



**Department of Curriculum & Teaching  
Online Graduate Student Handbook  
2026 - 2027**



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## **Department of Curriculum and Teaching**

Welcome to The University of Kansas and the Department of Curriculum and Teaching. We are excited that you have chosen KU to continue your education.

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.

### **Handbook Purpose**

The information in this handbook provides general guidelines, links to graduate policies, and a list of resources that will be helpful as students' progress through their graduate programs.

### **Commitment to Belonging**

We, the faculty and staff in the Department of Curriculum and Teaching, stand together in our commitment to support a culture of belonging for all students. We believe the strength of our community is in our differences. We know a faculty, staff, student body, and academic programs that are respectful of the cultural backgrounds and experiences of students from historically marginalized populations, whether domestic or international, foster a more culturally vibrant community here at the University of Kansas. We believe in the power of cross-cultural dialogue, unity, and collaboration. We do not condone physical acts of violence or verbal or nonverbal assaults. We engage in brave and culturally conscious conversations with all students, faculty, and staff to build upon a department culture that promotes civility and humaneness.

### **Student Responsibilities**

All graduate students are responsible for informing themselves of the policies of the Office of Graduate Studies as stated in the most recent issue of the [Academic Catalog](#) and to be familiar with the regulations and requirements of their Graduate Divisions and departments of their graduate programs. Students should note that the degree requirements to which they are held are those that are in effect on 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 that 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, meeting all requirements and deadlines of graduate programs and the [Office of Graduate Studies](#), rests with the student.

## Contact Information

Students should not hesitate to contact their Admissions Representative, Student Success Coordinator, Coordinator for Online Graduate Programs, advisors, instructors, Licensure Officer for the School of Education and Health Sciences, and/or the Curriculum & Teaching department office with any questions.

### Department of Curriculum & Teaching

1122 W. Campus Road, Room 332

Lawrence, KS 66045-3101

[ctdepartment@ku.edu](mailto:ctdepartment@ku.edu) 785-864-4435

Contact the main department office for general inquiries, campus navigation, departmental policies, or to be directed to the appropriate faculty or staff member.

### Coordinator for Online Graduate Programs

Jennifer Gibson

[jennifergibson@ku.edu](mailto:jennifergibson@ku.edu) 785-864-6410

Contact Jennifer Gibson for administrative support regarding online program delivery, program-wide milestones, and navigation of online student resources.

### Faculty Advisor for TESOL and General Curriculum & Instruction

Dr. Lonna Summers Rocha

[lonnasue@ku.edu](mailto:lonnasue@ku.edu) 785-864-9671

Contact Dr. Rocha for academic advising, plan of study, professional goals, or specific academic questions within the TESOL and General C&I specializations.

### Admissions Representative

[onlineinfo@ku.edu](mailto:onlineinfo@ku.edu) 785-727-1204

Contact the Admissions Representative if you have questions regarding application requirements, submission statuses, or the initial onboarding process prior to enrollment.

### Student Success Coordinator (SSC)

Students will be notified of the name and contact information for their assigned SSC after registering for their first term. Your assigned SSC is your primary point of contact for routine enrollment support, standard degree tracking, and navigating university registration systems.

### C&T Instructors

The contact information for C&T instructors can be found on the [C&T faculty webpage](#).

Contact your individual course instructors directly for questions regarding syllabus requirements, assignment feedback, course materials, or academic support in a specific class.

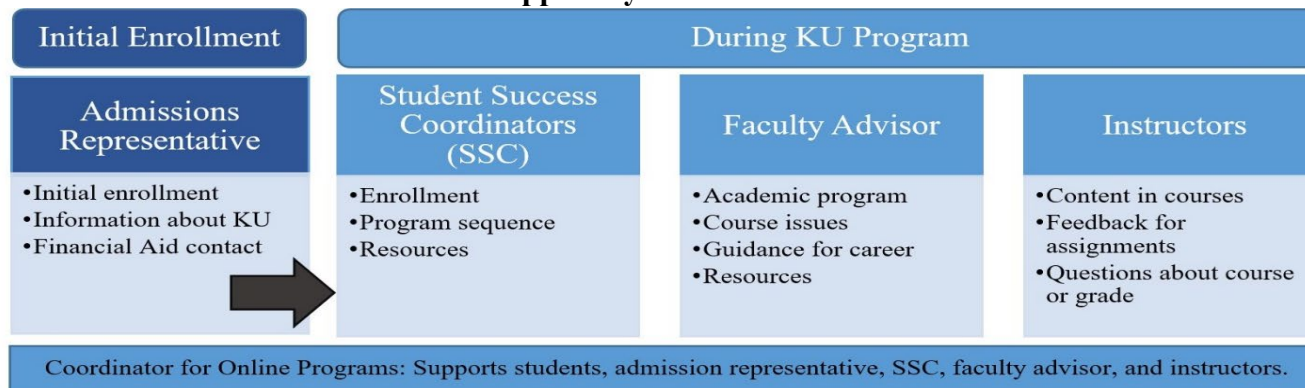
### Licensure Officer for the School of Education & Human Sciences

Melissa Robinson

[robinsonm@ku.edu](mailto:robinsonm@ku.edu) 785-864-9601

Contact Melissa Robinson for guidance on state teaching credentials, endorsement applications, and verifying that your coursework meets institutional recommendation standards for licensure.

## Support System and Roles



### ***Admissions Representative***

Students be will assigned an Admissions Representative when they apply and enroll in their first course of their program. The admissions representative helps students connect with initial resources to enroll, provides information about KU, describes how to start the financial aid process, and works with the student to create a program course sequence.

### ***Student Success Coordinator (SSC)***

After students have enrolled in their first term, the SSC is the point of contact for questions and issues. The SSC will answer questions or help students find the right person to address questions or issues. The SSC helps students enroll, create a program course sequence, navigate the program, connect them to resources across the university, and keep students progressing toward their goals. The SSC will be in touch with students during course registration, financial services, and other steps along the way.

### ***Coordinator for Online Graduate Programs***

The Coordinator for Online Graduate Programs provides support to students, admissions representatives, SSC, faculty advisors, and instructors from the time a student applies to a program until graduation. The coordinator facilitates the admission process through the master's exam, monitors academic progress, and assists students while navigating their program. The coordinator works closely with the SSC and admissions representatives.

### ***Faculty Advisors***

When students enroll, they will be assigned a faculty advisor. The faculty advisor is a faculty member in the Department of Curriculum and Teaching and will be able to answer questions about academic programs and policies, assist in identifying resources, discuss course issues, share resources, and offer guidance for options regarding careers and directions after graduation.

### ***Instructors***

Throughout the program, students will interact with faculty members and instructors at the university. Students are connected to their instructors through the online course. Instructors will guide students through the courses and respond to their work. If students are having trouble completing an assignment, need support with a concept in a course, or have questions about the course or grade, they should communicate with their instructor. Even if students have discussed issues impacting their coursework with the SSC, they should also communicate with their instructor

### ***Canvas Tech Support***

For questions about submitting assignments, navigating the Canvas system, viewing grades, viewing the student guide, or reaching out to the technical support team by using the Help icon in the Global Navigation Menu within the Canvas system.

Courses will use a variety of technological tools; at times, it might be helpful to reach out to their technical support team. Additional technological support can be found in the appendix.

### **Advising, Mentoring, and Roles in Student Progression**

Graduate education is a shared journey. Success requires active collaboration among students, faculty mentors, and departmental leadership. This section outlines the roles, rights, and distinct responsibilities that guide your progression from admission to graduation.

#### ***1. Advising vs. Mentoring: What's the Difference?***

While the same faculty member often serves as both your advisor and your mentor, the university distinguishes between these two types of support:

- **Advising:** Focuses on logistics, policy compliance, and academic progress. It ensures you are taking the right classes, meeting university benchmarks, and tracking your degree requirements. Advising may be done by faculty or professional staff.
- **Mentoring:** Focuses on your long-term growth as a scholar, researcher, practitioner, or professional. It is an engagement centered on sharing expertise, guiding your research or creative work, and helping you navigate your career path. Mentoring is performed by faculty.

#### ***2. Core Rights and Conduct***

Every member of our graduate community is entitled to an environment that nurtures professional and academic growth.

##### **Shared Rights**

All students and faculty have the right to:

- **A Safe, Inclusive Environment:** Freedom from discrimination and harassment under university policy, alongside a campus culture that respects academic freedom and supports educational goals.
- **Due Process:** Fair, impartial, and transparent application of all programs, school, and university policies.

##### **Shared Responsibilities**

Students, faculty, and staff are collectively expected to:

- Treat all community members with mutual respect and professionalism.
- Maintain the highest standards of academic integrity and ethical conduct.
- Know and adhere to applicable rules, including university handbooks, FERPA regulations, and research compliance standards.

#### ***3. Your Support Network: Roles & Responsibilities***

To help you navigate your graduate program, responsibilities are distributed across specific roles. Here is what you can expect from each, and what is expected of you.

## A. Your Role as a Graduate Student

You are the primary driver of your academic and professional journey. Your responsibilities include:

- **Policy Ownership:** Familiarizing yourself with and abiding by all university, school, and department milestones and timelines.
- **Proactive Communication:** Initiating regular meetings with your advisor to share updates on your progress, discuss challenges, and establish timelines for your work. You must notify your advisor if unexpected circumstances arise that will disrupt your academic progress.
- **Professional Development:** Completing all required university training (including research skills and responsible conduct modules) and utilizing campus resources to support your academic and personal well-being.
- **Receptivity:** Engaging constructively with feedback provided by your advisor and committee members.

## B. The Role of Your Faculty Advisor / Mentor

Your primary advisor (including thesis and dissertation chairs) is committed to supporting your development. They are responsible for:

- **Academic Guidance:** Assisting you in planning a timely program of study and keeping you informed of specific milestone requirements.
- **Regular Mentorship:** Meeting with you frequently to discuss your research, coursework, and professional goals.
- **Timely, Constructive Feedback:** Providing regular, respectful evaluation of your academic work, writing, or teaching performance so you can maintain steady progress.
- **Career Support:** Discussing career paths, sharing exploration resources, and assisting with applications for fellowships, scholarships, or employment.
- **Continuity of Support:** Identifying a co-advisor or temporary faculty proxy if they are unavailable for an extended period (such as during a sabbatical or leave).
- **Holistic Referrals:** Pointing you toward professional university resources (e.g., Watkins Health Center, Counseling and Psychological Services, Student Access Center) when your needs extend beyond academic advising.

## C. The Role of Your Guidance Committee

Your thesis, dissertation, or capstone committee works collectively to evaluate your culminating work.

They are responsible for:

- Reviewing proposals, drafts, portfolios, and final projects within agreed-upon, reasonable timelines.
- Administering all program examinations fairly, professionally, and in accordance with university policy.
- Providing constructive feedback to help refine your scholarly or creative output.

## D. The Role of the Director of Graduate Studies (DGS) & Department

The academic unit provides the structural framework for your degree. The department ensures that:

- **Immediate Onboarding:** Every incoming student is assigned an advisor prior to their first semester.
- **Transparency:** Program handbooks, course requirements, milestone exam guidelines, and committee structures are kept clear, up-to-date, and accessible.

- Scheduling Efficiency: Required courses and examinations are offered frequently enough to allow for timely graduation.
- Progress Tracking: Regular checks—such as annual written evaluations—are conducted and documented.
- Conflict Resolution: The DGS serves as an objective point of contact to help resolve academic disagreements between students and faculty, and acts as a liaison for university-level policy updates.

### **Change of Faculty Advisor**

If your research focus shifts or you need to change your faculty advisor for any reason, the department supports a clear transition process. Students must complete and route the official Change of Advisor Form for the following required approvals:

- New Advisor Agreement: Secure the signature of the faculty member who has agreed to become your new advisor.
- Previous Advisor Acknowledgement: Obtain a signature from your current advisor to finalize the transition.
- Departmental Approval: Submit the form to the Department Chair for final signature and official processing.

*Note: Blank forms can be requested from the department office and must be fully signed before any official advisor updates are made in the university system.*

Students are expected to secure a new faculty advisor within one academic semester (or a maximum of six months). If a student is unable to identify a new advisor within this timeframe, the department will review the student's status and determine appropriate next steps.

### **Advisor Feedback Expectations**

Faculty advisors are committed to providing regular, timely, and constructive feedback on student work to ensure continuous academic progress. For major assignments, thesis chapters, or portfolio components, feedback is typically returned within a reasonable timeframe as defined by individual course syllabi or specific program guidelines. Students can expect ongoing communication regarding their overall progress toward degree completion throughout the year. To maximize the value of this guidance, students bear the responsibility of actively seeking clarification, engaging with the advice provided, and following up with their advisor to support their ongoing scholarly development.

## **CURRICULUM & TEACHING ONLINE GRADUATE PROGRAMS**

The Department of Curriculum & Teaching offers the following online graduate programs in the areas of general curriculum & instruction, TESOL and literacy.

### **General**

[Online Curriculum & Instruction MSE \(30 CH\)](#)

### **Teaching English to Speakers of Other Languages (TESOL)**

[Online Curriculum & Instruction MSE/ TESOL Teaching Track \(30 CH\)](#)

[Online Curriculum & Instruction MSE/ TESOL Non-Teaching Track \(30 CH\)](#)

[Online Graduate Certificate in TESOL Non-Endorsement \(15 CH\)](#)

[Online Graduate Certificate in TESOL Endorsement \(18 CH\)](#)

## Admissions

To be considered for graduate admission to the University of Kansas School of Education and Human Sciences, prospective students must meet the departmental and university criteria outlined below. For a complete overview of university-level admission regulations and English proficiency benchmarks, please refer to the University Policies and Degree Requirements.

- Official transcript of completed bachelor's degree from a regionally accredited institution. (Note: In accordance with university policy, official transcripts are required prior to the 2nd semester. An enrollment hold is placed on students who do not have official transcripts on file, and they won't be able to enroll for their second semester.)
- Cumulative GPA of 3.0 or higher (on a 4.0 scale). Applicants with an undergraduate GPA below 3.0 should contact a KU admissions outreach advisor for more information.
- Completed application and current resume or CV.
- Application fee (\$65 for U.S. residents, \$100 for international applicants for Master's programs).
- Proof of English proficiency for non-native English-speaking applicants.

\*Official transcripts are required prior to the 2nd semester. An enrollment hold is placed on students who do not have official transcripts on file, and they won't be able to enroll for their second semester.

Program-specific materials for Online Master's Programs in Curriculum & Instruction

[Online Master's in Curriculum & Instruction](#)

[Online Master's in TESOL](#)

[Online Graduate Certificate in TESOL](#)

[Online Licensure Endorsement in TESOL](#)

[Learning Design \(Online Competency-Based and Flex M.S.E.\)](#)

[Secondary STEM Education \(Online Competency-Based M.S.E. Program\)](#)

## Admission Deadlines

Applications are accepted on a rolling or term-based basis, depending on the program. Applicants should consult the program website for current deadlines and recommended start terms.

## Admission Review Process

The Graduate Admissions Committee reviews all applications for the Curriculum and Instruction (C&I) graduate programs according to established department procedures. The committee identifies qualified applicants and recommends them to program area faculty for final acceptance decisions. Applications are evaluated holistically based on academic preparation, professional experience, quality of written materials, and alignment with program goals.

## Enrollment

Online graduate students typically enroll in two eight-week 3.0 credit hour courses a semester, completed one at a time. Some programs include practicum courses that are 16 weeks, which may require co-enrollment. Course schedules are published prior to each term, and students enroll according to the University enrollment timeline.

Students should be aware of university enrollment mandates, full-time status definitions, and late fees detailed in the Enrollment policy. Please note:

- **Enrollment holds:** Financial, advising, or administrative holds may prevent registration.

- **Financial aid:** Enrollment levels affect financial aid eligibility. Federal aid requires a minimum enrollment of at least half-time (5 credit hours in fall/spring; 3 credit hours in summer). The university has strict policy definitions of full-time status.
- **Continuous Enrollment:** Failure to maintain appropriate enrollment may disrupt your program progression. Students should work closely with their Student Success Coordinator (SSC) and advisor to plan their schedule.

Students are encouraged to work closely with their Student Success Coordinator when planning enrollment. Failure to maintain appropriate enrollment may have significant consequences, including delays in degree completion, ineligibility for financial aid, and disruption of program progression. Students should work closely with their Student Success Coordinator and advisor to ensure continuous enrollment.

### **Permission Numbers**

Permission numbers to enroll in a course may be granted with instructors' permission and seat availability. Contact the course instructor and/or the program coordinator to request a permission number. *It is the responsibility of each student to verify that any credits earned outside their program are applicable toward the requirements of their forthcoming degree.*

### **Annual Student Progress Review**

The department monitors student progress to support the timely completion of degree requirements. Evaluation of graduate student academic standing includes consideration of academic performance, progress toward program milestones, and engagement with coursework.

- **Good Academic Standing:** Degree-seeking students must maintain a minimum cumulative graduate GPA of 3.0 or higher.
- **Academic Probation:** Students who do not meet academic standing requirements may be placed on academic probation.

### **Petitions and Exceptions to Program Requirements**

Students may request exceptions to program requirements through a formal petition process.

Petitions should:

- Be submitted in writing
- Clearly state the request and rationale
- Include supporting documentation when applicable

Petitions are reviewed by the department's curriculum committee and, when necessary, forwarded to the appropriate School or University office for final approval.

### **Financial Aid**

To be eligible for financial aid, you first need to file the [Free Application for Federal Student Aid \(FAFSA\)](#). All online C&I MSE programs, and all certificate programs qualify for federal financial aid. There is a minimum enrollment requirement of at least half-time aid (5 credit hours for graduate students in fall/spring; 3 credit hours in summer) to qualify for financial aid.

To be eligible for student financial aid, you must meet [Satisfactory Academic Progress \(SAP\)](#) standards. The [Office of Financial Aid and Scholarships \(FAS\)](#) has established guidelines (based on federal regulations) for evaluating your progress. SAP standards are not exactly the same as the academic standards of the university or of any department or professional school.

### **Grading**

The basic grading system utilizes an A, B, C, D, F scale. In most cases, final grades are posted by the instructors one week after classes end.

To fulfill departmental and university degree requirements, students must maintain at least a B average across their coursework. Please note that C-, D, and F work does not count toward fulfilling degree requirements. For further information on how the university governs graduate grading, evaluations, and cumulative averages, see the Grading section under University Policy.

### ***Incomplete Grade***

For all courses in the online programs, the letter I indicates coursework 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.”

An Incomplete (I) grade is assigned only in cases where a student has completed the majority of coursework but cannot finish remaining requirements due to extenuating circumstances.

Students are expected to:

- Communicate with instructors in advance
- Complete remaining work within the agreed timeframe

Excessive Incomplete grades may affect academic standing and progress toward degree completion. We strongly encourage students to resolve their incompletes before the start of the following semester; however, all I grades should be resolved and a final letter grade posted before starting C&T 890.

### **Good Academic Standing**

Evaluation of graduate student academic standing includes, but is not limited to, consideration of performance and progress through a graduate program according to program expectations. Criteria for evaluating satisfactory performance includes, but are not limited to:

- For degree- and certificate-seeking students, a minimum cumulative GPA of 3.0 or higher, for non-degree-seeking students, a cumulative graduate GPA of 2.0 or higher. Some graduate programs may have more stringent GPA requirements.
- Academic and scholarly integrity
- Compliance with academic policies at the University, school and department level
- For degree and certificate-seeking students, satisfactory progress toward completion of the degree or certificate, as determined by the program.

To review the policy in its entirety, visit [Good Academic Standing Policy](#).

## **Academic Probation**

Students who do not meet academic standing requirements may be placed on academic probation. Conditions for returning to good standing will be communicated in writing. Students should refer to the University Policies and Degree Requirements section for full policy details.

## **Grievances**

Graduate students who believe themselves to be unfairly or unlawfully treated in an academic matter may present a grievance to the academic department or program chair. For more information, visit [Grievance Policy & Procedure for Graduate Students](#).

## **Student Academic Misconduct Policy**

Academic integrity requires 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 & Human Sciences Academic Misconduct Policy and Procedure Summary](#) for additional details.

## **Intellectual Property Policy**

All enrolled students are subject to the [Chancellor's Policy on Intellectual Property](#). 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).

## **Leave of Absence**

A leave of absence may be granted up to one year in extraordinary circumstances (e.g., cases of illness, emergency, financial hardship, or military leave). As outlined in the university policy, an approved leave allows you to temporarily suspend your graduate work and "stop the clock" on your time-to-degree. Because graduate work is paused, students on an approved leave may not make use of university resources or faculty time.

***Departmental Request Process:*** To initiate a leave of absence, students must send an email to their SSC specifying the start term, return term, and the reason for the request. Appropriate supporting documentation may be requested. It takes approximately one week to process the request. Once approved, your student record will be reactivated automatically prior to your returning semester, and your SSC will provide a revised course sequence. Full institutional rules regarding leaves and required withdrawals from active courses can be found under the [Graduate Leave of Absence](#) policy.

## **Dropping and Withdrawing from Courses**

There are many things to consider before dropping a class or withdrawing from some or all classes. You are strongly advised to review the [drop/withdrawal considerations](#) prior to dropping or withdrawing. Talking with your Student Success Coordinator prior to deciding can help you understand the possible impacts and assist you with the process. See the [short course list](#) regarding drop/withdrawal information for each of your courses.

## **Returning Students**

A student who has been actively enrolled in a degree, certificate, or non-degree seeking graduate program, but who has not been enrolled for one academic year (three consecutive semesters, including the summer semester) or less, may be eligible to submit a [Permit to Re-Enroll application](#). The permit to re-enroll is not available to a student who:

- was dismissed from a program at KU;
- was voluntarily discontinued (formally withdrew) from a graduate program;
- completed the graduate degree program; or
- most recently enrolled as a general non-degree seeking graduate student without a program or school-level affiliation.

## **Transfer Credit**

The transfer credit option allows master's students to count up to 9 credit hours of graduate coursework completed at another institution toward their KU degree, subject to both department and College Office of Graduate Affairs (COGA) approval. This departmental process operates under the strict limits established by the university's Graduate Credit policy.

### ***Departmental Requirements & Process:***

- Only courses taken for graduate credit and graded B or higher (3.0 on a 4.0 scale) are eligible.
- Courses cannot be counted toward a previously completed undergraduate or graduate degree.
- KU does not accept transfer credit for educational institutes, workshops, or work/life experience.
- No graduate coursework may be transferred toward a KU graduate certificate.

To request an evaluation, send an email to the Online Graduate Programs Coordinator with your detailed course syllabus, a review of similar C&T course descriptions from the Academic Catalog, and an official transcript (if not already on file).

## **Licensure-Added Endorsements**

At least 8 hours of the required coursework must be completed at KU if it is to be the recommended institution for adding endorsements to the teaching license. For information about adding endorsements, contact [KU's licensure officer](#). Students should check with their own state education department to ensure that KU's program will be accepted for endorsements. No online graduate program allows for initial licensure.

## **Human Research Protection**

While master's students in the online program are not required to complete research, they are encouraged to learn more about [Research Protection for Human Subjects](#).

### **Program Time Restraints**

Master's degree students are allowed a maximum of seven years for the completion of all degree requirements. While normal university expectations are that a master's degree should typically be completed in two years of full-time study, the department provides a tailored seven-year limit chart below to help online students track their maximum timeline. For rules regarding one-year extensions or appeals for exceptional circumstances beyond the seven-year limit, please refer to the university guidelines.

Below is the seven-year time limit chart:

<b>Semester Start Date:</b>	<b>Must be finished by end of:</b>
Summer 2026	Spring 2033
Spring 2026	Fall 2032
Fall 2025	Summer 2032
Summer 2025	Spring 2032
Spring 2025	Fall 2031
Fall 2024	Summer 2031
Summer 2024	Spring 2031
Spring 2024	Fall 2030
Fall 2023	Summer 2030
Summer 2023	Spring 2030
Spring 2023	Fall 2029
Fall 2022	Summer 2029
Summer 2022	Spring 2029
Spring 2022	Fall 2028
Fall 2021	Summer 2028
Summer 2021	Spring 2028
Spring 2021	Fall 2027
Fall 2020	Summer 2027
Summer 2020	Spring 2027
Spring 2020	Fall 2026
Fall 2019	Summer 2026
Summer 2019	Spring 2026
Spring 2019	Fall 2025
Fall 2018	Summer 2025

## MASTER'S FINAL EXAMINATION (Digital Portfolio)

Once students have completed all courses except C&T 890, they are considered candidates for the M.S.E. degree and must complete a final comprehensive examination. In the online program, this university milestone is fulfilled by creating and presenting a digital portfolio within C&T 890.

The digital portfolio is a purposeful collection of artifacts that show progress in the graduate program's learning outcomes. The learning outcomes are:

- 1 Teaching and Learning
  - 1A – Curriculum and Instruction
  - 1B – Delivery
  - 1C – Standards
  - 1D – Assessment
  - 1E – Technology
- 2 – Identities, Communities, and Inclusive Learning Contexts
- 3 – Professionalism and Leadership

The digital portfolio is a way to highlight what candidates have learned in their program and demonstrate how their learning has impacted their teaching and learning in their context. Artifacts, including assignments from coursework in the M.S.E. program, lesson plans, presentations, and documents from professional context, are selected and included in the portfolio. A written description of the artifact and rationale for why they were selected to provide evidence and support for how candidates have met the Department of Curriculum and Teaching M.S.E. learning outcomes. A rubric for assessing the digital portfolio is available [here](#).

As students complete the courses in their program, they should refer to the learning outcomes and rubric and try to identify artifacts that they may include in their final portfolio. Students are encouraged to print the [Candidate Planning Sheet](#) at the beginning of their program and take notes about how particular courses address the learning outcomes. Students can also jot down major takeaways and identify ways they've applied their learning to their work. These notes will be valuable when creating the final portfolio. Also, students should consider the feedback provided by course instructors and revise their work for later inclusion in the portfolio.

Master's examinations (digital portfolios) 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.

Prior to starting C&T 890, the online graduate program coordinator and the Graduate Division will verify that the student is in good academic standing (3.0 GPA or higher) and that all pre-examination requirements are met. This departmental review ensures compliance with the **Required University Milestones** pre-approval process. Furthermore, your final digital portfolio is administered and evaluated by a committee of at least three members of the Graduate Faculty, adhering strictly to the **Oral Exam Committee Composition** and **Attendance** rules under University Policy.

### Master's Exam (Digital Portfolio in C&T 890) – Course Policy

Candidates enrolled in C&T 890 as part of the MSE degree in the C&T online program are evaluated as demonstrating: satisfactory progress (SP), limited progress (LP) or no progress (NP). A candidate who

receives an SP, LP, or NP on the digital portfolio will receive the same grade in the course. A candidate who receives LP, NP, or withdraws from the course (W) twice will be placed on academic probation. If the candidate does not make satisfactory progress in the third attempt of the course, the program may recommend to the school that the candidate be dismissed from the program.

## STYLE AND FORMATTING EXPECTATIONS

### **American Psychological Association Style and Formatting**

American Psychological Association (APA) style is most commonly used to cite sources within the social sciences. APA format highlights the author's name, year, and page number in in-text citations and includes a list of references to provide a reliable way of locating the articles, books, or websites discussed in the paper.

APA style not only provides guidelines about how sources should be cited but also sets expectations for organization, language use, and formatting. APA formatting is an expectation in all courses. The final project will require APA citations, references, and formatting. The following resources may be helpful:

- [American Psychological Association \(APA\) Style](#): The official APA website shares helpful resources such as FAQs, blogs and tutorials.
- [Purdue Online Writing Lab \(OWL\)](#): This is a commonly used website to assist with APA citations and style
- [KU Library Citation Tools](#): Citation management tools allow a student to build a collection of references which include citation information, URL links, PDF files, and notes. Within these libraries, students can group, organize, search for items, share items with others, and back up their library online. Most importantly, however, citation-management tools work within Microsoft Word. Here, students can point and click on items in the library as needed to cite them in the text of the paper, and the citation-management tool will automatically build and update the bibliography.

### **Professional Development and Career Growth**

Graduate students are highly encouraged to actively engage in professional development activities that align with their career trajectories and enhance their current educational roles. This growth can be achieved by building a professional portfolio, applying coursework insights directly to current classroom or institutional settings, and engaging with professional organizations. Additionally, students should utilize the wealth of resources available through the University Career Center. Online students are particularly encouraged to participate in specialized workshops, webinars, and networking opportunities hosted by the School of Education and Human Sciences, which are frequently designed to address the direct needs of working educational professionals. We recommend working closely with your faculty advisor and Student Success Coordinator (SSC) to clarify your long-term career goals and identify the specific opportunities that will best support your professional journey.

## UNIVERSITY RESOURCES

As part of your online program, you will have access to a wide variety of services through the University of Kansas.

Resource	Description
<a href="#">Academic Calendar</a> 785-864-4422	Dates related to graduation and new/continuing student enrollment are relevant to online students. For all other calendar dates, refer to the Short Course List.
<a href="#">Short Course List</a> 785-864-4422	For 8 week online courses, refer to the appropriate short course list with start/end dates, add/drop dates, and refund deadlines.
<a href="#">Academic Catalog</a> 785-864-8040	Graduation requirements and regulations
<a href="#">Bookstore</a> 785-864-4639	Course book lists and ordering
<a href="#">University Career Center</a> 785-864-3624	Career coaching and resume reviews
<a href="#">Counseling &amp; Psychological Services</a> 785-864-2277	CAPS offers a variety of counseling services for graduate students
<a href="#">Enroll and Pay</a> 785-864-8080	Register and drop courses, make payments
<a href="#">Enroll and Pay How-To's</a> 785-864-5221	Assistance with Enroll & Pay through Student Information Systems
<a href="#">Financial Aid</a> 785-864-4700	Apply for and check financial aid
<a href="#">KU Connect</a>	Access courses in the online programs at <a href="http://kuconnect.ku.edu">kuconnect.ku.edu</a>
<a href="#">KU Information Technology</a> 785-864-8080 <a href="mailto:itesc@ku.edu">itesc@ku.edu</a>	Learn all things tech at KU (updates, tutorials, workshops, troubleshooting, email, and more)
<a href="#">Libraries</a> 785-864-8983	Access to online journals
<a href="#">Citation Management Tools</a>	Info on EndNote and Zotero citation management tools
<a href="#">Office of the University Registrar</a> 785-864-4422	Access copies of transcripts, degree classification, and enrollment certificates
<a href="#">Student Access Services</a> 785-864-4064	Works with all groups at the University to ensure that every student has an equal opportunity to succeed. Assists students with physical, medical, sensory, psychological, or other disabilities related to attention or learning.
<a href="#">Student Accounts &amp; Receivables</a> 785-864-3322	Invoicing, payment plans, and holds.
<a href="#">Veterans Services</a> 785-864-4424	VA education benefits
<a href="#">Writing Center</a> 785-864-2399	Set up a video conference to get coaching and guidance from trained peer consultants as you work on your writing. Submit your writing in an email to get feedback. Access a great collection of writing-related resources, including materials on grammar, avoiding plagiarism, and writing for different styles.

## TIPS FOR STUDENTS

- While there is some flexibility within an online program, most courses will have set deadlines for assignments. Students should expect to complete the work by the deadline and not assume that they can work at their own pace. If there are challenges in completing an assignment by the due date, communicate with the instructor.
- Most instructors have terminal degrees, Ph.D/Ed.D. Students may ask instructors how they would like to be addressed. It's customary to refer to a professor as Dr. <Last Name>.
- Instructors will provide feedback (annotated comments, comments in the rubric, or overall comments for the assignment). If students do not see feedback from their instructor, please reach out to them. Review the orientation module to learn how to access instructor feedback.
- If students are struggling in a course, it is appropriate to contact the instructor for support.
- Students are provided with a KU email. It is very important to log in and monitor this email as instructors and the coordinator may use it to communicate course or program information.
- While students in the KU program are Jayhawks and have access to many of the resources that students on campus have, there are some services and resources that are not available. For example, online students do not pay students fees and do not have access to Watkins Health Center, Adobe Creative Cloud, Ambler Student Recreation Center, and Counseling and Psychology Services. For questions about services available to online students, ask your Student Success Coordinator.
- Courses in the student's program may be taught by different instructors. Instructors may have different expectations, grading scales, and policies. Review the syllabus for each course carefully and ask the instructor for clarification.
- In some courses, students will be asked to record their interactions and lessons with learners. In cases where learners are younger than 18 years old, parent permission should be granted not only for the recording but for how the recording will be shared. Check with the course instructor to determine the permission form that is needed.

## UNIVERSITY POLICIES AND DEGREE REQUIREMENTS

This section contains information on requirements and policies of the Office of Graduate & Postdoctoral Affairs, 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 evidenced by an official transcript from the institution the degree was obtained).

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

- [Admission to Graduate Study](#)

#### *English Proficiency Requirements*

The University requires all applicants, international or domestic, to demonstrate English proficiency for admission to any graduate program at KU. There are multiple ways to prove English proficiency:

- Declaration of native or native-like speaker status on the online application for graduate study.
- Official scores from an English proficiency standardized test (e.g. TOEFL, IELTS-Academic, or PTE), sent by the testing agency to the University of Kansas. Official scores must be less than two years old. Scores must be reported to KU directly by the testing service. Self-reported scores or unofficial scores are not accepted. TOEFL scores should be sent by ETS to KU institution code 6871. IELTS should be sent to KU Graduate Admissions via the e-delivery service. PTE score sheets containing the Score Report Code and Registration ID should be emailed to [graduateadm@ku.edu](mailto:graduateadm@ku.edu) for verification.
- Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English-medium college or university or an accredited college or university in the United States. Degrees earned online may not be used to verify English proficiency. Note: this option is not sufficient for employment as a Graduate Teaching Assistant.
- AEC Curriculum: Students who haven't taken one of the listed tests may complete coursework through the KU [Applied English Center](#) (AEC) to demonstrate English proficiency.
- US Military Employment: If you are employed as an officer in the U.S. military with documentation of selection or promotion to the rank of Major or higher (or the equivalent U.S. Navy or Coast Guard rank), then you will be considered fully proficient and will not be required to complete AEC testing.

Additional English Competency Requirements for GTAs:

English proficiency requirements for GTAs are governed by the Kansas Board of Regents and must be met separately from the English proficiency requirement for admission to a KU graduate program. Detailed information on English proficiency requirements for GTAs may be found on Graduate & Postdoctoral Affairs' [Spoken English Competency page](#).

**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](#)

**Enrollment**

For graduate students, advising on enrollment and course selection take place at the department level. While individual units may have additional enrollment requirements, for students who are required to enroll full-time (e.g. students holding a GTA/GRA/GA appointment, international students on an F-1 or J-1 visa, students receiving federal financial aid, etc.) the University defines full-time enrollment 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.
- Enrollment in 6 competencies for students in a Competency-Based Education (CBE) program

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).
- Enrollment in 6 competencies for students in a CBE program

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 11:59 pm the day before the first day of classes will be assessed a late enrollment fee. The University Registrar then deactivates the KU ID of any not enrolled by the last Friday in October (for Fall) or last Friday in March (for Spring).** Students who wish to enroll after that must submit a [Permit to Re-Enroll](#) to be reactivated.

Students who wish to leave their graduate program should inform the department of such plans in writing so that a Voluntary Withdrawal form may be submitted on their behalf. Please note that voluntarily withdrawing from your program does **not** automatically withdraw you from coursework. You must also withdraw from all classes in Enroll & Pay via the “Withdraw from the University” option.

Deadlines for adding, changing, dropping, or withdrawing from all courses, as well any fines associated with the change, are set by the University. **Deadlines vary from year to year. Students should carefully review the current [Academic Calendar](#).**

You may also wish to consult the Registrar's page on [Effects of Dropping or Withdrawing on your Transcript](#).

Your student success coordinator is available to guide you through any enrollment scenarios or questions that come up. In order to avoid problems on your record, please consult with them prior to dropping or changing enrollment.

#### **Related Policies:**

- [Discontinued Enrollment](#)
- [Enrollment](#)
- [Full-time Enrollment for Graduate Students](#)
- [Graduate Coursework Expiration Dates](#)
- [Master's Degree 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 add graduate-level coursework completed at another institution to their KU transcript to count toward their KU degree. Upper-level coursework taken as an undergraduate, even courses numbered at the graduate level, is not eligible for transfer in any case. Additional 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 other 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***

KU policy defines 30 hours as the minimum for master's degrees. Departments may petition for a reduced hour degree master's degree for individual students in cases where they may provide evidence that the student entered the program especially well-prepared to complete a graduate-level degree and the student is able to maintain a superior grade point average. Reduced credit hour degrees must be based on coursework or experiences that can be objectively measured, such as coursework or qualifying internship or study abroad programs. Professional or life experience does not qualify. A reduction in hours is distinct from a transfer of credit and is reserved for students whose prior coursework doesn't qualify for transfer credit (e.g. was already used to fulfill requirements towards a completed degree) and there are no modifications on the transcript.

Restrictions apply to the number of credit hours that can be reduced for a master's degree, so students should carefully review the information provided in the link above and the related policies below.

In all cases, a reduction in hours must first be approved at the department or program level, so to begin the process for approval, students should consult with their DGS. Students must also provide documentation of the coursework or experience being used to justify the reduced hours (e.g. transcripts, program descriptions).

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.

### **Related Policies:**

- [Graduate Credit](#)
- [Co-enrollment](#)
- [Master's Degree Requirements](#) (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 cumulative 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.

Students make the CR/NC election via the Registrar's CR/NC [online request](#) form. Elections and changes to elections can only be made during the specific CR/NC period. For regular semester courses, this period begins after the last day to add a class and extends for approximately two weeks. Exact dates may be found on the current KU [Academic Calendar](#). Please keep in mind, short courses may have [alternate dates](#).

The student should consult with their own program advisor about the appropriateness of the course prior to enrolling; however, 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 2.3.8](#)

#### ***Probation & Dismissal***

Probation is an academic status that can be assigned to a graduate student that is not making [satisfactory progress](#) toward completing their degree. The department initiates the probation process and will inform the student of why they are not making satisfactory progress, what they must do to return to good standing, and the deadline for doing so.

**Students are most commonly placed on probation due to their graduate cumulative [GPA](#) dropping below a B average (3.0 on a 4.0 scale).** In these cases, 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 cumulative GPA is raised to 3.0 by the end of the probationary semester, the student will be automatically returned to good academic standing.

Individual Schools/the College may set more stringent GPA requirements.

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;

- Lack of progress on the thesis, dissertation, or capstone project
- Unacceptable academic performance on program milestones outside of coursework (e.g. exams)
- Unsatisfactory grades or GPA within foundational required courses (despite the overall cumulative GPA)
- An unsatisfactory result in their department's annual progress evaluation

Nearing or going beyond their maximum time to degree. See the Time Limits section below for more information.

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 or the degree requirements section and with their program advisor for more information.

If a student is unable to raise their cumulative GPA or otherwise meet the communicated terms of the academic probation, the department will reconsider their continuation in the program, and in most cases will recommend the student for dismissal. Once dismissed, a student is no longer able to be enrolled in coursework and cannot complete their degree. Students dismissed from any graduate program may not be admitted to any other graduate program at the University of Kansas.

**A student on probation or facing dismissal should discuss their status with their advisor.**

**Related Policies:**

- [Academic Probation](#)
- [Dismissed Enrollment](#)
- [Good Academic Standing policy](#)

***Grading***

The Office of Graduate & Postdoctoral Affairs' (GPA) [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 GPA.

Students should also consult their advisor and the departmental grading 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.

**Related Policies:**

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

***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 policies below, as well as consult with their program advisor to create a timeline for degree completion. In order to support

this process, students are encouraged to use a Mentoring Agreement Template and/or adapt to their own needs to support effective mentoring and a positive mentoring relationship.

Note that individual schools/the College/degree programs may require Mentoring Agreements for students who are nearing their maximum time to degree.

**Related Policies and Forms:**

- [Master’s Degree Program Time Constraints](#)
- [Engagement and Enrollment in Doctoral Programs](#)
- [Doctoral Degree Comprehensive Oral Exams](#) (on exam expiration and recertification)
- [Doctoral Program Profiles with Time to Degree Information](#)
- [KU CLAS Mentorship Agreement Template](#)
- [Univ. Michigan Rackham Graduate School Mentoring Plan Templates](#)
- [KU Graduate & Postdoctoral Affairs IDP template](#)

**Leave of Absence**

In exceptional circumstances (e.g. cases of illness, emergency, financial hardship, military leave, to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals) it may be necessary for graduate students to take a break from their program temporarily, without having to withdraw entirely from the program. An approved leave of absence allows a student to take a temporary break from enrolling in graduate coursework while remaining in good standing with the University and the department and while “stopping the clock” on their time to degree. When a student is on Leave of Absence status it is understood that they have temporarily suspended their graduate work and therefore will not make use of University resources, including faculty time.

Requesting a Leave of Absence is done through 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.

In order for a Leave of Absence to be approved, the student must be withdrawn from all active and/or future enrollment. Withdrawal for the purposes of Leave of Absence is still subject to all Registrar deadlines, required forms, and applicable tuition and fees.

Students on Leave of Absence are automatically reactivated after their leave is over and are eligible to enroll for their intended semester back during the normal enrollment periods. See the KU [Academic Calendar](#) for exact dates that enrollment begins.

If at any time plans change and a student wishes to return and enroll before leave was supposed to end, they may contact their department to be reactivated early.

**Related Policies and Forms:**

- [Leaves of Absence](#) (policy)
- [Leave of Absence](#) (GPA website, form linked at bottom of page)

### ***Required University Milestones***

All graduate students must complete one or more exams as part of their degree requirements. In addition to department or program guidelines, the following milestones are required for all students and specific regulations apply:

- Master's Final Culminating Exam (written or oral)/Thesis Defense for Master's degree

\*A final culminating effort is not required for departments with an approved coursework-only master's degree option in the Academic Catalog (note that programs with a capstone are considered coursework only).

Before a student is allowed to complete any of these three exams, pre-approval from the school/College is required in advance of the exam date. This pre-approval request will be submitted on the student's behalf by their department after the exam date has been scheduled. The school/College reviews the student record and verifies all University requirements have been fulfilled. The full list of these requirements 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.

There are additional policies requirements for oral exams. The following are University policies pertaining to oral exams:

### ***Oral Exam Committee Composition***

All voting committee members must be appointed members of the Graduate Faculty of KU. Additionally, a majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty in the candidate's department or 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. Your graduate program coordinator can assist with confirming the qualifying status of any faculty member at KU, or outside of KU.

### ***Oral Exam Attendance***

Oral Exams may be conducted in-person, remotely, or a hybrid of both. There are no University level requirements for physical presence; however, there are strict regulations on participation.

In all cases, all committee members must be present, either physically or via phone/video conference, for an exam to commence. **If a committee member does not arrive or appear, the exam may not begin and if a committee member leaves or loses connection such that they cannot fully participate, the exam may not proceed. Oral examinations that do not meet these attendance requirements are not valid.**

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](#)
- [Oral Exam Attendance](#)
- [Graduate Faculty Appointments](#)

### **GRADUATE CERTIFICATE REQUIREMENTS**

The University offers a variety of [Approved Graduate Certificate Programs](#) to encourage current graduate students to pursue interdisciplinary study, gain a credential for expertise in an outside area of study, or provide an option for a coherent course of advanced study for those not ready to commit to a full degree program. Note that students must be fully admitted to a graduate certificate by the end of the last course that will count to fulfill the certificate. Students wishing to complete the certificate should apply as early as possible. 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 (Master's & 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.

### **Graduate & Postdoctoral Affairs Graduation Checklists ([Master's](#) | [Doctoral](#))**

These graduation checklists provide a comprehensive list of all University requirements for graduation and should be consulted by every graduating master's or doctoral student as soon as graduation is expected. 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.

**We strongly encourage students to submit an Application for Graduation as early as possible; ideally prior to the 20th day of classes of the semester they intend to graduate.**