

KU DEPARTMENT
OF CURRICULUM
& TEACHING

The University of Kansas

Master's Student Handbook



School of Education

Welcome to the Department of Curriculum & Teaching!

Graduate education in the Department of Curriculum and Teaching at the University of Kansas is a shared responsibility. A major purpose of graduate education is to instill in each student an understanding of and capacity for scholarship, independent judgment, academic rigor, and intellectual honesty. It is the joint responsibility of faculty and graduate students to work together through relationships that encourage freedom of inquiry, demonstrate personal and professional integrity, and foster mutual respect.

The Curriculum and Instruction master's-level programs in the Department of Curriculum and Teaching offer a variety of degree and licensure choices tailored to meet the needs of individuals. Through the master's degree, students may strengthen their pedagogical and disciplinary knowledge by concentrating on professional courses in C&T, as well as graduate coursework in other academic departments. At the master's level, students may apply for either a Master of Science in Education (M.S.Ed.) or Master of Arts (M.A.) degree. The master's degree is designed to produce graduates who possess expertise in contemporary theories, procedures, and research in curriculum and instruction, as well as in educational foundations of curriculum and instruction.

The graduate licensure program (GLP) is available to students who already hold a bachelor's degree and want to be licensed to teach Foreign Languages, Mathematics or Science. The graduate licensure program combines graduate and undergraduate level courses. The GLP requires a total of 46-55 credit hours for most students, including the semester-long student teaching experience. Upon completion, most students will have earned 24-36 graduate credits towards a master's degree in Curriculum and Instruction; consequently, after completing the GLP requirements, students may choose to continue to complete a 30- or 36-hour master's degree.

The School of Education offers some scholarship assistance to admitted and currently enrolled graduate students. Information is disseminated annually before the application period begins. Scholarships are available for students enrolled at either the Lawrence or Edwards campuses. The Department of Curriculum and Teaching offers a limited number of graduate assistantships that allow students to be employed in the department while completing an advanced degree.

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Graduate Studies — Student Responsibilities

All graduate students are responsible for informing themselves of requirements of the Office of Graduate Studies as stated in the most recent issue of the *Academic Catalog*: ([2014-15 Academic Catalog](#)) and to be familiar with the regulations and requirements of their Graduate Divisions and departments and of their graduate programs. Students should note that the requirements to which they are normally held are those that are in effect at the date of their first enrollment.

It is each graduate student's responsibility to know and observe all regulations and procedures relating to the graduate degree program the student is pursuing. In no case will a regulation be waived or an exception granted because students plead ignorance of, or contend that they were not informed of, the requirements, regulations, procedures, and deadlines. Responsibility for following all policies and meeting all requirements and deadlines of graduate programs and the Office of Graduate Studies (<http://www.graduate.ku.edu/>) rests with the student.

Graduate Admission

Admission to Graduate Studies requires:

- **A Bachelor's degree and a GPA of at least a B (3.0 on a 4.0 scale)**, both overall and in the proposed area of study, if applicable, from KU or from another regionally accredited institution or international university with substantially equivalent bachelor's degree requirements.
- The bachelor's degree is not accepted if it contains credit hours awarded for work experience that was not directly supervised by faculty members (life experience).

Regular Graduate Student

To be admitted to regular graduate standing, the applicant must meet the academic standards of the Department, School of Education Graduate Division, and the University Office of Graduate Studies for the master's degree and have few, if any, deficiencies in prerequisites.

Graduate Admission - Minimum English Proficiency Requirement Test Scores for International Admission

Office of Graduate Studies <http://policy.ku.edu/graduate-studies/english-proficiency-international-students>

The following are acceptable means for verifying English proficiency for purposes of admitting students – whether domestic or international – to graduate study who are not native speakers of English:

- Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English-medium U.S. college or university or a college or university in the United Kingdom, Australia, New Zealand, Ireland, English-speaking province of Canada, or an English-speaking Caribbean country, with instruction conducted in English.

Degrees earned online may not be used to verify English proficiency.

- Receipt of an official copy (not student's copy) of an applicant's English proficiency standardized test scores (e.g. TOEFL) achieved not more than two years prior to the semester of first enrollment.

The Department of Curriculum and Teaching requires the following minimum TOEFL or IELTS scores for consideration of admission to the Curriculum and Instruction graduate programs:

TOEFL (IBT) – minimum overall score of 92, with no section score below 23.
IELTS – minimum overall score of 7.0, with no section score lower than 7.

All students who are not native speakers of English and/or international students and who are admitted to campus-based programs are required to check in at the Applied English Center (AEC) upon arrival on campus. At that time, the AEC will confirm the student's level of English proficiency and determine if English courses are required.

Graduate Admission – Non-degree-seeking Students

Graduate Non-degree-seeking Student

The applicant is admissible to regular status but does not intend to work for an advanced degree at KU at the time of admission. The School of Education requires a minimum GPA of 3.0 for graduate non-degree-seeking status.

If a student in the graduate non-degree-seeking category later requests admission as a regular degree-seeking student and is so accepted by a department or program, only that work taken as a graduate non-degree-seeking student which is approved by the appropriate department may be applied to the degree program.

The total of transfer credit from another accredited graduate school and graduate non-degree-seeking credit earned at KU together may not exceed 6 hours, or 8 hours if the student holds a baccalaureate degree from KU.

Graduate Studies - Enrollment

The normal full-time enrollment for a graduate student is 9 credit hours per semester or 6 credit hours per summer session. (Most graduate courses are 3.0 credit hours.) Graduate students in the School of Education are normally permitted to enroll for a maximum of 16 credit hours a semester or 8 credit hours in summer session.

The enrollment of those with foreign student (F-1) visas must conform to the minimum established by the regulations of the Immigration and Naturalization Service (INS). International students must conform to the residence requirements of Graduate Studies, even if the minimal enrollment of the INS is lower.

Full-time Student Classification and Residence Requirement

The following student loads for course work and/or appointments at KU for teaching or research represent full-time graduate student status for degree-seeking students for purposes of qualifying for fellowship tenure, student loan deferment, and similar statuses:

- 9 credit hours
- 6 credit hours plus GTA or GRA appointment at KU, regardless of percentage of appointment.

These figures are the minimum number of credit hours a student may carry and still be considered full time enrolled. A student may enroll for more hours with the approval of the department or faculty adviser, within maximum guidelines.

Degree-seeking graduate students who are employed by KU must be enrolled for at least 6 hours per semester to be considered full-time students.

Graduate Studies - Grading (<http://policy.ku.edu/graduate-studies/grading>)

The basic system is an A, B, C, D, F system, where A designates above-average graduate work; B, average graduate work; C, passing but not average graduate work (C– is not considered a passing grade); D and F, failing graduate work. C–, D, and F work does not count toward fulfilling degree requirements.

The letter P is used only to indicate participation in thesis, dissertation, and research enrollments (related to thesis or dissertation), and in the first semester enrollment of a two-semester sequence course. In any semester, an instructor may, at his or her option, assign a letter grade of A, B, C, D, or F when evidence about performance is available. Upon completion of thesis/dissertation or research hours leading to a master's or doctoral degree, the P remains on the final transcript except for the last semester of enrollment. A letter grade (A, B, C, D, or F) is assigned in the last semester of enrollment to characterize the quality of the final product. The I grade is not appropriate for enrollment in thesis, dissertation, or research, and is not accepted.

For enrollments other than thesis, dissertation, or research, the letter I indicates course work that has been of passing quality, some part of which is, for good reason, unfinished.

As stated in University Senate Rules and Regulations, Article II, Section 2.2.3.2: “A student who has an I posted for a course must make up the work by the date determined by the instructor, in consultation with the student, which may not exceed one calendar year, or the last day of the term of graduation, whichever comes first. An I not removed according to this rule shall automatically convert to a grade of F or U, or the lapse grade assigned by the course instructor, and shall be indicated on the student’s record.”

The grades of S and U may be used to designate satisfactory and unsatisfactory performance, respectively, in continuing education, workshop, and institute courses upon the recommendation of the department offering the course. No more than 6 hours total of graduate courses graded S are permitted to count toward a degree.

In courses numbered 800 or above for which specific authorization has been given, the instructor may report a grade of S for students who have satisfactorily attended the course but for whom it has not been possible to evaluate the quality of performance.

Once the S grade for a particular course (or a particular faculty member’s section of a multi-section course) has been recommended by the department and approved by the Graduate Division, it must be applied to the entire student enrollment in the course or section. This applies to those 800- or 900-level courses eligible for the S grade (or its alternative of F), as well as to Continuing Education, institute, and workshop courses. The S and U grades are not used in computing the grade-point average.

The Credit/No Credit option is authorized for graduate students. For graduate students, the grade of CR will be received for grades of C and above, and the grade of NC (no credit) will be received for grades of C- and below.

As outlined in USRR 2.2.7.6, no course graded CR or NC can count toward the satisfaction of the requirements for a graduate degree or a graduate certificate. This prohibition includes any courses taken to meet the Research Skills and Responsible Scholarship requirement.

Please see the [Research Skills and Responsible Scholarship policy](#) for more information.

The individual schools have the option of using or not using +/-, according to the policy adopted by the particular school. B- does not represent satisfactory work in graduate studies.

In the grading system defined above, at least a B average is required on course work counted toward any of the master’s degrees or the Specialist in Education degree at KU, and only courses graded A, B, or C (excluding C-) may be so counted. Course work counted toward a doctorate, including that for a master’s degree if obtained at KU, should average better than a B. Courses graded P, S, U, or I are excluded from the computation of the average.

Graduate Studies - Academic Probation

Probation

Upon falling below a cumulative graduate grade-point average of 3.0, computed with the inclusion of grades earned at KU for all courses acceptable for graduate credit, the student is placed on probation by the graduate division of the school/college. The grades of P, S, U, and I, for which no numerical equivalents are defined, are excluded from the computation. If the student’s overall graduate average has been raised to 3.0 by the end of the next semester of enrollment after being placed on probation, the student may be returned to good academic standing. If not, the student is not permitted to re-enroll and will be dismissed unless the graduate division of the school/college acts favorably on a departmental recommendation for the student to continue study.

If admitted provisionally due to deficiencies in grade point average, a student must earn an overall graduate average of at least 3.0 during the first semester of enrollment (in which case the student is considered to have achieved good academic standing) to be permitted to re-enroll. A student admitted provisionally who fails to earn

a 3.0 average in the first semester of enrollment may be dismissed immediately. If provisional continuation is recommended by the department or program, and approved by the graduate division of the school/college, the student may remain on provisional status for one additional semester.

Students who have been dismissed from a graduate program may be readmitted for further graduate study at KU only by petition of the graduate division of the school/college that will accept the student. The petition must be approved by the Dean of Graduate Studies.

Graduate Studies - Grievances

A graduate student who believes himself or herself to be unfairly or unlawfully treated in an academic matter may present a grievance to the academic department or program chair. Each academic unit, all Graduate Divisions, and the college have established grievance policies and procedures. Appeal of a grievance heard at one of these levels is made to the Judicial Board. Graduate Studies has established a set of guidelines for graduate student petitions in certain categories that may not be under the jurisdiction of other hearing bodies. The Executive Committee of the Graduate Council has identified two categories as the purview of Graduate Studies:

1. Cases involving the Graduate Divisions of two or more schools or colleges.
2. Cases involving the interpretation of Graduate Studies policy as it pertains to the Graduate Division of a school or college.

For disputes involving alleged academic misconduct or alleged violations of student rights, the initial hearing normally is held at the unit level. There is an option to hold an initial hearing at the Judicial Board level if both parties agree, or if either party petitions the Judicial Board chair to hold the hearing at the Judicial Board level and the petition is granted. The petition must state why a fair hearing cannot be obtained at the unit level; the opposing party has an opportunity to respond to the petition.

Procedures for Graduate Student Grievances

Pursuant to Article XIV of the University Senate Code and Articles V and VI of the [University Senate Rules and Regulations](#) of the University of Kansas, Lawrence, the Office of Graduate Studies establishes the following procedures to hear the individual grievances of graduate students. Except as provided in USRR 6.5.4, no person shall be disciplined for using the grievance procedure or assisting another in using the grievance procedure. The Office of Graduate Study shall provide a copy of this procedure to anyone who requests it.

A sub-committee of the Executive Council of Graduate Faculty is charged to “establish policies governing the handling of individual grievances of graduate students brought to the attention of the Office of Graduate Studies and to carry out or delegate the investigation of individual grievances presented to the Office of Graduate Studies,” and to “make and report final recommendations to the Dean of the Office of Graduate Studies with respect to individual grievances.” Since the committee has the responsibility to adjudicate and hence to hear grievances, it cannot function to develop evidence on behalf of either complainant or respondent. It is appropriate, however, for the Office of Graduate Studies, in its administrative capacity, to look into complaints prior to scheduling a grievance hearing, to interview parties, to secure documents, and to seek a conciliatory solution. Before pursuing formal grievance procedures, a grievant should ordinarily attempt to resolve the matter informally through direct or indirect consultation with the other party, through discussions with supervisory personnel or through informal mediation. If the problem is not solved in this fashion the dean shall refer the complainant to the committee or, if appropriate, to another appropriate unit charged with jurisdiction to resolve the dispute. If it is referred to the committee, the Office of Graduate Studies shall make available to the committee what it has learned that bears on the complaint. This shall not be construed, however, to deny the right of a student to file a complaint directly with the committee.

1. To start the grievance process, the complainant must submit a written grievance to the Office of Graduate Studies. The complaint shall contain a statement of the facts underlying the complaint and specify the

provision(s) of the Faculty Code of Conduct, University Senate Code, the University Senate Rules and Regulations, the Code of Student Rights and Responsibilities, or other applicable rule, policy, regulation, or law allegedly violated. The complaint shall also indicate the witnesses or other evidence relied on by the complaining party, and copies of any documents relevant to the complaint shall be attached to the complaint.

2. At the time the complaint is submitted to the Office of Graduate Studies, the complaining party shall provide a copy of the complaint, with accompanying documents, to the respondent(s).
3. Upon receipt of the complaint, the Office of Graduate Studies shall contact the respondent to verify that the respondent has received a copy of the complaint and to provide the respondent with a copy of these procedures.
4. Pursuant to University Senate Code 14.2.c, a respondent has the privilege of remaining silent and refusing to give evidence in response to a complaint. The respondent also has the right to respond and give evidence in response to the complaint.
5. The respondent shall submit a written response to the Office of Graduate Studies within 14 calendar days of receiving the complaint. The response shall contain the respondent's statement of the facts underlying the dispute as well as any other defenses to the allegations in the complaint. The response shall also identify the witnesses or other evidence relied on by the respondent and shall include copies of any documents relevant to the response. The respondent shall provide a complete copy of the response to the complaining party.
6. Upon receipt of the response, the Office of Graduate Studies shall contact the complaining party to verify that a copy of the response has been provided.
7. Upon receiving the complaint and response, or if the respondent fails to respond within the 14-day time period, the Office of Graduate Studies shall appoint a committee to consider the complaint. Normally, a complaint shall be heard by a sub-committee of the Executive Council of Graduate Faculty from among the members of the committee. The committee members shall be disinterested parties who have not had previous involvement in the specific situation forming the basis of the complaint. In the summer, if the complainant requests a hearing before the full committee he or she must waive the right to timely hearing (see 11 below) and a hearing date will be scheduled early in the fall.
8. Pursuant to USRR 6.8.4.2, the chair of the committee may contact other hearing bodies within the University to determine whether a grievance or complaint involving the underlying occurrence or events is currently pending before or has been decided by any other hearing body.
9. Time limits. To use this procedure, the complainant must file the written complaint with the Office of Graduate Studies within six months from the action or event that forms the basis of the complaint. The six-month time period shall be calculated using calendar days (including weekends and days during which classes are not in session).
10. Upon receiving the complaint, if the chair of the committee determines that any of the following grounds exist, he or she may recommend to the dean that the complaint be dismissed without further proceedings. The grounds for such dismissal are: (a) the grievance or another grievance involving substantially the same underlying occurrence or events has already been, or is being, adjudicated by proper University procedures; (b) the grievance has not been filed in a timely fashion; (c) the Office of Graduate Studies lacks jurisdiction over the subject matter or any of the parties; (d) the grievance fails to allege a violation of a University rule; (e) the party filing the grievance lacks standing because he or she has not suffered a distinct injury as a result of the challenged conduct and has not been empowered to bring the complaint on behalf of the University; or (f) the party filing the grievance has been denied the right to file grievances pursuant to USRR 6.5.4.
11. If the chair of the committee determines that a grievance on its face properly should be heard by another body, the chair will recommend that the Dean send the grievance to the appropriate hearing body without further proceedings in the Office of Graduate Studies. The Dean will send a copy of the referral to the complainant(s) and any responding parties.
12. If not previously attempted, prior to scheduling a hearing, the parties shall participate in mediation of the dispute unless either party waives mediation. Mediation shall be governed by USRR 6.2.3.
13. If mediation is successful, the mediator will forward to Dean, the committee chair, and all parties a letter describing the outcome of the mediation and the terms upon which the parties have agreed to resolve the

- dispute. This letter shall be a recommendation to the Dean. The Dean will notify the mediator, the committee chair, and the parties that the recommendation has been accepted, modified, or rejected.
14. If mediation is not successful, the mediator will notify the Dean, the committee chair, and the parties that mediation has terminated. If mediation is not successful, or if it is waived by either party, the grievance committee will schedule a hearing no later than 30 calendar days from the written submission of the complaint. The 30-day period may be extended for good cause as determined by the chair of the committee. The 30-day period shall be suspended during the mediation process. The hearing will be closed unless all parties agree that it shall be public.
 15. Each party may represent himself or herself or be represented by an adviser or counsel of his or her choice.
 16. Each party has the right to introduce all relevant testimony and documents if the documents have been provided with the complaint or response.
 17. Each party shall be entitled to question the other party's witnesses. The committee may question all witnesses.
 18. Witnesses other than parties shall leave the hearing room when they are not testifying.
 19. The chair of the committee shall have the right to place reasonable time limits on each party's presentation.
 20. The chair of the committee shall have the authority and responsibility to keep order, rule on questions of evidence and relevance, and shall possess other reasonable powers necessary for a fair and orderly hearing.
 21. The hearing shall not be governed by the rules of evidence, but the chair of the committee may exclude information he or she deems irrelevant, unnecessary, or duplicative. Statements or admissions made as part of the mediation process are not admissible.
 22. The committee will make an audiotape of the hearing but not of the deliberations of the committee. The audiotape will be available to the parties, their authorized representatives, the committee and the Dean. If a party desires a copy of the audiotape or a transcript of the tape, that party will pay for the cost of such copy or transcript. In the event of an appeal, the audiotape will be provided to the appellate body as part of the record of the case.
 23. After the presentation of evidence and arguments, the committee will excuse the parties and deliberate. The committee's decision will be a written recommendation to the Dean. The committee shall base its recommendations solely upon the information presented at the hearing.
 24. The committee will send its written recommendation to the Dean and the parties as soon possible and no later than 14 calendar days after the end of the hearing.
 25. Within 14 calendar days of receiving the committee recommendation, the Dean will notify the parties of the acceptance, modification, or rejection of the recommendation. The Dean will advise the parties of the procedure available to appeal the decision.

These procedures have been reviewed by Graduate Council Executive Committee and the Office of the University General Counsel and are effective immediately. View current Lawrence and Edwards Campus policies on [grievances](#).

School of Education Student Academic Misconduct Policy

Academic integrity requires the honest performance of academic responsibilities by students. Academic responsibilities include, but are not limited to, the preparation of assignments, reports and term papers, the taking of examinations, and a sincere and conscientious effort by students to abide by the policies set forth by instructors.

Any subversion or compromise of academic integrity thus constitutes academic misconduct. Examples of misconduct include (among others) falsification, unauthorized assistance with or plagiarism of reports, term papers, research papers or other written documents; giving or receiving unauthorized aid on examinations; disruption of classes; the offering of gratuities or favors in return for grades.

When an instructor determines that a student has violated academic integrity as described above, the instructor may charge the student with academic misconduct. Please review the School of Education Academic Misconduct Policy and Procedure Summary <http://www.soe.ku.edu/sites/soe.drupal.ku.edu/files/docs/documents/academic-misconduct/AcademicMisconductPolicy.pdf>, and detailed filing procedures: <http://www.soe.ku.edu/sites/soe.drupal.ku.edu/files/docs/documents/academic-misconduct/Filing%20a%20Charge%20of%20Academic%20Misconduct.docx>).

Intellectual Property Policy

All enrolled students are subject to the Board of Regents and KU Intellectual Property Policies. The ownership of student works submitted in fulfillment of academic requirements is retained by the creator(s). By enrolling, the student gives the institution a nonexclusive royalty-free license to mark on, modify, retain the work in the process of instruction, or otherwise handle the work, as set out in the institution's Intellectual Property Policy or in the course syllabus. The institution does not have the right to use the work in any other manner without the written consent of the creator(s). The policy is available in its entirety on the [Provost's website](#).

View current policies on [intellectual property](#).

Master's - General Degree Information

The School of Education provides three options for the master's degree:

- thesis – 30 graduate credit hours, culminating in the thesis defense
- project or portfolio – 30 graduate credit hours, culminating in the presentation/defense of the project or portfolio
- 36 graduate credit hours of study, culminating in completion of a comprehensive written exam

Master's requirements:

- **At least 20 of the credit hours required for the master's programs must be in regular course work**, as contrasted with independent study and similar enrollments.
- All master's programs require a graduate class in research and evaluation methods, successfully completed **during the first 12 hours of enrollment**.
- **Each master's program must contain a research component**, represented either by a thesis or by an equivalent enrollment in research, independent investigation, or seminars.
- **A final general examination in the major subject is required of all candidates for the Master of Arts or Master of Science (including the Master of Science in Education)**. The degree program and the Graduate Division should ascertain that the graduate student is in good academic standing (3.0 or higher GPA) before scheduling the final general examination. At the option of the department, this examination may be oral or written, or partly oral and partly written. In some departments, passing a written examination is a necessary preliminary to taking the oral examination by which success or failure is judged.

Master of Arts (M.A.)

A candidate for the degree of Master of Science in Education should submit a program of study, in consultation with an advisor, by the completion of 12 credit hours.

A candidate for the Master of Arts degree completes work both in education and in a content area. For students who choose the M.A., a minimum of 30 hours of graduate credit is required for this degree, of which no fewer than 10 and no more than 15 hours must be earned in the content area.

Master of Science in Education (M.S.Ed.)

A candidate for the degree of Master of Science in Education should submit a program of study, in consultation with an advisor, by the completion of 12 credit hours.

A minimum of 30 hours is required, of which no fewer than 12 hours must be in curriculum and instruction. Credit for Thesis or Master's Project may not be included in these 10 hours.

Completing the M.A. or the M.S. Ed.

A candidate for the master's (either the M.A. or the M.S.Ed.) has options for completing the degree; a thesis, a research project, a portfolio or a comprehensive examination. The candidate must enroll in either Thesis or Project hours depending on how they selected to complete the degree. If thesis is chosen, the candidate must complete a thesis in the concentration by enrolling in thesis hours (6 hours maximum credit applicable to degree requirements). If the research project or portfolio option is selected for completing the degree, the candidate must enroll in Master's Project (1- 4 hours applicable to degree requirements). A candidate who selects the comprehensive examination option will complete a take-home examination composed by the advisor and committee members during a one-week time period selected by the candidate and advisor. This comprehensive examination is completed during the semester the candidate is enrolled in the last three hours of the 36 credit hours needed to fulfill the requirements for the degree.

Human Subjects Approval

Students who are working with human subjects to complete their dissertation or thesis are required to submit an application to the University's Institutional Review Board (IRB) prior to conducting the study. Detailed information and applications about the IRB, known as the Human Subjects Committee-Lawrence (HSC-L), are available at http://research.ku.edu/human_subjects. The office of the HSCL is located in Youngberg Hall, 2385 Irving Hill Road, Lawrence, KS 66045.

Timely Clearance of Students for Master's Thesis/Project/Comprehensive Exam

The submission of online Progress to Degree forms to secure students' clearance to take thesis, project, or comprehensive exam is required in the Office of Research and Graduate Studies **two (2) weeks prior to the proposed exam**. **The request for submission of the Progress to Degree form is a responsibility of the faculty**, and students whose applications for clearance for the exam are not received in sufficient time for processing will not be permitted to take the exams. In the School of Education, clearance for the exams must be received prior to the students' sitting for those exams. The School of Education Graduate Office is expected to adhere to Graduate Studies policy, and Progress to Degree forms for exam clearance that are submitted late (or after the exam) cannot be approved.

Faculty should review the exam clearance checklist to be sure their students are cleared/approved to proceed with their exam. If the student is not cleared for the exam, the student and faculty member must resolve the identified clearance problems before the exam can be held.

Faculty are asked to notify the School of Education Graduate Office as soon as practical if a scheduled exam is not held.

Faculty are expected to submit/return the Progress to Degree form indicating their student's exam results (pass/fail) as soon after the completion of the exam as possible. Failure to submit exam results may significantly delay students' degree completion and graduation. **The submission/return of the Progress to Degree form is a responsibility of the faculty.**

Master's - Final Examination

A final comprehensive examination in the major subject is required of all candidates for the Master of Arts or Master of Science in Education.

Master's examinations are administered by a committee of at least three members of the Graduate Faculty. The examination is held during the semester of the student's final enrollment in course work and (in thesis programs) when the thesis has been substantially completed. The department's request to schedule the general examination must be made on or before the date set by the School of Education Graduate Division, normally **a minimum of two weeks** before the examination date.

The degree program adviser and the School of Education Graduate Division should ascertain that the graduate student is in good academic standing (3.0 or higher GPA) and that all other degree requirements are met before scheduling the final comprehensive examination.

The Department of Curriculum & Teaching views the defense of the thesis, presentation of the research project, presentation of the portfolio, and review of the written comprehensive examination as the Final Examination of the Master's degree.

Master's - Time Limit

To ensure continuity of progress and currency of knowledge, there is a **seven-year time limit, from the semester of first enrollment, for completion of master's degree requirements**.

The Graduate Division has the authority to grant a one-year extension for compelling reasons, upon petition and with recommendation of the department/committee.

If more than eight years are requested, the appropriate appeals body of the school considers petitions for further extensions and, where evidence of continuous progress, currency of knowledge, and other reasons are compelling, may grant further extensions.

Master's Degree Time Limit Chart - Seven-year time to degree

Semester Start Date:	Must be finished by end of:
Spring 2009	Fall 2015
Summer 2009	Spring 2016
Fall 2009	Summer 2016
Spring 2010	Fall 2016
Summer 2010	Spring 2017
Fall 2010	Summer 2017
Spring 2011	Fall 2017
Summer 2011	Spring 2018
Fall 2011	Summer 2018
Spring 2012	Fall 2018
Summer 2012	Spring 2019
Fall 2012	Summer 2019
Spring 2013	Fall 2019
Summer 2013	Spring 2020
Fall 2013	Summer 2020
Spring 2014	Fall 2020
Summer 2014	Spring 2021
Fall 2014	Summer 2021
Spring 2015	Fall 2021
Summer 2015	Spring 2022
Fall 2015	Summer 2022
Spring 2016	Fall 2022
Summer 2016	Spring 2023
Fall 2016	Summer 2023
Spring 2017	Fall 2023
Summer 2017	Spring 2024
Spring 2017	Summer 2024

Leave of Absence (<http://policy.ku.edu/graduate-studies/leave-of-absence>)

A Leave of Absence may be granted upon request to the graduate program in advance of leave. A leave of absence may be granted in extraordinary 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.

Appropriate documentation related to these extraordinary circumstances may be requested from the student directly. Evidence of progress towards degree will also be a determining factor in the decision to grant an exception.

The time taken for a leave of absence does not count against the student's time to degree. However, if the total time for the leave extends more than five years, the student will lose his/her place in the program and must reapply for admission.

To request a leave of absence, the program must complete a Progress to Degree form. For more information, please visit the Graduate Studies website: <http://www.graduate.ku.edu/progresstodegreeforms>.

Master's - Added Endorsements

At least 8 hours of the required course work must be completed at KU if it is to be the recommending institution for adding endorsements to the teaching license.

Master's - Credit by Transfer

- **Six hours of graduate credit (but not distance-learning courses)** taken at a regionally accredited graduate school may be transferred and applied to a program leading to one of the master's degree, if the transfer has the approval of the major department and the appropriate school.
- **No graduate credit is given for correspondence courses outside of those approved and offered by KU under the following distance-education guidelines:** Distance learning courses (including Internet, interactive television, video, continuing education courses, and others) may be offered for graduate credit only if they are assigned a class number, taught by a member of the KU graduate faculty, approved by the dean of the school or college offering the course, and confirmed by the dean of Graduate Studies.
- **Eight hours may be** approved for transfer if the student holds a baccalaureate degree from KU.
- **Credit by examination** is not accepted toward the master's degrees.
- Transferred credit and graduate continuing education credit including distance-learning courses (limited to KU courses) together may not exceed 6 hours or 8 hours if the condition just indicated is met - **they must not be the last hours required for the degree.**
- **Only work graded B (3.0 on a 4.0 scale) or higher may be transferred.** Courses that have been graded B- do not transfer.
- **KU does not accept transfer credit from other institutions for graduate-level courses completed in institutes and workshops or given life/work experience.**
- No courses taken for undergraduate or post-baccalaureate (non-graduate) credit either at KU or elsewhere may be transferred to KU to count toward an advanced degree.
- **Courses that were counted toward meeting the requirements of a graduate degree, completed either at KU or at another institution, may not be used toward meeting the requirements for an additional advanced degree at KU.**

Distance Learning Courses

Courses taken at KU via distance learning must be pre-approved by faculty advisers on a course-by-course basis. Distance learning courses must reflect the same level of rigor and high standards embedded in graduate level courses offered at the University of Kansas. Students are responsible for providing faculty advisers with complete information about the courses.

Master's - Committee information (<https://policy.ku.edu/graduate-studies/masters-oral-exam-committee-composition>)

Master's student oral examinations include the master's comprehensive oral exam and the master's final oral exam (i.e., thesis defense).

1. Master's committees are composed of at least three voting members.
2. The majority of committee members serving on a master's student oral examination committee must be tenured/tenure-track faculty holding regular or dissertation graduate faculty status in the candidate's department/program of study. Tenured/tenure-track faculty who are appointed as courtesy faculty within the program/department are considered (for the purposes of committee composition) to be faculty of that program/department.

3. Beyond the majority requirement, additional members may hold any graduate faculty status, including regular, dissertation, or special status. This third member can be, but need not be, a member of the candidate's department/program.
4. For approved professional master's degree programs (listed in Exclusions or Special Circumstances section below), the committee may be composed as described above, or any number of the committee members may be professors of the practice, clinical faculty, or research faculty in the department/program. For the approved professional master's degree programs, the committee chair can hold any graduate faculty status.

As long as the conditions above are met, the committee may include more than three members.

The master's committee chair must hold regular or dissertation status. While master's committees are not required to have a co-chair, the student or the committee members may decide to select a co-chair. The co-chair can hold any graduate faculty status.

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

Substitutions of the committee members are permitted as long as the new members hold regular or dissertation graduate faculty status. Special members can be added after the committee has been approved by the Graduate Division of the school/college, but these additions must be approved by the Graduate Division of the school/college in advance of the exam.

[Resources](#)

Libraries available to students in the School of Education include the Learning Resource Center, on the first floor of JRP, and the KU Libraries of Anschutz and Watson as well as a library at Edwards campus. The JRP library is more limited to books about teaching, Special Education, and textbook materials that would be used in Elementary or Secondary schools that can be used to make up sample lessons, as well as a Children's book section. The larger KU libraries have more books and more for research purposes. Libraries also have copiers that can be used usually requiring the KU Card for payment. The Learning Resource Center includes the Gale Sayers Computer Lab and also large poster printing capability. Copies of dissertation proposals are digitally stored at the LRC as well. If you need access to see a full dissertation, check the KU Libraries catalog to see which library may have it – often Anschutz.

KU Libraries: <http://www.lib.ku.edu/>

When looking through the library catalog at this site, please notice that some books are e-books so can be clicked on and opened right online.

Reference Management Software

KU Libraries offers [EndNote](#) and [Zotero](#) citation management tools: <http://guides.lib.ku.edu/citation>

KU Online Technology Resources

Resources to help you get started: <http://technology.ku.edu/new2ku>

IDS (Instructional Development & Support): <http://blackboard.ku.edu/training-resources-students>

School of Education Technology Department: <http://soe.ku.edu/technology>

• **Atomic Learning -- Software tutorials** & lessons using popular software to support standards. The school has a subscription to this helpful tool. On this you can watch video clips that will show you a computer screen and how to use popular software programs such as Powerpoint, iMovie, and more. The site also has lesson plan ideas.

<http://www.atomiclearning.com/>

Education Databases

<http://infogateway.ku.edu/index.cfm?type=db&sid=43>

Among databases relevant to the field of education are the ERIC database and Wilson Omni file database, which has full-text, Education Abstracts, and **Educator's Reference Complete**. The latter database contains Education Journals that can be opened online. Many journals located in hard copy in the Learning Resource Center in J.R. Pearson Hall are in this database. Some education journals are also available through the e-journals link on the library site.

Graduate Student Support Services

Research and Graduate Studies

As a graduate student, you will receive important information regarding workshops and seminars. We encourage you to participate in these programs as appropriate. Please be sure to reach out to the many opportunities both within and outside your graduate program. For more information about services available to current KU graduate students, go to <http://research.ku.edu/>.

Counseling and Psychological Services

Counseling and Psychological Services (CAPS) offers a variety of counseling services for graduate students. Located on the 2nd floor of Watkins Health Center, CAPS is staffed with professional social workers, counseling and clinical psychologists and a psychiatrist to assist graduate students in dealing with personal concerns. Services available include individual and couples counseling, as well as a support group called "**Dissertation Distress/Thesis Torment Group**," described in the Groups section. To contact CAPS, please call 864-2277, or visit the website: <http://www.caps.ku.edu/>.

KU Writing Center

<http://www.writing.ku.edu/ku-graduate-students>

Whether you are preparing for your comprehensive exams, writing your dissertation or dissertation prospectus, editing a paper for publication, writing a book review or fellowship application, the Writing Center offers help for you with a variety of program and consultations.

Credit courses offered by the KU Graduate Writing Program include GS 750 (Professional Writing); GS 700 (Thesis and Dissertation Writing); GS 706 Professional Presentations, and GS 710 (Thesis and Dissertation Writing Tutorial).

(PLEASE NOTE: While these classes do count for graduate credit, they do not count toward master's degree requirements.)