the public at large are welcome as nonvoting participants for the presentation of the dissertation. The oral exam portion of the defense is closed public, other students, faculty members not serving on the committee. Upon satisfactory completion of this examination, the candidate will be certified by the 5-Person Dissertation Committee as qualified to be awarded the Ph.D. degree.

When the final oral examination has been passed and the dissertation has been approved by the 5-Person Dissertation Committee, the student must meet the University's requirements for graduation and submission of the dissertation. See **Section 10. University Policies and Degree Requirements** for further details.

## **5. Graduate Training in Archaeology**

5.1 Introduction. Graduate study in anthropological archaeology is designed to train professional archaeologists for both academic and nonacademic careers. While university teaching remains a career choice of many graduate students, our students also undertake careers with Cultural Resource Management (CRM) firms, museums, and federal agencies such as the National Park Service, Bureau of Land Management, and Forest Service that recruit personnel at the M.A. and Ph.D. levels. The curriculum is designed to provide students with a basic knowledge of archaeological approaches to the study of material culture as well as sufficient training in archaeological field research, data analysis, and other relevant analytical methods to begin a career in archaeology.

All graduate students in archaeology must display proficiency in conducting archaeological fieldwork as demonstrated by active and successful participation in the equivalent of at least one four-week field season such as an accredited archaeological field school or an approved field research project. The Department of Anthropology and the Archaeological Research Center (ARC) of the Biodiversity Institute sponsor archaeological field schools to provide students with basic field training. Opportunities for additional fieldwork are provided through archaeological field schools sponsored by other institutions, by projects sponsored through a variety of different institutions, and through research conducted by KU faculty members.

Experience in working directly with archaeological materials is also expected of all students. The ARC has large systematic collections from North America as well as from Latin America and Europe. In addition, the facility offers lab space and basic supplies, state-of-the-art equipment, and multiple computers and software relevant to archaeological research. Students are expected to acquire hands-on training either at the ARC or at another approved institution.

5.2 Evaluative Assessment. To facilitate orientation of students toward specific classes, incoming graduate archaeology students are expected to complete a formal Evaluative Assessment prior to their first week of class. The content of such assessment will emphasize *both general and specific knowledge* of basic concepts, principles, methods, theories, and results of research in archaeology and anthropology comparable to what would be mastered by a successful undergraduate anthropology major. This assessment will not become part of a student's permanent record. (It will be kept no more than two years). The results will be used primarily as an advising tool for incoming students by their faculty advisor in consultation with other archaeology faculty members. It will be used for addressing individual student needs and guidance in the appropriate coursework.

Incoming M.A. students who achieve a score above 85% on the Evaluative Assessment will be permitted, if they so desire, to waive the requirement of completing Current Archaeology (ANTH 702), the core course in archaeology. Students at either the M.A. or the Ph.D. level who do not receive a high score will be required to complete ANTH 702 as part of their graduate program requirements.

5.3 The M.A. Program. The archaeology program has course distribution requirements in addition to those required of all M.A. students in anthropology as described in **Section 3** of this handbook.

Prior to receiving their degree, students are expected to have completed the following:

At least three credit hours of a graduate-level course in anthropology emphasizing theory relevant to archaeology (for example, ANTH 500, 516, 603, 605, 853, 710, 715, 718, 720, 849).

- At least six credit hours of graduate-level courses emphasizing methodologies relevant to archaeology (for example, ANTH 500, 512, 516, 517, 518, 519, 520, 521, 522, 582, 605, 619, 648, 705, 759, 811, 849, 851). Three of these credit hours may be completed in a discipline other than anthropology.
- At least six credit hours of graduate-level archaeology courses with specific cultural and/or geographic emphases (for example, ANTH 500, 504, 505, 506, 507, 508, 510, 514, 515, 516, 523, 715, 718, 720, 849).

Courses completed as an undergraduate student at the University of Kansas may not be counted toward graduate degree requirements, although they may be taken into consideration when planning a student's exact course of study. See **Section 10: University Policies and Degree Requirements** for further information.

5.3 The Ph.D. Program. Doctoral students in archaeology are expected to demonstrate expertise in the substantive content, methodological framework, and theoretical orientations of both topical (e.g., lithic technology, ceramic technology, faunal analysis) and geographical areas (e.g., Great Plains of North America, Mesoamerica, Western, Central, Southeast Europe, etc.) This expertise is demonstrated through successful completion of coursework, field statements, the oral comprehensive examination, and the doctoral dissertation.

Doctoral students in archaeology are required to complete 9 credit hours in archaeology seminars at the 700-800 level (not including the core courses required of M.A. students). These 9 hours do count toward the 24 post-M.A. required credit hours described in **Section 4** of this handbook.

Regular participation in archaeological field and laboratory research, in addition to specific work leading to the completion of a dissertation, is an integral part of the doctoral program. Specific details will be determined by the student in consultation with the doctoral advisor and doctoral committee.

## **6. Graduate Training in Biological Anthropology**

6.1 Introduction. Graduate training in biological anthropology at the University of Kansas is designed to provide a well-rounded knowledge in three basic areas of biological anthropology (anthropological genetics, human growth and adaptation, as well as research skills in the student's major area of interest. Although students may apply for only the master's degree, the primary focus of the faculty is toward the training of highly qualified students for the Ph.D. degree. Besides academic training through course work, beginning at the master's level, the concentration stresses student involvement in research, either through participation with the faculty or on an individual basis. Each student's curriculum is, to some extent, tailored to the specific interests and needs of the student. Master's training should provide the basic skills necessary to conduct research in their particular area of interest as preparation for Ph.D. work. Students are required to demonstrate competence in specific areas of biological anthropology, as well as ancillary disciplines directly related to their own research areas. The program provides flexibility and customization for each student through consultation with the student's advisor and committee members.

Additional requirements for graduate students in biological anthropology, beyond those described in **Sections 3 and 4** of this handbook, are specified below.

To facilitate training and to qualify for research and funding opportunities, it is strongly recommended that new students fulfill statistics courses offered in the Division of Biological Sciences and basic computer courses in the Computer Science Department. Research skills should be completed before the master's degree is awarded. Exemption from these requirements will only be made when students provide their advisor with documentation of equivalent proficiency in these skills.

Students concentrating in anthropological genetics are expected to have competency in biochemistry, demography, and quantitative and population genetics. Those students focusing in human growth and development should also take courses in animal physiology and biochemistry. Students in paleoanthropology are expected to take courses offered outside the department in human anatomy, vertebrate evolution, and evolution theory. Students are required to work closely with their primary advisor and committee to plan a directed course of graduate study.

**6.2 The M.A. Program.** Coursework is tailored to each student's goals in consultation with their advisor and master's committee. In addition to the requirements specified in **Section 4** of this manual, M.A. students in biological anthropology must take one course in three of the following four areas:

1. Anthropological Genetics – fulfilled by ANTH 652 Population Dynamics
2. Human Adaptation or Demographic Anthropology – fulfilled by ANTH 555 Evolution of Human Diseases or ANTH 540 Demographic Anthropology
3. Human Growth and Physical Development – fulfilled by ANTH 762 Growth and Development
4. Human Osteology – fulfilled by ANTH 648 Human Osteology

Remaining course options at the master's level are geared to the specific interest of the student.

**6.3 The Ph.D. Program.** Ph.D. coursework is tailored to each student's interests and goals, as determined in consultation with the doctoral advisor and committee. In addition to the requirements specified in **Section 4** of this manual, doctoral students in biological anthropology must fulfill the following requirements:

1. Each student must complete the fourth course in the master's degree requirements listed above. For example, if course requirements were completed in areas 1, 2, and 3 for the master's degree, a course fulfilling area 4 must be completed. Faculty in biological anthropology recommend this course be completed in the first year of Ph.D. course work.
2. For those students entering the Ph.D. program with a master's degree from an outside institution, specific course requirements in biological anthropology (areas 1, 2, 3, and 4) will be determined at the time the student is admitted. These specific requirements will be included in the student's departmental admission offer letter.
3. Remaining course options at the Ph.D. level are geared to the specific interests of the student, under the guidance of the primary advisor and the doctoral committee.

**6.4 Format of the Dissertation Proposal.** For doctoral students in biological anthropology, the dissertation proposal shall be in the form of an NSF Doctoral Dissertation Improvement Grant proposal. This must conform to all NSF specifications and be submitted to the advisor and dissertation committee in completed form. The dissertation proposal may not be simply a reworking of the material covered in one or both of the other two field statements in the form of a grant proposal. The NSF Doctoral Dissertation Improvement Grant proposal will form, along with the two other field statements, the basis for the oral comprehensive examination. For international students who have no opportunity to apply for NSF support, a different grant proposal may be submitted, pending written approval of the student's committee and advisor.

## **7. Graduate Training in Linguistic Anthropology**

***Disclaimer: The Department of Anthropology is not currently accepting new students for Linguistic Anthropology.***

**7.1 Introduction.** Graduate training in linguistic anthropology at the University of Kansas is designed to provide students with a well-rounded knowledge of linguistics and its interaction with other fields of anthropology. Students will also be exposed to the latest trends in linguistic anthropology, areas in which the faculty has strengths and received international recognition: documentary linguistics, language technology, discourse and identity, and Central Asian studies.

Additional requirements for graduate students in linguistic anthropology, beyond those specified in **Sections 3 and 4** of this handbook, are specified below.

**7.2 M.A. Program.** Coursework is tailored to each student's goals, as determined in consultation with an advisor. In addition to department wide requirements, students in linguistic anthropology must take the following courses:

### ***Theory Courses***

**one** of the following:

ANTH 725: Introduction to Linguistic Science

ANTH 730: Linguistics in Anthropology [Typology]

ANTH 736: Linguistics Analysis

**one** of the following electives:

ANTH 733: Language, Gender, and Sexuality

ANTH 734: Language Evolution

ANTH 748: Language Contact

ANTH 810: Seminar in Ethnolinguistics: Ethnopoetics

ANTH 810: Seminar in Ethnolinguistics: Language Revitalization

### ***Methodology Courses***

**one** of the following:

ANTH 741: Field Methods in Linguistic Description

ANTH 783: Doing Ethnography

ANTH 740: Linguistic Data Processing

### ***Theory/Methodology Course***

**one** of the following:

ANTH 732: Discourse Analysis

ANTH 786: Ethnographic Documentary Production

**7.3 The Ph.D. Program.** A concentration in linguistic anthropology involves no requirements for the Ph.D. degree beyond those specified in **Section 4** of this handbook.

## **8. GRADUATE TRAINING IN SOCIOCULTURAL ANTHROPOLOGY**

8.1 Introduction. The faculty in sociocultural anthropology has strengths in North Africa, East and West Sub-Saharan Africa, East Asia, Middle East, the Pacific, and the Americas (North, Central and South).

Topical interests include applied anthropology, ecological anthropology, feminist anthropology, historical anthropology, medical anthropology, political anthropology, postcolonial studies, social organization, and symbolic anthropology. Additional requirements for graduate students in sociocultural anthropology are specified below.

8.2 The M.A. Program. Course work is tailored to each student's goals, as determined in consultation with the student's advisor. In addition to the requirements specified in **Section 3** of this handbook, students in sociocultural anthropology must take:

1. ANTH 783: Doing Ethnography.
2. At least one course in a geographical area.
3. Courses from at least three different faculty members in sociocultural anthropology.  
[Courses taken to satisfy other requirements may be used to meet this requirement.]

The M.A. thesis in sociocultural anthropology is normally based on library research and is not to exceed 75 pages in length. A thesis is often the outgrowth of a usually successful seminar paper. Some other professional product, such as a published paper(s), film, or exhibit catalog, may in certain circumstances be acceptable in lieu of a traditional thesis.

8.3 The Ph.D. Program. A concentration in sociocultural anthropology involves no requirements beyond those specified in **Section 4** of this document.

## **9. Anthropology Graduate Program Administration**

9.1 Administration. The graduate program is administered by the Director of Graduate Studies (DGS) and the Anthropology Graduate Committee according to policies and procedures established by the faculty. The Graduate Committee is composed of the Director of Graduate Studies (chair), a graduate student, and faculty members representing the subdisciplines. The chair of the department is an *ex officio* member.

9.2 Financial Support of Students. One of the primary ways the department supports graduate students is through graduate teaching assistantships (GTAs). GTAs are allotted to graduate students on a competitive basis. These positions provide the student with a stipend, tuition waiver, and office space. GTA openings for the next academic year are normally announced in the spring semester. Students are responsible for watching for the announcement of these positions. To allow as many students as possible to obtain teaching experience, the University limits the number of terms as a GTA allowed to any one student. See **Section 10. University Policy and Degree Requirements** for further information.

Some faculty members support students from grants and contracts as graduate research assistants (GRAs). Advertising and hiring for GRA positions are the responsibility of individual faculty members. Students should contact specific faculty members if they are interested in GRA



positions. There are no limits on the total amount of support or number of terms allowed for GRA positions.

The department also offers several awards and scholarships to graduate students in the department. A memo listing upcoming funding opportunities is distributed to graduate students at the beginning of each semester.

9.3 Student Responsibilities. All graduate students are responsible for familiarizing themselves of the contents of this handbook and pertinent sections of the online [Academic Catalog](#) relating to the Office of Graduate Studies, the College of Liberal Arts and Sciences, the Department of Anthropology, and the relevant subdiscipline(s). Students may at any time seek clarification of policies and procedures from the Director of Graduate studies and/or Graduate Academic Advisor. Students are expected to keep in close contact with their advisors, committees, and other members of the department such as the Chair, DGS, Graduate Academic Advisor, and Office Manager. This entails reading and responding to emails in a timely fashion and meeting regularly with advisors regarding ongoing research and progress to degree.

9.4 Student Files. A file is started when the student is first admitted to the program to keep track of a student's progress. This file is kept in the Graduate Academic Advisor's office and contains materials pertinent to the student's graduate activities at KU. These files should be updated by the student before each annual review or when the student consults with an advisor. Students have access to their files and all letters written after January 1, 1975, except where that right has been waived. Students will have access to their individual files only in the presence of the Graduate Academic Advisor. Students may put anything they think is important in their own file (for example CV, research paper drafts, completed papers, grant proposals, databases, fieldwork, conference abstracts, flyers for lectures invited, award notifications, service at the department and university). However, nothing may be removed from these files. The student must request permission to copy documents that are in their files. The student must pay for such copies.

9.5 Annual Review. Students are required to work closely with their primary advisor and committee to plan a directed course of graduate study. It is strongly recommended that they meet all members of their committee, by the late Fall of each academic year.

The academic progress of all graduate students will be reviewed each February. Additional evaluations may take place as warranted. The student's committee or the faculty of the respective subdisciplines will conduct the review. Students are advised to update their file in the Department office no later than February 1 with relevant materials such as: 1) an updated curriculum vitae, 2) thesis or non-thesis proposal drafts, copies of field statements, significant papers or presentations, and completed thesis or dissertation chapters. Grades, advancement in requirements, progress on the thesis or dissertation, and overall performance will be evaluated. Students will be notified of the review in advance so they may update their files. The outcome of the evaluation will be communicated by the advisor in writing to the student, along with whatever recommendations the review committee chooses to make, by March 15. A copy of the evaluation and recommendations will be retained in the student's file.

9.6 Intellectual Property Policy. All students are subject to the Board of Regents and KU Intellectual Property Policies. The policy is available in its entirety on the [Office of the Provost's](#)

[website](#) for further details. Faculty do not have the authority to copy or distribute student works such as field statements, theses, dissertations, or course papers to other students or persons, excepting department faculty and other relevant or participating faculty, without written permission of the creator(s) of the work.

**9.7 Maintaining Good Standing.** To be considered in "good standing" in the graduate program, the Department of Anthropology requires graduate students to maintain a minimum GPA of 3.20, and make timely progress toward meeting their degree requirements and milestones. For additional information on good standing, as well as probation and dismissal procedures for those students that do not meet the requirements for good standing, see **Section 10. University Policy and Degree Requirements**.

A graduate student may be placed on probation based on the recommendation of the student's advisory committee and/or the Graduate Committee. Common reasons for probation include but are not restricted to:

- Failure to maintain a cumulative grade point average of 3.2 in anthropology.
- Failure to establish an advisory committee by the end of the third semester of graduate study.
- Failure to complete the requirements for the M.A. degree within 3 years after entering the program.
- Receiving multiple, or consecutive, Incomplete grades (I).
- Failure to submit materials for the annual interdisciplinary review.
- Consensus by the advisory committee that the student is not making satisfactory progress toward a degree.

Students recommended for academic probation will receive *written notice* from the Department of Anthropology and University outlining specific requirements and timelines (typically one semester) that must be met to return to good standing.

Failure to take meet the terms of the probation constitutes sufficient grounds for dismissal from the graduate program. Placement on probation for a second time (consecutive or not) may also constitute sufficient grounds for dismissal.

**9.8 Grievances.** Any student in the department who has a grievance pertaining to graduate studies should follow the procedures outlined in the [Departmental Bylaws](#).

**9.9 Exceptions.** Exceptions to specific departmental rules may be granted for sufficient reason by the Graduate Committee. Students must petition to waive the rules and requirements stated in this manual, and the petition must be endorsed by student's faculty advisor and, where relevant, the approval of the members of the student's current committee. Petitions may be forwarded to the University for final review and approval as necessary.

## **10. 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.

### **A. 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 Graduate Academic Advisor 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 22 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, either through official electronic delivery through the testing service, or by mail to:

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). \*See Doctoral post-comprehensive enrollment.

Graduate students are not normally permitted to enroll for more than 16 hours a semester or more than 9 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 60<sup>th</sup> 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 as 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.
- With the exception of coursework completed via a pre-approved Co-enrollment arrangement, graduate coursework completed as an undergraduate degree-seeking or undergraduate non-degree seeking student may not be counted toward a graduate degree at KU.

#### **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)
- [Co-enrollment](#)

### **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.

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](#)

### **Graduate Teaching Assistant Time Limits**

The University has established limits on appointments to graduate teaching assistantships (summer appointments excluded) as specified below. Departments may establish shorter limits if appropriate to their programs. In determining whether a person has met the limit described here, **all** semesters served as a GTA within **any** department of the University shall be counted.

- A student who is admitted to a graduate degree program to obtain **only a master's degree** is limited to **six** semesters of GTA appointments.
- A student who is admitted to a graduate degree program to obtain **only a doctorate** is limited to **ten** semesters of GTA appointments.
- A student who is admitted to a graduate program to obtain **both master's and doctoral degrees** is limited to **twelve** semesters of GTA appointments.
- 

In no case may a GTA appointment exceed the limits indicated here. No GTA may be appointed in excess of twelve semesters.

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

[Time Limits on Appointments of GTAs](#) .

[GTA Memorandum of Agreement](#)

## **B. DOCTORAL DEGREE REQUIREMENTS**

In addition to the student's individual Ph.D. program's degree requirements, the following are University requirements for graduation with a Ph.D. at KU.

### **Residency Requirement**

Two semesters, which may include one summer session, must be spent in full-time resident study

at the University of Kansas. During this period of residence, fulltime involvement in academic or professional pursuits may include an appointment for teaching or research if the teaching or research is directed specifically toward the student's degree objectives.

**Related Policies and Forms:**

- [Doctoral Program Time Constraints](#)

**Continuous Enrollment for Post-Comprehensive Students**

During the semester in which the comprehensive exam is completed and each semester or session that follows, doctoral candidates must enroll in at least 6 credit hours per semester until all requirements for the degree are completed OR until 18 post-comprehensive hours have been completed, whichever comes first. At least one of these credit hours each semester must be a dissertation hour (or an approved dissertation equivalent).

During the semester in which the student will complete this requirement, enrollment may be dropped to only the number of hours required to complete the 18. For example, if a student is entering the Fall semester having completed 15 post-comprehensive hours, he or she need only enroll in 3 credit hours.

After fulfilling the post-comprehensive enrollment requirement, enrollment may be reduced to as little as 1 dissertation hour per semester or summer session up to and including the semester of graduation.

Students are strongly advised to closely review the University regulations on continuous enrollment for post-comprehensive students (found in the above heading or the policy links below). Failure to properly comply with the policy could result in additional enrollment requirements and tuition expense near the end of your degree program.

Post-comprehensive enrollment requirements also apply to students with GTA/GRA/GA appointments, but these students must be certified to drop their enrollment levels. To become certified, the Graduate Advisor will complete and submit to COGA the Certification of Eligibility to Enroll in Fewer Than Six Hours PTD form **prior** to the beginning of the semester in which the enrollment will drop below 6 hours.

**Related Policies and Forms:**

- [Doctoral Program Time Constraints](#)
- [Doctoral Candidacy](#)

**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](#)

### **GRADUATION REQUIREMENTS (M.A. & Ph.D.)**

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 or doctoral student in the College:

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

#### **[PH.D. 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 or dissertation. 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/Dissertation submissions have been completed, and receive guidance on any pending items.

### **GRADUATE STUDIES FUNDING OPPORTUNITIES**

The Office of Graduate Studies offers [funding opportunities](#) in several different categories. Students interested in applying should direct inquiries to the department's Director of Graduate Studies or to the Office of Graduate Studies. Some of the available funding includes:

**Dissertation Fellowships:** intended for doctoral students who have passed their comprehensive examinations; for one academic year, non-renewable.

**Summer Fellowships:** intended primarily for doctoral students.

**Graduate Scholarly Presentation Travel Fund:** intended for graduate students presenting a paper at a national or regional meeting of a learned or professional society. A student may receive an award (\$500) only once, and funds are available on a first-come, first-served basis.

**Doctoral Student Research Fund:** Designed to support KU doctoral students who need assistance to carry out research that advances progress toward the degree. Applications for this fund are accepted only for a limited time as funding is available. Students should check the link above for additional information and restrictions.

## **11. KEY OFFICES AT KU**

Your unit's Graduate Advisor or Director of Graduate Studies is your first stop for any questions related to graduate study or requirements. If you would like to research an issue in advance of speaking with your department or if you still have questions, the following offices can provide assistance:

### **College Office of Graduate Affairs (COGA)**

COGA oversees graduate affairs and administers University policy for programs within the College of Liberal Arts and 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 or forms](#), University policies regarding [exams](#) and committee requirements, and University [graduation requirements](#). The College of Liberal Arts & Sciences' [Master's Hooding Ceremony](#) is coordinated by COGA.

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 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](#). The University's [Doctoral Hooding Ceremony](#) is coordinated by Graduate Studies.

### **Graduate Admissions** (Within the Office of Graduate Studies)

Contact Graduate Admissions for questions regarding, 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 above under COGA), tuition, campus fees, the Academic Calendar, and fee petitions.

### **Financial Aid**

Contact Financial Aid for questions related to the disbursement of scholarships, fellowship award, 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 issue related to student visas. While other offices on campus such as the AEC, 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.

### **Center for Teaching Excellence (CTE)**

The Center for Teaching Excellence (CTE) is a University office dedicated to assisting instructors, including GTAs, to develop effective instructional techniques. The expert staff of CTE can introduce instructors to the pedagogical technology available at the University and help instructors develop new approaches to teaching. CTE specialists work with instructors individually, and also offer a diverse array of workshops and discussions. They also can guide instructors to useful scholarly literature on the subject of college teaching and learning.