

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

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## **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, sociocultural and linguistic 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, human evolution and population history, migration, bioarchaeology, populations in the Americas, Eurasia, Europe.

**SOCIOCULTURAL ANTHROPOLOGY AND LINGUISTIC ANTHROPOLOGY:** Postcolonial studies, indigenous people, migration, human rights, political anthropology, applied anthropology, medical anthropology, the social contexts of language, language documentation and revitalization, language ideology, language and power, media archiving and data interoperability, Latin America, North Africa, China, Middle East, and Europe.

This program is designed to enable students to complete a PhD in five years. Most students who are admitted into the program are expected to be entering with the intention of completing a PhD, and will be admitted directly into the PhD program. Students entering the program without an MA are expected to complete one as they progress to the PhD.

Recognizing that some fields have career paths that begin at the MA level, the program also offers an M.A.-only option.

Thus, the graduate program has three tracks for incoming graduate students: (1) M.A. only (with or without a thesis), (2) MA + PhD, where an MA is received *en route* to the PhD, (3) PhD only.

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

2.1 General Information for all Applicants. The graduate program admits students for the pursuit of Master's (M.A.) and Doctoral (Ph.D.) degrees in anthropology. We expect students to complete the M.A. in two years and the Ph.D. in five years. In order to offer full funding for at least four years to all students, the program has high expectations and admission is highly competitive.

Preparation for the program through completion of an undergraduate Bachelor's degree (B.A. or B.S.) and Master's (M.S. or M.A.) in anthropology is expected but not required. Coursework in

fields that intersect with anthropology is strongly recommended. Undergraduate and graduate courses in such subjects as biology, philosophy, genetics, statistics, computer science, and history, as well as proficiency in a foreign language are of considerable value to the graduate student in anthropology.

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 January 10<sup>th</sup>** of the preceding spring. Review of applications begins in mid-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.
- Identification of two KU faculty members who could serve as the applicant's primary and secondary graduate advisors. Applicants are encouraged to reach out to the faculty members prior to applying in order to establish interest and determine whether they would be a good fit with the advisors' research expertise. Two faculty members must agree to serve as mentors for each admitted student: one primary, one in a secondary capacity on the student's committee. In the eventuality that the student's primary advisor cannot continue in that role, the secondary advisor commits to serving as the primary advisor. Applicants do not need to submit written confirmation from these faculty as part of their application; they will be identified during the selection and admissions process.
- A research statement describing your research interests and professional goals that clearly indicates the disciplinary track of interest (i.e., archaeology, biological anthropology, or sociocultural/linguistic anthropology), and identifies which faculty members you would like to work with.
- 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 not required for admission into the program.

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. Students admitted in provisional status are not eligible for funding as a graduate teaching assistant or graduate research assistant during the provisional period (usually one semester.)

2.4 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.

2.5. Advising New students will be assigned a primary faculty advisor and a secondary advisor at the time of admission. Every graduate student is required to have a graduate advisor from the time of admission until completion of degree requirements. Students may change advisors at any time provided they can identify another regular member of the department's graduate faculty willing to accept the position. It is the student's responsibility identify the new advisor, to notify the DGS at once and in writing of such changes, and to notify the previous advisor of the change. When a change of advisor is necessary for reasons beyond the student's control (e.g., a faculty member leaving KU, retiring, or when the advising relationship is no longer productive), the secondary advisor is expected to step into the role, unless alternative arrangements are made with the DGS and/or department chair.

Every student is also required, after the second semester of enrollment, to have either a M.A. or a Ph.D. committee. The student also may change any other committee member with the consent of the committee chair. Any faculty member has the right to refuse to continue as a student's advisor or to serve on any student's committee.

Students must meet regularly—at least once a year—with their committees. Failure to meet regularly with their committees will result in students being placed on probation during the next evaluation period. Students are responsible for scheduling and organizing the advisory meeting at least two weeks prior to their annual evaluation.

## 2.6 Enrollment

The department requires all students to enroll continuously, full-time, in fall and spring semesters, unless on an approved Leave of Absence (LOA; see Section 10). Doctoral candidates must adhere to the University's Post-Comprehensive Enrollment Policy.

## **3. The Master of Arts (M.A.) Degree in Anthropology**

3.1. Overview. This degree is offered to students admitted to the program without an M.A. in hand. It is available to students who are seeking the M.A. only and also to those pursuing a doctoral (Ph.D.) degree.

3.2 By the end of the first year, and preferably sooner, a student should have chosen a Master's committee. The advisor serves as chair of the committee. The M.A. committee must consist of at least three members of the Graduate Faculty. 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 (DGS) and Graduate Academic Advisor (GAA) in writing of the composition of the committee and any changes or additions to the committee. The identification of the advisor and the committee must always be clearly documented.

3.3. Time Limits for the Degree. Under normal circumstances, the Department expects students to complete the M.A. degree after four to six semesters of enrollment, representing a total of thirty hours of coursework beyond the B.A. Students should plan to complete all coursework within four semesters. Students in good academic standing (3.0 minimum GPA in all KU courses) who need a third year may, with the support of their M.A. committee, petition the Graduate Committee for a one-year extension. All students are expected to be continuously enrolled until all requirements for the degree have been completed. However, the Graduate Committee may be petitioned for exceptions. See **Section 10: University Policy and Degree Requirements** for further information on time to degree limits and Leaves of Absence.

3.4. Master's Final Exam and Doctoral Qualifying Exam. After the completion of coursework, the student may elect to receive a Master's degree (M.A.) and/or continue on into the Doctoral program. Both the M.A. and continuation into the Doctoral program require examination by a committee of at least three members of the Graduate Faculty. In accordance with Graduate Studies policy, a student must be in good academic standing (3.0 or higher grade-point average) at the time of scheduling the Master's Final Exam and Doctoral Qualifying Exam. No more than six independent research or thesis hours (ANTH 896, 897, 898, or 899) may be counted towards the thirty required for the degree.

3.4.1 Master's Final Exam: The M.A. degree will be awarded upon the successful completion of a Master's Final Exam. The Anthropology program offers several options for this exam. Students will select, in consultation with and subject to the approval of their Master's committee, one of two options (A, or B) depending on their degree trajectory and career goals.

The thesis or project defense (Options A and B) must be held during the semester of the student's final enrollment in coursework for the M.A. degree. Once the student's M.A. committee agrees that the thesis or research project has been substantially completed and the student is ready to defend, the student must contact the department's Director of Graduate Studies to schedule the defense *at least three weeks in advance* of the anticipated defense date. All defense options may result in a grade of Satisfactory, Honors, or Unsatisfactory. In cases of an unsatisfactory grade, the student may repeat the exam only with the approval of the Anthropology Graduate Committee. In no cases may an exam be taken three times.

A. Thesis or Project Defense: Students must complete at least one and no more than six credit hours of Master's Thesis (ANTH 899). A M.A. thesis or project proposal should be developed in consultation with the student's principal advisor. It must be formally approved by the student's Master's committee no later than the third semester of enrollment. A completed thesis or project (including an edited book or monograph, or other scholarly product, such as an online resource, documentary film, or museum exhibition), should be submitted and defended no later than the sixth semester of enrollment. Conditional on approval by the student's M.A. committee, students must schedule and successfully complete a thesis defense open to the University community and pass an oral defense of the thesis. The oral defense will consist of a presentation of research, open to the public, followed by a period of examination by the committee in closed session. This option is particularly recommended for students that do not intend to complete a Ph.D.

B. Research Paper Option. Students must complete at least one and no more than six independent research hours of Graduate Research (ANTH 896), Internship Research (ANTH 897), Internship Analysis (ANTH 898). Students may produce or be the primary contributor (e.g. first author) to an appropriate paper submitted by a peer-reviewed journal, A M.A. project proposal must be developed in consultation with the student's principal advisor. It must be formally approved by the student's Master's committee no later than the third semester of enrollment. Co-authorship is permitted if the student has primary responsibility for: 1) conceiving the project; 2) collecting new data or analyzing previously collected data; and 3) completing the finished project. Conditional on approval by the M.A. committee, students must schedule and successfully complete a defense open to the University community.

3.4.1 Qualifying Exam: Students wishing to continue in the Doctoral program must also undergo a Qualifying Exam. The Qualifying Exam will be a holistic evaluation of the student's suitability for the Ph.D. program, taking into account the student's overall capacity and preparation for graduate study leading to the Ph.D., the student's intellectual ability, self-application, creativity, the student's portfolio of work, and prior performance in coursework and the Master's exam (if applicable). Following deliberation of the student's qualifications, the Master's committee will notify the student and the Director of Graduate Studies of their recommendation regarding the student's advancement to Ph.D. level study.

3.4.2 Oral qualifying exam without an M.A.: Some career tracks in Anthropology do not require an M.A. In recognition of this, the department has an option of moving directly to the Ph.D. program for students in good academic standing who have successfully completed all of the coursework requirements and intend to continue on in the PhD program but do not wish to take an M.A. degree. Such students may, in consultation with the advisor and the M.A. committee, petition the Graduate Committee for permission to take an oral qualifying exam. The exam questions will be drawn from topics related to the student's written portfolio, and will be administered orally in a closed session, followed by a closed-session evaluation of the student. If the student fails the oral exam, they may attempt the exam once more in written form.

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.**

#### **4. The Ph.D. Degree**

Students are informed at the time of admission whether they must complete an M.A. in Anthropology. Students who have completed prior degrees in fields other than anthropology may have additional requirements, including coursework and exams, that are determined at the time of their admission or by their advisor in consultation with their committee. These requirements will be documented in writing at the time of admission.

4.1 Advising. Upon admission to the Doctoral program or successful completion of the Qualifying Exam, students must establish the **Doctoral Committee**. The faculty advisor serves as chair of the committee, which must be composed of a total of five members of the Graduate Faculty and in accordance with Graduate Studies policy. At least three committee members must be members of the Department of Anthropology. One committee member must be from a KU department outside of Anthropology who meets the requirements for serving as the Graduate Studies Representative. See **Section 10. University Policies and Degree Requirements** for University policy on committee composition.

Students must secure the agreement of each faculty member to serve on the committee and notify the Director of Graduate Studies and Graduate Academic Advisor in writing of the composition of the committee. See **Section 2.5** for the rules regarding changing advisors and committee members. Failure to identify a doctoral committee at the end of the first year will result in academic probation.

4.2 Coursework Requirements. **In addition** to the coursework requirements described in section 5, Ph.D. students are required to complete at least 18 graduate credit hours of post-M.A. coursework. Of these eighteen hours, no more than nine may be in independent study (ANTH 896, 897, or 898). Dissertation hours *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**.

4.3 Advancement to Candidacy. All Ph.D. students must pass a Comprehensive Oral Examination no later than the end of their fourth semester of post-M.A. enrollment. This exam will be based in part upon a dissertation proposal, which must be approved by the Doctoral Committee *at least three weeks* before the Oral Comprehensive Examination is scheduled. Students are therefore advised to begin work on the dissertation proposal in their third semester and to submit it to the Doctoral Committee with sufficient time for approval.

The dissertation proposal is an essential part of doctoral research. The student's Doctoral Committee determines its exact form, and this may vary by subdiscipline. 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. To ensure timely progress toward completion of the dissertation and doctoral degree, students must have a dissertation proposal approved by their Doctoral Committee and pass an oral comprehensive examination within six semesters of beginning doctoral work.

The approved dissertation proposal is the central focus of the Comprehensive Oral Examination. The Doctoral 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 Dissertation Committee agree that the student and dissertation proposal are ready for defense, students must consult the Graduate Academic Advisor about scheduling the exam *at least three weeks* in advance of the anticipated defense date. The exam is administered by the Dissertation Committee and is closed to the public. It may result in a grade of Satisfactory, Honors, or Unsatisfactory. In the case of an unsatisfactory grade, a student may

repeat the exam a second time only with the approval of the student's doctoral committee and the Graduate Committee. A third try is not permitted. See **Section 5.4** for further information. Upon passing the dissertation proposal defense, the student is advanced to doctoral candidacy.

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

**4.5 The Dissertation.** The dissertation is an independent piece of research, usually requiring laboratory analysis and/or fieldwork, and leading to a final product that will contribute to anthropological knowledge. It is undertaken based on the approved dissertation proposal in consultation with the student's advisor and Doctoral Committee and is usually completed through the submission of multiple drafts. The completed dissertation must be submitted to the committee at least two weeks before the scheduled defense date. Students should always plan for adequate time to be given for review of drafts by the advisor and the Doctoral Committee.

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).

**4.6. Final Oral Examination.** After obtaining approval from all members of their committee, the student may schedule their defense. The student must consult the Graduate Academic Advisor at least three weeks in advance of a proposed date to schedule the Final Oral Examination, in which the candidate defends the dissertation and its contribution to anthropological knowledge. The Final Oral Examination is composed of two parts: 1) A dissertation defense, open to other faculty, students, and the public, consisting of a presentation of the student's research and a question and answer session, 2) An oral exam, open only to the doctoral committee with the student's advisor serving as chair.

At the time of the defense, the Doctoral Committee may approve the dissertation "as is" or it may indicate specific changes that are necessary before a final draft is accepted. A student must comply with all expectations in the time period allotted in order for the requirements for the degree to be considered complete. This includes meeting all University requirements, including submission of the final dissertation draft in a correct, complete, specified format.

Upon satisfactory completion of the Final Oral Examination, completion of any modifications to the dissertation required by the Doctoral Committee, and review of all University requirements, the candidate will be certified by the Dissertation Committee as qualified to be awarded the Ph.D. degree. See **Section 10. University Policies and Degree Requirements** for further details.

## **5. Coursework Requirements**

**5.1 Overview.** Coursework requirements are the same for all students, regardless of degree. All students are expected to complete 30 credit hours of graduate level (500+) coursework prior to completion of the Master's Final Exam/Doctoral Qualifying Exam, typically by the end of their fourth semester of study. At least 50% of credit hours must be at the 700 level or above.

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.

No more than 6 hours of independent research or thesis credits may count toward the 30-hour total. See **Section 10: University Policy and Degree Requirements** for further information.

The graduate program curriculum has been designed to give students: a) rigorous training in professional skills needed to be successful in academic or non-academic careers, b) a thorough grounding in four-field anthropological history and theory, c) maximum flexibility in advanced study in theory, methods, and synthesis within the student's area of specialization.

5.2 Core Topics. This program does not have required courses apart from the Proseminars. Instead, students must demonstrate competency in a set of topics, including:

1. Professionalism
2. History/Theory in the Four Fields of Anthropology
3. Knowledge in the Area of Specialization
4. Stewardship/Engaged Research
5. Research Methods

All students must take the two-semester Proseminar course. It will consist of in-depth discussions of published material relevant to the history and theory of each anthropological subfield. Readings will be selected by each of the subdisciplines, and faculty are encouraged to attend the seminar and contribute to discussions. Satisfactory completion of the course will fulfil the above listed Core Topic 2 (History/Theory) competency requirement. The Proseminar will also further students' professional skills (i.e. reading academic literature, designing research projects, writing grants, research ethics) and thereby fulfil the above listed Core Topic 1 (professionalism) competency requirement.

5.4. Demonstrating competency in topics. Competency may be demonstrated in remaining Core Topics through two pathways: first, students may complete a relevant course (with a grade of "B" or better). For example, students in socio-cultural/linguistic anthropology may satisfy the methods requirement through the completion of ANTH 783 "Doing Ethnography", [ANTH 741 "Field Methods in Linguistic Description"](#), or a [graduate level statistics course](#). Biological anthropology students may satisfy the method requirement by taking "Biometry" or "Population Genetics." Archaeology students may satisfy the method requirement through completion of a lithic or ceramic analysis course.

A second pathway for demonstrating competency in a Core Topic is through the satisfactory completion of a graduate level paper. For example, a bio-anthropology student taking a Geoarchaeology class may elect to fulfil the Core Topic 3 (Knowledge in the Area of Specialization) by writing a paper on DNA preservation in soils at mid-latitudes. Similarly a Geoarchaeology students could attend a Mortuary Practices in the Archaeological Record class and fulfil Core Topic 4 with a graduate paper focused on stewardship or engaged research. Students must obtain written consent from the instructor of the course as well as their main

Advisor, prior to enrolling in the course if they wish to pursue this option, in order to make sure that it fits within the content and requirements of the course. Papers written to fulfil competency requirements will go into a portfolio which will be used by the student’s advisory committee in writing the comprehensive oral examination for the MA degree.

5.5 Additional requirements by subfield. In addition to the Core Topics, each subdiscipline has specific expectations for graduate students. These expectations are discussed in sections 7-10.

5.6 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.”

### Timelines

Year	Semester	MA	MA+ PhD	PhD
1	1	30 hours coursework including Proseminar I and II, completion of competencies through courses and papers.		
	2			
2	3			
	4		Qualifying exam for the PhD	
3	5	Submit and defend MA thesis no later than this semester.		Dissertation proposal and defense
	6		Dissertation proposal and defense	
4	7		18 post-comprehensive credit hours, Submit and defend dissertation	18 post-comprehensive credit hours, Submit and defend dissertation
	8			
5	9			
	10			
6	11			
	12			

## **6. Graduate Training in Archaeology**

**6.1 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.

Graduate 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, relevant field and lab training, qualifying exams, the doctoral proposal, and the doctoral dissertation or its equivalent.

**6.2. Fieldwork and laboratory research.** 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. Experience in working directly with archaeological materials is also expected of all students. 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 Ph.D. committee.

**6.3 Grant writing.** In order to succeed in archaeology, students need to develop excellent grant writing skills. Each student is therefore required to write a research proposal and strongly encouraged to submit it to an external funding agency prior to advancement to candidacy. All eligible students are strongly encouraged to apply to the NSF Graduate Research Fellowship Program during their first two years of graduate school. Students are encouraged to further hone their grant writing skills through independent study with faculty via graduate research/readings (ANTH 996) or a similar course or workshop in grant writing. Students deficient in writing skills will be required to undergo additional training through the Writing Center or other workshops as recommended by their committees.

**6.4 Research Skills** Students develop critical research skills through formal coursework and informal apprenticeship-style training outside of classes during their first two years of study. Students may expect to participate in small research projects prior to beginning their dissertation research in order to gain experience; they can expect co-authorship on any papers emerging from projects to which they provide substantive contributions. All archaeology PhD students are expected to regularly present research to their colleagues within the department and are encouraged to make presentations regularly at national and international research conferences after achieving candidacy.

**6.5 Dissertation Proposal** For doctoral students in archaeology, it is recommended (but not mandatory) that the dissertation proposal be in the form of an NSF Dissertation Improvement Grant. If another format is chosen, it must be developed by the students and their advisory committee prior to the formal oral defense.

**6.6 Format of the Dissertation** Dissertations in archaeology will consist of a clearly articulated research question developed in accordance with the student's advisory committee. The format should minimally include two publishable papers, an introduction, a synthesis or discussion, and a concluding chapter. To qualify, the papers must make a significant and original contribution to the field and advance our understanding of archaeological knowledge from a historical, theoretical, methodological, or scientific perspective. In broad terms, they should further our

understanding of specific chrono-cultural developments, social processes and ancient human adaptations, or explore past paleoenvironmental changes as they relate to humans. The papers must be suitable for publication in journals of international and national reach such (but not limited to) *American Antiquity*, or scientific journals with a broad regional focus such as (but not limited to) *Plains Anthropologist*. Papers may have multiple authors; however, for them to be included as chapters, the PhD candidate must be the primary (first) author, have contributed the majority of research, and ultimately have written the final product.

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

**7.1 Introduction.** Graduate training in biological anthropology at the University of Kansas is designed to provide in-depth knowledge and research skills in human evolution and anthropological genetics. 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. This concentration stresses research from the very beginning of the program, and is therefore quite rigorous.

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

**7.2 Multidisciplinary coursework.** Because biological anthropology, and in particular anthropological genetics, draws upon the methods and theory of multiple disciplines, it is generally expected that students take a number of courses offered outside the department early in their training, particularly in the Division of Biological Sciences. Such courses generally include biometry and population genetics if students do not already have a background in these topics.

As their research progresses, students may also take courses related to their specific research interests both within and outside the department, such as in geology, linguistics, archaeology, sociocultural/linguistic anthropology, and Indigenous Studies. Students will choose their course of study in consultation with their advisory committee.

**7.3 Grant writing.** In order to succeed in anthropological genetics, students need to develop excellent grant writing skills. Each student is therefore required to write a research proposal and strongly encouraged to submit it to an external funding agency prior to advancement to candidacy (see 7.7). All eligible students are strongly encouraged to apply to the NSF Graduate Research Fellowship Program during their first two years of graduate school. Students are encouraged to further hone their grant writing skills through independent study with faculty via graduate research/readings (ANTH 996) or a similar course or workshop in grant writing. Students deficient in writing skills will be required to undergo additional training through the Writing Center or other workshops as recommended by their committees.

**7.4 Developing research skills.** Students develop critical research skills through formal coursework and informal apprenticeship-style training outside of classes during their first two years of study. Students may expect to participate in small research projects prior to beginning their dissertation research in order to gain experience; they can expect co-authorship on any papers emerging from projects to which they provide substantive contributions. Under the direction of the laboratory manager and other senior personnel, students who use the laboratory

facilities are expected to assist in the maintenance and improvement of all shared facilities and resources, including the modern DNA laboratory, the ancient DNA laboratory, the LBA, and all samples and reagents.

**7.5. Meetings and advising.** All graduate students in biological anthropology are expected to meet regularly with their advisor in order to discuss progress in their research. Students can expect additional regular meetings with senior personnel on specific projects, and with the entire laboratory group. Because regular advising is crucial to making progress in genetics research, biological anthropology graduate students are encouraged to meet with their full advisory committees at least annually. Failure to meet regularly with their advisors and attend laboratory meetings over the course of a semester will result in students being placed on probation during the next evaluation period.

**7.6. Presenting research.** All biological anthropology PhD students are expected to regularly present research to their colleagues within the department, and encouraged to make presentations regularly at national and international research conferences after achieving candidacy.

**7.7 Format of the Dissertation Proposal.** For doctoral students in biological anthropology, the dissertation proposal shall be in the form of an NSF Biological Anthropology Senior Research Proposal. This must conform to all NSF specifications and be submitted to the advisor and dissertation committee in completed form. This proposal will form the basis for the oral 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. Students are expected to modify or draw upon this proposal in writing and an NSF Doctoral Dissertation Improvement Grant application following achievement of candidacy. Proposed dissertation chapters and timeline of research should also be provided to the Doctoral Committee and described in sufficient detail that the Committee can assess their scientific merit and feasibility.

**7.8 Format of the Dissertation** Dissertations in biological anthropology will consist of at least three publishable papers, an introduction, and a concluding chapter. One of the three papers may be a literature review in the student's field of study, suitable for publication in a journal like Yearbook of Physical Anthropology. The other two papers must be suitable for publication in journals such as AJPA, American Journal of Human Genetics, or PLOS. Papers may have multiple authors; however, for it to be included as a chapter the student must be the primary (first) author and have contributed the majority of research and writing to the work. Papers do not need to be published before the dissertation defense, but they must be submission-ready.

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

**8.1 Introduction.** Graduate training in sociocultural and linguistic anthropology at the University of Kansas is designed to provide in-depth knowledge and research skills in critical theory, engaged and collaborative ethnographic research, and linguistic analysis. Students may pursue an MA for the non-academic and community college teaching job market or a PhD for the academic and non-academic market.

**8.2 Theory and current perspectives.** Sociocultural/linguistic graduate students must know the historical foundations and current sociocultural and linguistic theory to be competent scholars. Historical foundations are covered in required Proseminars I & II. Training in current theory is typically met by ANTH 704 (“Current Sociocultural and Linguistic Anthropological Theory: 1968-Present”). In order to make progress toward degree students may request to substitute another current theory-based course or a guided readings course. Such requests must be approved by the student’s graduate supervisory committee.

**8.3 Knowledge in Area of Research.** Sociocultural and linguistic anthropology students specialize in particular theoretical topics and the historical, social, and cultural background(s) of the countries or regions where they will conduct research. Students must either take courses that build topical and area specializations or complete literature reviews (e.g., in ANTH 896) for each topic under the supervision of their doctoral committee members. Literature reviews should follow the model of articles in *The Annual Review of Anthropology* (<https://www-annualreviews-org.www2.lib.ku.edu/journal/anthro>). The courses and/or literature reviews are intended to be of direct use to students’ dissertations and serve as a foundation for their future research and publications.

**8.4 Methodological training.** Ethnography is the hallmark of sociocultural anthropological research and the method used by the sociocultural anthropologists in this department. Sociocultural students are expected to take ANTH 783 “Doing Ethnography” or an equivalent ethnographic training course in another department approved by the student’s graduate supervisory committee. Students are encouraged acquire skills in qualitative and quantitative methods for methodological fluency. For students with a focus in linguistics, the methods requirement can be met in a variety of courses within and outside of the department with approval of the linguistic anthropology advisor.

**8.5 Language training:** Graduate students in sociocultural/ linguistic anthropology must demonstrate either **(a)** a working spoken knowledge of a 2<sup>nd</sup> language if it is necessary for their research, or **(b)** reading competency in a second language in which documents and publications relevant to their research specialization have been written. This may be achieved by taking courses up to an intermediate competency (equivalent to 4 semesters), through training abroad, or through another mechanism as directed and approved by their advisor and committee.

**8.6 Multidisciplinary coursework.** Ethnography is like detective-work. Ethnographers are adaptable and able to recognize and follow leads from different areas of knowledge while conducting research, analyzing field notes, and writing authoritative prose. Therefore, sociocultural and linguistic students are encouraged to take courses outside the department, such as in Area Studies, History, Geography, Indigenous Studies, Communications, English, Sociology, Environmental Studies, or others anticipated to be relevant to their dissertation and careers.

**8.7 Grant writing.** Grant writing is a fundamental competency in sociocultural and linguistic anthropology, as it is in every discipline, and not simply for funding but respect and prestige. Students prepare for grant-writing by building a dissertation proposal with guidance

from their doctoral committees and may take credits in ANTH 896 “Graduate Research” if they choose. The doctoral proposal and one’s graduate competency as a whole must be orally defended in a Comprehensive Oral Examination. If one passes, one moves on to doctoral candidacy. The dissertation proposal is a template for actual external grant applications, such as to the Wenner-Gren Foundation, the US Department of Education’s Fulbright-Hays award, the Social Science Research Council, and the National Science Foundation Dissertation. Dissertation proposals are usually in the range of 20-30 double-spaced pages, whereas grant proposal lengths vary from 8-20 pages. Competition for external grants are stiff and award deliberations last for months, so students should plan to submit multiple external applications as early as possible.

**8.8 Meetings and advising.** Sociocultural and linguistic anthropology students must meet with their advisor/committee chair at least once per semester, either in person or digitally.

**8.9 Presentations and Publications.** To make professional contacts, hone skills, and build a resume for a competitive job market, sociocultural and linguistic students should strive to present their research at professional conferences and publish in professional journals as soon as they have sufficient data. If students have no data, they should ask their professors if they could do bibliographic work or data analysis with the professor’s data and co-present or co-publish with them. Common venues for sociocultural graduate presentations are the Central States Anthropological Society, the American Anthropological Association, the Society for Applied Anthropology, and areas studies association meetings.

**8.10 Stewardship/Engaged Research.** Sociocultural and linguistic anthropology students are expected to actively contribute to the discipline and society at large. They must complete one of the following or another task approved by the committee to graduate with a PhD:

- a. Write a letter/editorial (reviewed by advisor) to politicians, newsfeeds, journals, magazines, newspapers
- b. Hold a leadership position in the Graduate Students for Anthropology club (GSA)
- c. Hold a leadership position in national or regional anthropology organization
- d. Conduct service-learning in a course as student or TA
- e. Produce a short well-supported video for YouTube or other venue
- f. Undertake 30+ hours of internship
- g. Design a website with well substantiated data

## **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.** All students admitted to the program are guaranteed full funding for four years if they maintain good standing. 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,

and a tuition waiver. 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. The Graduate Committee assigns students to GTA 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 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 each semester.

The academic progress of all graduate students will be reviewed each spring semester. Additional evaluations may take place as warranted. All faculty participate in the annual review. Students must submit an updated CV and a statement of academic progress over the previous year in advance of the annual review. Grades, advancement in requirements, progress on the thesis or dissertation, overall academic performance, and GTA/GRA performance will be evaluated. Students will be notified of the review in advance. The outcome of the evaluation will be communicated by the DGS in writing to the student, along with whatever recommendations the review committee chooses to make. A copy of the evaluation and recommendations will be retained in the student's file.

9.5 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.

**9.6 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 first year of graduate study.
- Failure to complete the requirements for the M.A. degree within 2 years after entering the program for PhD-track students or 3 years for stand-alone MA track students
- Receiving multiple, or consecutive, Incomplete grades (I).
- Failure to submit materials for the annual review.
- Failure to set up a meeting and meet with their committee at least once a year.
- 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.

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

**9.8 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 advisory 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.

### GENERAL POLICIES

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

#### Admission

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

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

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

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

- [Admission to Graduate Study](#)

#### English Proficiency Requirements

The University requires 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 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.

#### **Transfer Credit**

The transfer credit option allows master's students to count graduate-level coursework completed at another institution toward their KU degree. Restrictions apply to what non-KU graduate courses and the number of credit hours that can be counted toward a KU master's degree, so students should carefully review the information provided in the link above and the related policies below, as well as consulting with their DGS. In all cases, transfer credit must

first be approved at the department or program level. To begin the transfer process, students should consult with their DGS to submit the required transfer materials. These include a transcript reflecting the courses to be transferred and descriptions and/or syllabi for the courses in question.

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.

Because there is no minimum number of required hours for the Ph.D., reduction of required hours 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](#)
- [Probation and Dismissal \(CLAS\)](#)
- [Good Academic Standing policy](#)

**Grading**

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

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

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

**Related Policies:**

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

**Time limits**

The University expects that master's degree should typically be completed in two (2) years of full-time study, 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 Program Time Constraints](#)
- [Doctoral Program Time Constraints](#)
- [Doctoral Comprehensive Exam Time Constraints](#)
- [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 (LOA) 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 LOA 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](#)
- [CLAS 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](#)

## **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/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 Fall and Spring semester 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. Departments are responsible for tracking student enrollment and submitting the certification form on the student's behalf through the Progress to Degree (PTD) system **at least two weeks prior** to the beginning of the semester in which the enrollment will drop below 6 hours. Students who are certified to reduce hours continue to meet the University's definition of full time enrollment, as well as the enrollment requirements of their employment contract.

#### **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.

### 13. KEY OFFICES AT KU

Your unit's Director of Graduate Studies, Graduate Advisor, or Graduate Coordinator/Administrator 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](#), [Graduate Credit](#), [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.