



Department of Curriculum & Teaching
Doctor of Philosophy (Ph.D.)
Student Handbook



2026-2027

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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. Graduate education is an opportunity for the student to develop into a professional scholar. 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 program in the Department of Curriculum and Teaching offers a variety of degree and licensure choices tailored to meet the needs of individuals. The Doctor of Philosophy (Ph.D.) degree provides students the highest level of competence in curriculum and instruction.

PURPOSE OF THIS HANDBOOK

This handbook provides program-specific guidance for doctoral students in the Department of Curriculum & Teaching. It complements the University Academic Catalog and University policies, which serve as the official source of degree requirement.

HOW TO USE THIS DOCUMENT

This handbook serves as an essential roadmap for both prospective applicants interested in the Doctor of Philosophy (Ph.D.) program and newly admitted doctoral aspirants within the Department of Curriculum & Teaching. For those exploring the program, the document outlines critical foundational information, including admission requirements, application deadlines, and specific program subspecialties ranging from curriculum studies to specialized content education. For admitted students, it functions as an active administrative and academic guide that outlines the distinct roles of advisors and mentors, establishes structural timelines for milestones like the comprehensive examination and dissertation proposal, and details graduation credit requirements. Rather than replacing official university documentation, this handbook is designed to complement the University Academic Catalog and centralized university policies by providing explicit, program-specific pathways and connecting students directly to vital institutional resources.

PLEASE NOTE: The information in this handbook provides general guidelines, links to graduate policies, a list of resources and a checklist that should be helpful as students' progress through their doctoral programs. Students should not hesitate to contact their faculty advisors and/or the Department of Curriculum & Teaching office with any questions. This handbook is an electronic document designed for accessibility and navigation.

DEPARTMENT DIRECTORY

Students should not hesitate to contact the Department of Curriculum & Teaching, Coordinator for Graduate Programs, Director of Graduate Programs, Department Chair, Faculty Advisors, or Instructors, with any questions.

Department of Curriculum & Teaching

1122 W. Campus Road, Room 321

Lawrence, KS 66045-3101

ctdepartment@ku.edu

785-864-4435 (phone)

785-864-5207 (fax)

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 Campus-based Graduate Programs

Susan McGee

smmcgee@ku.edu

785-864-4437 (office phone)

Contact Susan McGee for administrative support regarding program delivery, application requirements, submission statuses, the initial onboarding process prior to enrollment, and navigation of student resources.

Director of Graduate Programs

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XXXXXX

Contact the Director of Graduate Programs if you have questions regarding program delivery and content.

C&T Instructors and Faculty Advisors

The contact information for C&T instructors can be found on the **C&T faculty webpage**. Contact individual course instructors directly for questions regarding syllabus requirements, assignment feedback, course materials, or academic support in a specific class. Contact your faculty advisor with questions about your program enrollment, program-wide milestones, and plan to graduate.

Department Chair

Dr. Heidi Hallman

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785-864-9670

RELATIONSHIP TO UNIVERSITY POLICIES & ACADEMIC CATALOG

ACADEMIC CATALOG

This handbook is designed to provide clear, program-specific guidance and practical pathways for doctoral students navigating their degree. However, it is a complementary tool and does not replace official university documentation. The [University Academic Catalog](#) serves as the official source of authority for all degree requirements, institutional regulations, and academic policies. All graduate students bear the primary responsibility to familiarize themselves with the official policies of the Office of Graduate Studies in effect at the time of their admission.

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 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 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 as any fines associated with the change, are set by the University. **Deadlines vary from year to year. Students should carefully review the current [Academic Calendar](#).**

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

Your graduate program coordinator (or similar title) 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 University's Graduate Credit policy 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 toward 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, probation occurs automatically and is reflected on the student's record for the semester following the semester in which the student's GPA drops below 3.0. If the student's 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 constitute 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 a 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 the 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 the 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*
- Doctoral Comprehensive Oral Exam
- Doctoral Final Exam/Dissertation Defense

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

DOCTORAL DEGREE REQUIREMENTS

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

ENROLLMENT REQUIREMENT

Prior to the semester in which the comprehensive exam is held, all doctoral students must complete a minimum program engagement equivalent to two full-time semesters. This may be accomplished through either of the following:

- Two semesters (fall and/or spring) of full-time enrollment in KU coursework, as defined by University policy
- At least 18 hours of enrollment in KU coursework spread out over several part-time semesters

RELATED POLICIES AND FORMS:

- [Engagement and Enrollment in Doctoral Programs](#)

CONTINUOUS ENROLLMENT FOR POST-COMPREHENSIVE STUDENTS

During the semester in which the doctoral oral comprehensive exam is completed and each fall and spring semester that follows, doctoral students must adhere to very specific enrollment requirements. These requirements may be different than enrollment requirements prior to the oral comprehensive exam.

Failure to properly comply with the enrollment requirements may cause delays to graduation or additional enrollment requirements to make up what was missed, increasing tuition expenses near the end of your degree program.

To avoid delays or additional costs, you are also strongly advised to meet with your graduate program coordinator the semester before your oral comprehensive exam. Your graduate coordinator will work with you to develop an enrollment plan that meets all policy requirements, while also preventing unnecessary or avoidable fees.

Post-comprehensive enrollment requirements also apply to students with GTA/GRA/GA appointments, but these students must be certified to drop their enrollment levels. Departments are responsible for tracking student enrollment and will submit the certification form on the student's behalf **at least two weeks prior** to the beginning of the semester in which the enrollment will drop below 6 hours. Students who are certified to reduce hours continue to meet the University's definition of full-time enrollment, as well as the enrollment requirements of their employment contract.

RELATED POLICIES AND FORMS:

- [Full-time Enrollment for Graduate Students](#)
- [Doctoral Candidacy](#)

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.

GRADUATE & POSTDOCTORAL AFFAIRS FUNDING OPPORTUNITIES

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

Summer Research Scholarships: intended primarily for post-comp doctoral students.

Graduate Student Travel Fund: intended for graduate students presenting a paper at a national or regional meeting of a learned or professional society. A student may receive an award (max \$750) only once per academic year, with priority given to students who have not received the fund previously. Funds are available on a first-come, first-served basis.

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

Ph.D. Overview

The Doctor of Philosophy degree recognizes mastery in a specialized field, advanced research methodology skills, and the completion of a substantial piece of original scholarship. Designed to cultivate highly competent scholars, the program prepares graduates for roles in university faculty, research, and discipline-related leadership. While deeply specialized, the Ph.D. emphasizes a broad foundation of general knowledge, ensuring scholars understand how their concentration connects to the wider enterprise of learning and human thought.

ADMISSION

To be considered for graduate admission to the University of Kansas School of Education and Human Sciences, prospective students must meet the following requirements:

- Official transcript of completed master's degree from a regionally accredited institution;
- Cumulative GPA of 3.5 or higher (on a 4.0 scale);
- One official copy of academic transcripts from each college or university attended*;
- Completed application;
 - Application fee
 - \$65 for U.S. residents, \$85 for international applicants
- Writing Sample – An article, academic paper, or other scholarly composition;
- Statement of Goals: 1 to 2 page statement indicating how the program relates to future career goals;
- Online letters of recommendation: Names and email addresses of 2 persons to be asked to complete letters of recommendation related to one's abilities at the graduate level;
- Current resume or CV; and
- Proof of English proficiency (for non-native English-speaking applicants).

*Note: Official transcripts from an international university must include an English translation in addition to an official transcript in the original language.

ADMISSION DEADLINES

The application deadline for the Ph.D. program in Curriculum & Instruction is January 6th. Applicants should consult the program website for current information 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 acceptance as advisees. KU Graduate Admissions makes the final admission decisions.

OVERVIEW OF THE PH.D. PROGRAM

The Doctor of Philosophy (Ph.D.) is the highest academic degree awarded by university graduate programs. It signifies that a candidate has achieved professional-level mastery of a specific field of scholarship, mastered advanced methodologies of academic inquiry, and made a distinct, meaningful contribution to human knowledge through original research.

CORE PILLARS OF THE DEGREE

The journey toward a Ph.D. is built upon three foundational pillars:

- **Advanced Scholarship:** Mastery of existing literature, historical contexts, and theoretical frameworks governing the chosen field.
- **Methodological Rigor:** Comprehensive training in the tools, design, and execution of investigation appropriate to the discipline.
- **Original Contribution:** The conception, execution, and defense of a substantial piece of independent research (the dissertation) that expands the boundaries of the field.

CAREER PATHS AND PROFESSIONAL OBJECTIVES

While historically designed to cultivate the next generation of college and university faculty, the modern Ph.D. prepares graduates for high-level leadership across multiple sectors. Program objectives focus on preparing highly competent professionals who can:

- Conduct, evaluate, and publish peer-reviewed original research.
- Deliver high-quality instruction and mentorship at the undergraduate and graduate levels.
- Provide discipline-related guidance, expert consultation, and policy leadership to public, private, and governmental organizations.

THE ENTERPRISE OF LEARNING: BREADTH VS. SPECIALIZATION

Although doctoral research is necessarily narrow and deeply specialized, the pursuit of a Ph.D. is not an isolated academic event. The program is explicitly structured to cultivate well-educated, holistic thinkers. Candidates are expected to maintain a broad base of general knowledge, ensuring they can contextualize their niche expertise within the larger landscape of human thought and collaborate effectively across diverse academic and professional disciplines.

GENERAL STRUCTURE OF THE PROGRAM

Doctoral aspirants should develop a doctoral program plan with their advisory committee congruent with School of Education and Human Sciences requirements within the initial **12** hours of graduate enrollment in the program. A copy of this program plan should be filed with the Graduate Division of the School of Education and Human Sciences.

The Doctoral Program Plan must include:

- A minimum of 36 graduate credit hours taken at the University of Kansas, exclusive of dissertation credits and the research requirement. At least 18 of these hours must be in the area of Curriculum and Instruction. A minimum of 18 of the 36 hours must be at the 800-level or above, and at least 6 of these hours must be outside of the area of study.
- A minimum of 12 graduate credit hours in Research Skills¹ (basic and applied research skills, including statistics, research design, and related requirements appropriate to the degree)
- Completion of EDUC 800, Education as a Field of Scholarship
- Completion of the Responsible Conduct of Research² requirement
- Completion and verification of a College Teaching Experience³. The doctoral aspirant assists a professor for one semester or may be assigned to teach an undergraduate course under faculty supervision.
- Completion of C&T 996, Teaching and Learning in the College Classroom
This course may be counted in the 36-credit hour major requirement.
- Satisfactory completion of Engagement and Enrollment in Doctoral Programs⁴
- Successful completion of written and oral comprehensive exams
- A minimum of 18 credit hours of dissertation, unless the student successfully defends the dissertation earlier. Please refer to the School of Education and Human Sciences Graduate Regulations section of the Graduate Catalog for detailed enrollment requirements.
- Successful defense and submission for publication of the doctoral dissertation.

1. **RESEARCH SKILLS:** Upon admission to doctoral study, students who have not completed a research and evaluation methods course for the education master's degree must take the course, EPSY 715 Understanding Research in Education, during the first doctoral enrollment. The course taken to fulfill this requirement, whether taken at KU or at another institution, does not count towards any doctoral requirements.

Before being admitted to the comprehensive examination, the student must have completed the research skills requirements established for the degree. Specific research skills requirements vary with department and program, but all reflect the expectation of a significant research skills component distinct from the dissertation but strongly supportive of it. The Ph.D. research skills requirement includes completion of at least 12 graduate hours relevant to the aspirant's research: statistics,

measurement and assessment, qualitative methods, and historical and philosophical methods. Up to 6 hours, excluding credit hours for the required master's course in research methods and evaluation, whether taken at KU or elsewhere, may be waived using prior B-level or higher graduate course work upon approval. A statement concerning specific research skills should be secured from the student's major department. At least 9 of the 12 credit hours must be 800-level or above. The 12 credit hours cannot include [EPSY 715](#) or its program equivalent.

When the student has met the requirements for research skills and all other major requirements, the committee chair must report this to the Graduate Division on the appropriate form, certifying that the student is prepared to proceed to the comprehensive oral examination. If a program requires research skills that are tested separately rather than integrally with the program, the completion of each requirement should be reported immediately to the Graduate Division so that it may be recorded on the student's permanent record.

2. **RESPONSIBLE CONDUCT OF RESEARCH:** All students must satisfy departmental and university requirements regarding the responsible conduct of research. In order to meet this requirement, students are required to complete [EDUC 800](#), Education as a Field of Scholarship, in their first year of doctorate enrollment (see below for details). Students in HSES and Counseling Psychology doctoral programs are exempt from EDUC 800 but must meet the Responsible Conduct of Research requirement.

RESEARCH SKILLS & RESPONSIBLE CONDUCT

All University of Kansas doctoral students must complete mandatory training in Research Skills and Responsible Conduct of Research (RS/RCR) to establish a foundation for ethical, high-quality scholarship. To satisfy this requirement, students must complete two distinct components: a suite of online modules through the Collaborative Institutional Training Initiative (CITI) managed by the Office of Research, and eight hours of discipline-specific, face-to-face or synchronous online discussion-based training developed by their degree-granting unit. The required CITI modules—covering core areas such as authorship, plagiarism, data management, conflicts of interest, and research ethics—must be completed during the student's first semester of enrollment, with mandatory retraining required every four years. The department-led, eight-hour interactive training focuses on discipline-specific research methods, tools, and ethical decision-making, and must be completed prior to entering doctoral candidacy. This interactive training will occur in EDUC 800 Education as a Field of Scholarship. In accordance with USRR 2.3.8.6, no courses taken under the Credit/No Credit (CR/NC) option can be used to satisfy these RS/RCR requirements. Specific program requirements fulfilling this policy are detailed in the [University Catalog](#).

3. **PH.D. COLLEGE TEACHING EXPERIENCE:** The Department of Curriculum and Teaching is committed to extending/expanding all doctoral students' pedagogical knowledge and skills.

In general, the aspirant doctoral student works under the supervision of a faculty member for one semester. The student and supervisor develop an appropriate experience and describe it on the College Teaching Experience Verification form. The plan needs to be approved by the advisor and submitted to the department. The approved plan is filed in the SOEHS dean's office. In general, the experience is completed before admission to the comprehensive exam. Occasionally there are exceptions granted, when the course is completed during the semester in which the student takes the comprehensive examination.

Options include, but are not limited to, co-teaching sessions of a graduate or undergraduate course with a faculty member, primary teaching of an undergraduate course on or off campus, and designing and conducting evaluations of a course component.

This experience does not count toward the 36-credit hour major requirement. Documentation of the student's supervised college teaching experience must be submitted to the Graduate Division office.

There is a common misunderstanding that the teaching experience must involve teaching undergraduate KU classes. This is not the case. Students may complete their college teaching experience through involvement with a faculty member in the classroom for a graduate course. These, of course, would not be courses for which they have formal responsibility (for grading, etc.), such as might be the case for certain GTAs, but they may be involved in the class, including some classroom lecturing. There is nothing in the college teaching requirement to suggest that a student must assume responsibility for the course. This is NOT a GTA position; it is a learning experience that the faculty of the Department of Curriculum & Teaching have indicated they believe our Ph.D. students should have. At the same time, a student in a GTA position, if under the supervision of a faculty member, may use the GTA experience as a way to meet the college teaching experience requirement for the Ph.D.

4. **Ph.D. Continuous Enrollment:**

School of Education and Human Sciences Post-comprehensive enrollment policy. Doctoral candidates are required, after passing the comprehensive oral examination, to be continuously enrolled in a minimum of 6 hours per semester (fall, spring) until such time as the student has completed 18 post-comprehensive credit hours or the degree, whichever comes first. Students are expected to enroll full time (6 hours) each fall and spring semester, including in one or more hours of dissertation that, as accurately as possible, reflects the candidate's demands on faculty time and university facilities. Students may also take programmatically equivalent coursework

beyond the required coursework that moves the student towards degree completion and is related to the dissertation. Internship and field experience hours may count towards these enrollment minimums as per programmatic requirements. If after 18 hours of post-comprehensive enrollment the degree is not completed, the candidate must continue to enroll each semester (excluding summers) until all degree requirements have been met. Regardless of the number of dissertation hours students are enrolled in, they must be enrolled in a minimum of one hour the semester they defend and complete/submit their dissertation.

Summer enrollment is no longer required as part of continuous enrollment. However, in the following instances, summer enrollment **is required by the School of Education and Human Sciences**: 1) if a student plans to defend his/her/their proposal or dissertation during the summer semester (including during the first two weeks of the fall semester without fall enrollment), then the student must be enrolled in the appropriate number of summer hours; and 2) in consultation with the advisor, if the student and advisor mutually agree that dissertation progress will include demands on faculty time and university facilities, then the student should be enrolled during the summer. If the student is enrolling in the summer and has not yet completed the 18 hours of post-comprehensive exam enrollment, the student should enroll in **3 dissertation hours**. If the student is enrolling in the summer and has completed the 18 hours of post-comprehensive exam enrollment, the student may enroll in **1 dissertation hour**.

Post comprehensive enrollment **may** include enrollment during the semester or summer in which the comprehensive oral examination has been passed. Courses required as part of the program plan do not count towards the post-comprehensive credit hours requirement. However, any dissertation hours taken during the semester that the student successfully passes the comprehensive exam will count towards the 18-hour requirement.

Students and their advisors should monitor enrollments to ensure that enrollments are consistent with this enrollment policy. Students failing to comply with the university's post-comprehensive enrollment policy will be required to correct any enrollment deficiencies by adding any missing credit hours prior to receiving approval for the oral defense of the dissertation.

PROGRAM-SPECIFIC ENROLLMENT REQUIREMENT

We highly encourage students to enroll in the following courses their first Fall semester. These courses are only offered during the Fall semester.

- EDUC 800 Education as a Field of Scholarship
- C&T 922 Introduction to the Ph.D. Program
- C&T 998 Traditions of Inquiry

Other course requirements include enrollment in:

- C&T 996 Teaching & Learning in the College Classroom
- C&T 999 Doctoral Dissertation

ADVISING, MENTORING, AND ROLES

Doctoral students are supported through a shared advising and mentoring structure involving faculty advisors, advisory committees, and program leadership.

ADVISOR ASSIGNMENT

Incoming students are assigned an initial faculty advisor upon admission. Students are paired with a faculty member based upon their stated goals for entering the Ph.D. program.

ROLES AND RESPONSIBILITIES

- Advisor: Provides guidance on coursework, research, and degree progress.
- Student: Communicates regularly and meets program milestones.
- Committee: Supports evaluation and academic progress decisions.

MEETING EXPECTATIONS

Students and advisors should meet at least once per semester (minimum), with more frequent meetings during major milestones.

REGULAR AND TIMELY FEEDBACK

Faculty advisors are expected to provide feedback on academic work (e.g., drafts, proposals) within a reasonable timeframe.

- Coursework feedback: within 1 – 2 weeks
- Dissertation drafts: within 2 – 4 weeks

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:

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

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

ENROLLMENT ISSUES

HOLDS: Enrollment holds are restrictions that prevent you from enrolling in courses for the next semester. It may mean that documentation is missing, that you need to meet with an advisor, or that some other action is required. The university's policy on enrollment holds can be found here: [Enrollment Hold Policy](#)

LATE ENROLLMENT: Students not enrolled in at least one course before 12:00 a.m. on the first instructional day of the Fall, Spring, and Summer semesters for full-term courses are considered to be enrolling late. The enrollment process varies depending on the instructional day in which you are attempting to add classes (short courses have adjusted dates that are found on the short course academic calendar). Although the University of Kansas offers late enrollment waiting to enroll can result in many complications and is not recommended. Information can be found on the [Registrar's website](#).

WHO TO CONTACT:

If you encounter issues related to enrollment, contact the Registrar's Office first to discuss the issue and then contact the Coordinator of Graduate Programs in the Department of Curriculum & Teaching.

ACADEMIC PROGRESS & GOOD STANDING

DEFINITION OF GOOD ACADEMIC STANDING

MINIMUM GPA

To remain in good standing, degree-seeking graduate students must maintain a minimum cumulative GPA of 3.0 or higher. Additionally, students must uphold academic and scholarly integrity, comply with all university, school, and departmental policies, and show satisfactory progress toward their degree or certificate as evaluated at least annually by their program. Failure to meet these performances and progress standards will result in academic probation or program dismissal, and students must be in good academic standing to successfully graduate.

Official Policy Link: You can access the official, most up-to-date version of this document in the online policy library at [Good Academic Standing](#).

PROGRESS TOWARD MILESTONES

To ensure continuous and satisfactory progress toward the Ph.D. in Curriculum & Instruction, students must actively complete several critical milestones within their initial 12 hours of graduate enrollment. During this foundational period, students are required to consult with their faculty advisor to select an Advisory/Core Committee consisting of at least three Graduate Faculty members. Students must meet with this committee to plan and formally approve a Program Plan Proposal, which must then be signed and filed with the C&T department.

Additionally, students must complete and file the Engagement and Enrollment in Doctoral Programs - Residency Agreement form within these same initial 12 hours of enrollment. Meeting these early planning deadlines is essential for establishing an approved path to degree completion and maintaining proper doctoral student standing.

DEGREE PROGRAM MILESTONES

COURSEWORK REQUIREMENTS

The academic coursework is designed to develop the knowledge base necessary for effective research and scholarship development. The program's curriculum reflects the needs and aspirations of each student, and prepares researchers, teachers and educational leaders for a variety of positions. Students will specify an area of interest in which classes and research work will be completed and in which he/she expects to become a scholar. This area of focus requires at least 36 graduate credit hours completed at the University of Kansas, exclusive of dissertation credit hours and research skill requirements. The doctoral student, with the assistance of a faculty advisor, will construct a doctoral program plan of coursework and research opportunities.

The Ph.D. program requires a minimum of 72 total credit hours, carefully structured to balance advanced pedagogical theory with deep subject-matter expertise. At the core of the curriculum are 18 credit hours of specialized Curriculum and Instruction courses, which provide a rigorous foundation in instructional design, educational research, and contemporary learning theories. To ensure breadth and depth in their specific field of study, students also complete 12 credit hours of content elective courses, selected in consultation with their faculty advisor to support their unique research agendas and career trajectories. The remaining credit hours are comprised of research methodologies, foundational education seminars, and dissertation credits, establishing a comprehensive pathway toward independent scholarship.

PROGRAM PLAN

Students enrolled in the Doctor of Philosophy (Ph.D.) program are required to complete and submit an official Doctoral Program Plan before completing their first 12 credit hours of coursework. This comprehensive plan maps out the student's academic trajectory, establishing compliance with key degree requirements including a minimum of 36 graduate credit hours in the major area of concentration, a minimum of 12 credits of research skills coursework, 18 credit hours of dissertation, and the doctoral core seminar (EDU 800). Additionally, the form documents the student's plan for fulfilling the residency requirement, the mandatory supervised college teaching experience, and training in the Responsible Conduct of Research. The finalized program plan must be reviewed and signed by the student, the major advisor, committee members, and the department chair to ensure all institutional and departmental benchmarks are met.

COMMITTEE FORMATION

Each student must have an advisory committee consisting of at least three members of the Graduate Faculty. One member of the committee must be authorized to serve as a chair. One member must be from the graduate department representing the student's minor area if the student's program or

department requires a minor area. All three members must be authorized to serve on doctoral committees and must be tenured or tenure-track.

The student meets with this committee before completing 12 hours of course work to plan and formally approve an appropriate program leading to the Ph.D. The approved program, signed by members of the committee, the student, and the department chair, is placed in the student's file in the School of Education and Human Sciences Graduate Division office.

RESEARCH SKILLS & RESPONSIBLE CONDUCT

All University of Kansas doctoral students must complete mandatory training in Research Skills and Responsible Conduct of Research (RS/RCR) to establish a foundation for ethical, high-quality scholarship. To satisfy this requirement, students must complete two distinct components: a suite of online modules through the Collaborative Institutional Training Initiative (CITI) managed by the Office of Research, and eight hours of discipline-specific, face-to-face or synchronous online discussion-based training developed by their degree-granting unit. The required CITI modules—covering core areas such as authorship, plagiarism, data management, conflicts of interest, and research ethics—must be completed during the student's first semester of enrollment, with mandatory retraining required every four years. The department-led, eight-hour interactive training focuses on discipline-specific research methods, tools, and ethical decision-making, and must be completed prior to entering doctoral candidacy. This interactive training will occur in EDUC 800 Education as a Field of Scholarship. In accordance with USRR 2.3.8.6, no courses taken under the Credit/No Credit (CR/NC) option can be used to satisfy these RS/RCR requirements. Specific program requirements fulfilling this policy are detailed in the [University Catalog](#).

COMPREHENSIVE EXAMS

When a Ph.D. aspirant has completed the major portion of the course work at a satisfactory level (enrolled in no more than 6 credits of required regularly scheduled coursework in the degree program) and has completed the research skills requirement and all other departmental requirements prerequisite to the comprehensive examination, the department asks the School of Education and Human Sciences Graduate Division office to schedule the comprehensive examination. (Upon request from the doctoral student's faculty advisor, the department will submit an online Progress to Degree (PtD) form **a minimum of two weeks prior to the beginning of the comprehensive written exam**. The clearance form is a responsibility of the faculty advisor, and students whose applications for clearance for the exam are not received in sufficient time for processing will not be permitted to take the exam.) Students must be enrolled when they take the exam.

The examining committee must consist of at least four voting members (usually including the three advisory committee members). All must be members of the Graduate Faculty authorized to serve as members of doctoral committees. The majority (three of the four), including the committee chair, must be tenured or tenure-track faculty from the student's home department. One member must be from a department outside the student's home department and a member of the Graduate

Faculty authorized to serve as the Graduate Studies Representative. For more information visit the KU Policy library: [Doctoral Student Oral Exam Committee Composition](#) and [Graduate Studies Representative on Doctoral Exam Committees](#).

The comprehensive examination consists of both written and oral parts and covers the major area pursued by the student, as well as the minor area, if one is required by the student's program. The student passes the comprehensive examination if a majority of the official examining committee (including the chair) approves the student's performance. The grade on this examination is Honors, Satisfactory, or Unsatisfactory. An aspirant who receives a grade of Unsatisfactory may be allowed, upon the recommendation of the department, to repeat it, but it may not be taken more than 3 times. The aspirant may not repeat the oral examination until at least 90 days have elapsed since the last unsuccessful attempt or by petition.

Note: Students in Ph.D. education programs must pass both written and oral components of the comprehensive examination. Satisfactory performance on the written component must be attained before the oral component may be attempted. To fail either component is to fail the examination. All members of the student's comprehensive examination committee are involved in the evaluation process. The written component of the comprehensive examination, like the oral, focuses on advanced knowledge in the major and any appropriate related areas. To pass, the student must be evaluated as having responded satisfactorily to questions in the major areas. If a student fails any portion of the written comprehensive component, a failure of the examination is recorded. The examining committee determines if the entire written component of the examination, or only the failed portion(s), must be retaken. The entire written component lasts a minimum of 16 hours. If a student passes the written component but fails the oral, the examining committee determines if both components or only the oral must be repeated.

DISSERTATION PROPOSAL

Upon passing the comprehensive examination, the aspirant becomes a candidate for the Ph.D. The Graduate Division, using the recommendations of the candidate's department, designates the dissertation/proposal committee at this time. The dissertation committee must consist of at least four members and may include members from other departments and divisions or, on occasion, members from outside the university. The majority (three of the four) must be tenured or tenure/track Graduate Faculty from the student's home department. All members of the committee must be chosen from the Graduate Faculty, and the chair must, in addition, be authorized to chair doctoral dissertations. A prospective member of the committee from outside the university must have gained appointment as a member of the Graduate Faculty authorized to serve on doctoral committees before appointment to the committee. *(Contact the Curriculum & Teaching department for information about the Graduate Faculty appointment process.)*

Doctoral aspirants may begin work on the dissertation after they complete the equivalent of one full-time semester of doctoral study in regular student status and may use their practicum experience in preparation for the dissertation. **However, students may first enroll in dissertation credit hours only during the semester in which they take their comprehensive examinations.**

Dissertation hours taken during that semester count towards the minimum of 18 hours of dissertation credit only if the examinations are passed during that same semester.

After successfully passing the comprehensive examination, students will have three semesters, including summers, to present a proposal to the dissertation committee. If the proposal is rejected by the dissertation committee, the student must resubmit a proposal the following semester. If the second attempt at the proposal is rejected, the student is dismissed from the program. Exceptions to the above policy would be considered only if the student submits verification of extenuating circumstances preventing progress.

DISSERTATION PROPOSAL MEETING

The dissertation proposal meeting, sometimes referred to as the dissertation proposal defense, is a time for candidates to meet with their dissertation committees to discuss the focus, direction, and methodologies of their dissertations. The proposal typically is comprised of the first three chapters of the dissertation and should follow the dissertation formatting requirements found on the Graduate Studies website (see the Resources section at the end of this handbook for additional guidance regarding the dissertation writing process). Candidates should submit their proposals to their committees at least two weeks prior to the dissertation proposal meeting. After consultation with the advisor, candidates arrange with their committee members a mutually-agreeable date and time for the proposal meeting.

The dissertation proposal must be read by a minimum of three dissertation committee members. One copy of the approved dissertation proposal title sheet, signed by these members of the dissertation committee, along with an electronic copy of the proposal must be submitted to the School of Education and Human Sciences Graduate Division office. *(The signed dissertation proposal title sheet is submitted to the Graduate Program Coordinator in the C&T office and the entire proposal is emailed as a Word or PDF attachment to Tracy Rockers in the School of Education and Human Sciences Dean's office.)*

HUMAN RESEARCH PROTECTION PROGRAM

The University requires prior review by the Human Research Protection Program (HRPP) of all research projects involving human subjects. There are no exceptions. Although certain types of research may be exempt from record keeping, the committee decides which projects fall in the exempt class. It is the student's responsibility to become acquainted with the University's guidelines for research involving human subjects, to submit an application, and to observe the conditions of the committee-approved applications. Expedited projects may be approved within one week. Committee-reviewed projects may take four weeks. Detailed information about the IRB and applications are available at: [Human Research Protection Program](#). The office of the HRPP is located in Youngberg Hall, 2385 Irving Hill Road, Lawrence, KS 66045.

PH.D. DISSERTATION (DOCTORAL DISSERTATION)

The doctoral candidate must present a dissertation showing the planning, conduct, and results of original research and/or scholarly creativity. The purpose of the dissertation is to encourage and ensure the development of broad intellectual capabilities and to demonstrate an intensive focus on a problem or research area. The dissertation itself should be an evident product of the candidate's growth and attainment of the ability to identify significant problems; organize, analyze, and communicate scholarly results; and bring to bear on an area of scholarly or scientific interest a variety of research skills and scholarly or creative processes. The dissertation must show some original accomplishment, but it should also demonstrate without doubt the candidate's potential to make future contributions to knowledge and understanding.

The dissertation is to be a coherent scholarly work, not a collage of separate, distinct pieces. Its unity of theme and treatment may still accommodate several subtopics by demonstrating their relationships and interactions. If previously published material by other authors is included in the dissertation, it must be quoted and documented. Final acceptance of the dissertation is subject to the approval of the dissertation committee. It should be noted that prior publication does not guarantee acceptance of the dissertation by the dissertation committee. The dissertation—or one or more substantial portions of it, often rewritten—is expected to be publishable and, indeed, to be published (see Submission and Publication section below).

Both the dissertation research and the dissertation itself are to be completed under the guidance and direction of the committee appointed as described in the Doctoral Student Oral Exam Committee Composition policy located [here](#). Instructions about the proper form of the dissertation may be obtained from the KU Graduate Studies website [here](#), or from the graduate division of each school/college. Candidates and faculty members are reminded that the dissertation is to be a coherent, logically organized scholarly document. Because the demands and practices of different disciplines are varied, the format is somewhat flexibly described, and moderate departures from the norm are allowed when justified by the nature of the work or the circumstances of presentation. Any substantial divergences must be approved in advance as prescribed by the instructions, and candidates and faculty members are urged to seek early approval to avoid last-minute disappointments over unacceptable format or reproduction.

DISSERTATION GUIDELINES

TIMELINE EXPECTATIONS

Navigating the dissertation phase requires sustained momentum and clear structural milestones. Students are expected to adhere to the following timelines:

- **Proposal Defense:** The formal dissertation proposal must be successfully completed and defended within **three semesters** following the completion of the comprehensive examination.

- **Progress Benchmarks:** Continuous progress is required for students to remain in good standing. This momentum is maintained through regular research benchmarks and documented developmental meetings.

MEETING EXPECTATIONS

Consistent communication with your faculty mentor is the foundation of a successful dissertation.

- **Frequency:** Students are required to meet with their primary advisor regularly—**at least once per month**—throughout the active dissertation stage.
- **Responsibility:** It is the student's responsibility to proactively initiate these meetings, come prepared with recent writing or data updates, and establish clear action items for the following month.

ADVISOR FEEDBACK STANDARDS

To facilitate steady progress while respecting the intensive cognitive labor involved in reviewing advanced academic writing, the department adheres to the following feedback turnaround standards:

- **Turnaround Window:** Students can generally expect to receive detailed feedback on submitted dissertation drafts within **2 to 4 weeks**.
- **Variables:** The exact timing within this window depends on the length of the submission (e.g., an isolated sub-section versus multiple full chapters) and the current developmental stage of the draft. Students should coordinate submission timelines with their advisors well in advance of major deadlines.

PH.D. FINAL ORAL EXAMINATION

When the dissertation has been tentatively accepted by the dissertation committee, the chair of the dissertation committee may request the School of Education and Human Sciences Graduate Division Office to schedule the final oral examination. *(Upon request from the candidate's faculty advisor, the department will submit an online Progress to Degree (PtD) form **a minimum of three weeks prior to the defense date**. The clearance form is a responsibility of the faculty advisor, and students whose applications for clearance for the final exam are not received in the sufficient time for processing will not be permitted to take the exam.)*

The examination covers the dissertation and the candidate's concentration area. The candidate passes the final examination if a majority of the official examining committee members (including the chair) approves the candidate's performance. When the final oral examination has been passed, the dissertation committee reports a grade of Honors, Satisfactory, or Unsatisfactory. Candidates who fail the final oral examination may be allowed to repeat it upon recommendation of the dissertation committee.

SUBMISSION AND PUBLICATION

When the candidate has passed the final oral examination and the members of the dissertation committee have signed the dissertation, a title page and acceptance page with original signatures are to be delivered to the Graduate Affairs office of the school/college in which the student's program resides so that completion of degree requirements may be officially certified. As a requirement of graduation, the candidate must arrange publication of the dissertation and payment of all applicable fees, through the electronic submission process found [here](#).

Dissertations will be made available through UMI/Proquest and KU ScholarWorks, unless there is an embargo in place or special circumstances pertain as outlined in the KU Embargo policy.

The student must be the author of the dissertation, and every publication deriving from it must indicate that authorship. Practices vary among disciplines—and even among scholars in a given field—as to whether the mentor's name may appear as a co-author, and whether as senior or junior co-author, on subsequent publication of the dissertation (usually revised), or on articles prepared from it. It is expected that clear understandings in individual cases will be established during the apprenticeship period, when ethical practices in publication are addressed within the professional development training of the program.

ACADEMIC PROBATION & DISMISSAL

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, or earning a grade of NP (no progress) in thesis, project or dissertation, or consecutive semesters of LP (limited process), the student is placed on probation by the School. The grades of SP, LP, NP and I, for which no numerical equivalents are defined, are excluded from the GPA computation.

If the student's overall graduate grade-point 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 acts favorably on a departmental recommendation for the student to continue enrollment.

If a student earns a grade of NP in dissertation hours, master's project or thesis any semester, the student will be placed on academic probation for the following semester until they receive a grade of LP or SP. Earning consecutive semesters with a grade of LP will also place a student on academic probation. Students are encouraged to meet with their advisor to discuss their progress. Students who do not make satisfactory progress may be discontinued from their program at any time.

If a student earns a grade of NP (equivalent to grade of F or No Credit) in dissertation hours, master's project or thesis any semester, prior to earning 18 dissertation hours or in the required hours for master's project or thesis, those hours will not count towards their graduation requirement. A student must enroll in those credit hours again the following semester and earn at least a grade of LP for the hours to apply to their degree requirements.

Students must earn a grade of SP in their thesis, project or dissertation in the final semester of enrollment in order to graduate.

View the current policy on [academic probation](#).

ANNUAL STUDENT PROGRESS REVIEW

REVIEW PROCESS

Each academic year during the spring semester, the faculty conducts a mandatory Annual Student Progress Review for all students enrolled in the Ph.D. program to ensure steady advancement toward the degree. This holistic evaluation assesses key markers of academic and professional growth, including cumulative grade point average (GPA), successful completion of required coursework, and overall milestones within the program timeline (such as residency requirements, comprehensive examinations, and dissertation progress). The primary goal of this review is to provide constructive feedback, celebrate achievements, and proactively identify any areas where additional support or adjustments may be needed to facilitate timely graduation. The student's faculty advisor will lead the review of their assigned students.

OUTCOMES AND FEEDBACK PROCESS

Following the evaluation, students will receive an official notification detailing one of three possible performance outcomes:

- **Satisfactory:** The student is meeting or exceeding all program benchmarks, maintaining the required grade point average, and demonstrating steady forward progress on their academic timeline.
- **Satisfactory with Warning:** The student is currently maintaining acceptable progress, but specific minor concerns have been identified—such as an upcoming timeline bottleneck, an incomplete grade, or a minor dip in performance—that require proactive attention to prevent future disruption.
- **Unsatisfactory:** The student is not meeting critical program milestones, has fallen below minimum academic standards, or is missing required coursework. This status indicates a significant deviation from the degree timeline and requires immediate intervention.

Next Steps for Students: Any review resulting in a "Satisfactory with Warning" or "Unsatisfactory" designation will be accompanied by targeted, actionable feedback from the faculty. In these instances, the student will work closely with their advisor to establish a formal remediation plan to address the highlighted deficiencies and restore satisfactory standing in the program.

PROFESSIONAL DEVELOPMENT

EXPECTATIONS

Graduate education is about more than completing a thesis or dissertation; it is a period of intense transformation into a leading professional in your field. While this section outlines recommendations rather than strict graduation requirements, actively engaging in these areas is vital to your long-term success.

RESEARCH DEVELOPMENT

Students are strongly encouraged to actively expand their research toolkit beyond their core dissertation or thesis topic.

- **Methodological Breadth:** Attend departmental workshops, specialized boot camps, or methodology seminars to learn new software, laboratory techniques, or qualitative/quantitative frameworks.
- **Interdisciplinary Engagement:** Participate in research working groups or seminar series outside your immediate sub-field to foster innovative, cross-disciplinary thinking.
- **Grantsmanship:** Seek out training on grant-writing and proposal formulation. Applying for internal or external fellowships is an excellent way to develop independent project management skills.

TEACHING EXPERIENCE

Developing pedagogical skills is a cornerstone of academic citizenship and a highly transferable asset for non-academic careers.

- **Classroom Practice:** Whenever possible, serve as a Graduate Teaching Assistant (TA). Focus not just on grading, but on leading discussions, designing lesson plans, and delivering guest lectures.
- **Pedagogical Training:** Utilize university teaching centers to participate in workshops on inclusive teaching practices, course design, and educational technology.
- **Feedback Integration:** Regularly review student evaluations and seek peer or faculty observations to actively refine your teaching philosophy.

PUBLICATION/PRESENTATION EXPECTATIONS

Sharing your work with the broader scholarly community is crucial for building your professional profile.

- **Conferences:** Aim to present your research at a minimum of one regional or national conference per year. Start with poster sessions early in your program, progressing to oral paper presentations as your research matures.

- **Publications:** Work closely with your advisor to identify target peer-reviewed journals or academic presses. Ideally, students should aim to submit at least one co-authored or solo-authored piece for publication prior to graduation.
- **Public Scholarship:** Where appropriate, consider translating your research for broader audiences through op-eds, policy briefs, or digital media.

CAREER PREPARATION

Whether your goals lie within the ivory tower or in industry, government, or the non-profit sector, career preparation must begin early in your graduate residency.

ACADEMIC PATHWAYS

For those aiming for a career in higher education (tenure-track faculty, clinical professors, or academic administration):

- **Dossier Building:** Begin assembling your academic portfolio early, including a curriculum vitae (CV), teaching philosophy statement, and research statement.
- **Market Timing:** Familiarize yourself with the academic hiring cycle in your discipline, which typically begins a full year before the job starts.
- **Mock Interviews:** Participate in departmental mock interviews and job talks to practice articulating your research value to a general faculty committee.

NON-ACADEMIC CAREER SUPPORT

The university deeply values and supports diverse career outcomes. Excellent opportunities await graduate degrees in industry, tech, government labs, NGOs, and think tanks.

- **Skill Translation:** Learn how to translate academic milestones into industry-standard resumes. Reframe "dissertation project" as "project management" and "statistical analysis" as "data analytics."
- **Internships & Consulting:** Explore short-term internships, externships, or micro-consulting projects during summer terms, provided they align with your funding and visa regulations.
- **Alumni Mentorship:** Connect with program alumni who have successfully transitioned into non-academic roles to learn about hiring timelines, salary negotiations, and workplace cultures.

RESOURCES

You do not have to navigate this journey alone. The university provides a robust infrastructure to support your professional growth.

CAREER CENTER

The University of Kansas Career Center offers specialized counseling specifically tailored for graduate students.

- **One-on-One Advising:** Schedule confidential appointments for resume/CV critiques, cover letter reviews, and career exploration assessments.
- **Workshops:** Attend year-round seminars on job search strategies, LinkedIn optimization, and salary negotiation tactics.
- **Job Boards:** Utilize centralized job portals such as The Chronicle of Higher Education or AERA to browse listings curated specifically for advanced degree holders.

NETWORKING OPPORTUNITIES

Building a professional community is often the most effective mechanism for finding future employment.

- Departmental Colloquia: Attend weekly or monthly departmental speaker series to network with visiting scholars and experts.
- Symposiums and Showcases: Participate in annual university-wide graduate research symposiums to practice pitching your work to non-specialists.
- Digital Networking: Leverage institutional access to alumni networks (such as official university alumni groups on LinkedIn) to conduct informational interviews with professionals working in your target industries.

GRADUATE ASSISTANTSHIPS

The Department of Curriculum and Teaching offers a limited number of graduate teaching assistantships that allow students to be employed while completing an advanced degree. These roles are designed to provide invaluable teaching and research experience. While graduate assistantships may be available for student teacher supervision, undergraduate teaching, and work on research projects, applicants pursuing a doctorate in the Department of Curriculum and Teaching are preferred. Additionally, classroom teaching experience at the K-12 level, in a school in the United States, is highly preferred.

KEY RESPONSIBILITIES

Depending on the specific department appointment, primary duties may include:

- Undergraduate Instruction: Teaching undergraduate courses or assisting with student teacher supervision.
- Research Contributions: Assisting faculty research and collaborating on ongoing academic projects.
- Departmental Operations: Providing vital administrative support to assist with daily program operations.

PROFESSIONAL EXPECTATIONS

- Workload & Allocation: Assistantships carry a maximum workload of up to 20 hours per week. Students must manage their time effectively to ensure their duties do not conflict with their academic progress.

- Professional Conduct: Assistantship holders represent the Department of Curriculum and Teaching. As such, exemplary professional conduct, ethical engagement, and adherence to university policies are required at all times.

EVALUATION

Graduate Teaching Assistants (GTAs) are required to obtain student course evaluations for every course they teach, in accordance with University, school, and Board of Regents policies. Additionally, the department will conduct an evaluation of its GTAs every semester.

- Evaluation Methods: The format of the semester evaluation is determined by the faculty supervisor. It may range from informal reviews (such as one-on-one supervisor meetings or student evaluation metrics) to highly structured, formal processes. Regardless of the method, evaluations are strictly based on the performance of duties communicated to the GTA and adherence to University and Board of Regents regulations.
- Written Feedback: If a written evaluation is conducted, the GTA will receive a copy. All GTAs must receive at least one formal, written evaluation during their employment.

GRIEVANCE AND APPEALS

The specific criteria and methods used for evaluations are not subject to grievance or appeal procedures. However, a GTA may file a grievance or appeal if they assert that their evaluation was based on factors other than job performance and policy adherence, or if the evaluation results in an overall rating of "unsatisfactory."

GTA MEMORANDA OF AGREEMENT

For more information on the agreement between the University of Kansas and the Graduate Teaching Assistants Coalition (GTAC), The American Federation of Teachers - Kansas (AFT-Ks), please download and review the [Graduate Teaching Assistant Memorandum of Agreement](#).

SUPPORT & RESOURCES

If you encounter challenges, policy ambiguities, or workload concerns during your appointment, you do not have to navigate them alone. Students should promptly contact their direct faculty supervisor or program coordinator for guidance and support.

For those interested in applying, the official application may be found on the Curriculum and Teaching website, under "Resources" at the following link: [GTA Application](#).

SCHOOL OF EDUCATION AND HUMAN SCIENCES POLICIES

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 refer to the link to review the policy in its entirety and the filing procedures: [SOEHS Student Academic Misconduct Policy](#).

ENROLLMENTS BY NON-NATIVE SPEAKERS OF ENGLISH

The School of Education and Human Sciences (SOEHS) Policy regarding Enrollment by Non-Native Speakers of English in School of Education and Human Sciences Courses and Programs is detailed below:

1. Enrollment of *non-admitted* students in SOEHS courses:

Non-native speakers who are not yet admitted (as provisional or regular students) to a program in the School of Education and Human Sciences may complete no more than one SOEHS academic course per semester for a maximum total of two courses prior to formal admission to a program in the School of Education and Human Sciences.

Prior to enrolling in any SOEHS course, the student must:

- a) have written permission of both department chair and course instructor, and
- b) have passed at least one of the three areas of English proficiency as determined by the AEC.

2. Enrollment of *admitted* students in SOEHS courses:

Non-native speakers who are admitted (as provisional or regular students) to a program in the School of Education and Human Sciences, but who have not fully met KU English proficiency requirements may enroll in SOEHS courses with the following provisions:

- a) the student must have prior written permission of both department chair and course instructor, and
- b) the student must have already passed at least one of the three areas of proficiency as determined by the AEC.

Following their first semester of enrollment in any SOEHS course as admitted/degree-seeking students, non-native speakers may continue to enroll in one graduate level course the following semester only if they also achieve at least one AEC level of progress in any remaining English proficiency area or until they have passed all three areas of proficiency. Failure to make one level of progress will preclude further enrollment in SOEHS courses.

PETITIONS & EXCEPTIONS

REQUEST OF PROGRAM TIME EXTENSION

There is a form that is explicitly required for doctoral students who need additional time to complete their degree requirements beyond the standard institutional time limits. To be eligible for this extension, a doctoral student must already have an approved dissertation proposal filed with the Graduate Division. The student is required to provide comprehensive details, including their current GPA, previous extensions, remaining program milestones, a strict timeline for completion, and a clear justification for the delay. The petition requires a multi-tiered review and approval process, passing sequentially from the student's advisor and dissertation committee to the department, the Graduate Division, and, if necessary, the Graduate Studies Advisory Committee (GSAC). The form can be accessed here: [Graduate Petition Time Extension](#)

GENERAL PETITION (COURSE SUBSTITUTION/WAIVER)

There is a form to be used by students to request a course substitution or waiver for a required School of Education & Human Sciences course, or to submit a general petition for policy exceptions. General exceptions include dropping a course during the petition period, altering program requirements, changing academic advisors, or increasing allowable transfer hours taken outside of the university during the final 30 hours of the program. For any course substitution or waiver, the student must explicitly state the required course being replaced and attach an official syllabus or course description. Similar to the time extension form, this petition dictates a specific administrative workflow, requiring signed recommendations and rationales from the advisor, the

department, the Associate Dean, and potentially the GSAC. The form can be accessed here: [Graduate General Petition](#)

GRIEVANCE PROCEDURES

The University of Kansas School of Education and Human Sciences Grievance Procedure outlines the process for students to address allegations of unfair treatment, academic misconduct, or violations of student rights within the school. Administered at either the subordinate unit level (such as a department) or the Office of the Dean, the policy mandates that formal written complaints must be submitted within six months of the incident. It strongly encourages initial informal resolution and mediation, but if those fail or are waived, a neutral grievance committee must hold a closed hearing within 30 days. Both parties retain the right to legal counsel, to present pre-submitted evidence, and to question witnesses. Following the hearing, the committee has 14 days to submit a written recommendation to the department head or Dean, who will then issue a final decision within 14 days; final outcomes may be appealed further to the University Judicial Board.

For the complete text, specific formatting guidelines, and exact procedural rules, you can view the official policy here: [School of Education and Human Sciences Grievance Procedure](#).

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. More information can be found here: [Leave of Absence Policy](#)

Please contact the Department's Coordinator of Graduate Programs to request a leave of absence.

The School of Education and Human Sciences approved clarification regarding grounds for granting a leave of absence:

CLARIFYING GROUNDS FOR GRANTING "LEAVES OF ABSENCE"

Background: Graduate & Postdoctoral Affairs' (GPA) policy states: *"A student...may petition the Graduate Division through the department for a leave of absence during either the pre-or post-comprehensive period to pursue full-time professional activities related to the doctoral program and long-range professional goals. Leaves of absence also may be granted because of illness or other emergency..."*

The GSC discussed grounds for granting a leave of absence. The GPA policy is permissive in the sense that leaves MAY be granted, but there is no requirement that they be. Nevertheless, having some reasonable basis for denying a leave seems prudent. The GSC advises departments and the Graduate Division that if conditions are such that a student's completion of degree requirements would be impossible subsequent to the leave, granting a leave would be inappropriate—regardless of the reason for the requested leave (effective date: June 2011).

At any given time, a graduate student is categorized in one of 4 statuses: (a) regular enrollment, (b) leave of absence, (c) discontinued (voluntary resignation from the program—return from which requires reapplication), or (d) dismissed. If a student is not enrolled during one of the regular academic semesters, the department must determine whether the student's status is (b) (c) or (d). Failure to make satisfactory academic progress may be grounds for placing the student in the dismissed status. A student's taking a leave of absence (not enrolling) without the approval of the department may be understood as indicating the student's discontinuance of her/his program of studies, but is a determination best made by the department in consultation with the student's program advisor.

RESOURCES

Libraries available to students in the School of Education and Human Sciences 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](#)

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.

[KU WRITING CENTER:](#)

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 Graduate Student Research/Write-Ins can be an ideal space to work on your writing goals.

The KU Graduate Writing Center offers many types of workshops and other support for graduate students.

DISSERTATION SAMPLES, FORMATTING AND WRITING

[KU ScholarWorks](#)

[KU Libraries Thesis and Dissertation Formatting](#): REFERENCE MANAGEMENT SOFTWARE [EndNote](#) and [Zotero](#) are also available from KU Libraries.

KU ONLINE TECHNOLOGY RESOURCES

[Resources to help students with technology](#)

[School of Education and Human Sciences Technology Department](#)

[Education Databases:](#)

These databases include the ERIC database and Wilson Omni file database, which has full-text. Another great site is the Educator's Reference Complete. This database has Education Journals on it that can be opened right online. Many of the same journals that are down in the LRC are also in this database – good to know in case an issue is missing from the library and to access anywhere. Many of these journals are not also available under the e-journals on the library site, but some journals may be found there also.

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. To contact CAPS, please call 864-2277, or visit the [website](#).

[GRADUATE STUDIES POLICIES AND PROCESSES](#)

[Graduate Studies Funding Sources](#)

[School of Education and Human Sciences Resources/Graduate Student Policies & Forms](#)

[SCHOOL OF EDUCATION AND HUMAN SCIENCES GRADUATE TRAVEL & RESEARCH SUPPORT](#)

GRADUATE STUDIES DISSERTATION/ETD FORMATTING REQUIREMENTS

UNIVERSITY OF KANSAS OFFICE OF RESEARCH

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.

APPENDIX

Doctor of Philosophy (Ph.D.) in Curriculum & Instruction Checklist

Name: _____ KU ID: _____

Admission Term: _____ Deadline for Completion of Degree Requirements: _____

Major/Emphasis of Study: _____ Advisor: _____

Planning

- ☐ Advisory/core committee selected (during the initial 12 hours of graduate enrollment, after consultation with faculty advisor):

C&T Faculty Advisor (tenured/tenure-track)

C&T Graduate Faculty (tenured/tenure-track)

KU Graduate Faculty – C&T or outside dept.

(may or may not be tenured or tenure-track)

Advisory/Core Committee ([Graduate Regulations](#))

A student admitted to study for the Ph.D. is considered an aspirant for the degree until the comprehensive examination has been passed. After passing this examination, the student is known as a candidate for the degree.

Each student must have an advisory/core committee consisting of at least three members of the Graduate Faculty. Two members of the committee must be authorized to serve as a chair. All three members must be authorized to serve on doctoral committees. The student meets with this committee before completing 12 hours of course work to plan and formally approve an appropriate program leading to the Ph.D. The approved program plan, signed by members of the committee and the student, is placed in the student's file in the School of Education and Human Sciences Graduate Division office.

- ☐ Program Plan Proposal approved and filed with the C&T department within initial 12 hours of enrollment in graduate program: [Ph.D. Program Plan](#). (See welcome packet for a partially completed program plan.)
- ☐ [Engagement and Enrollment in Doctoral Programs](#) - Residency Agreement form filed with the C&T department within initial 12 hours of enrollment in graduate program: [Ph.D. Residency Agreement](#). (Please refer to the Graduate Catalog for additional information about this policy.)

Program Checkpoints

- ☐ Responsible Conduct of Research requirement completed. Semester completed: _____
- ☐ Research Skills courses completed. Semester completed: _____
- ☐ Engagement and Enrollment in Doctoral Programs requirement completed.

Two checkpoints with semester completed

- ☐ College Teaching Experience Verification completed and form submitted. Semester completed: _____
- ☐ Course work in major completed (*except dissertation*). Semester completed: _____
- ☐ Additional [committee member\(s\)](#) selected for comprehensive examination after consultation with faculty advisor. At least two of the four members must be tenured or tenure-track graduate faculty in the candidate's unit of study. One member must be tenured or tenure-track graduate faculty outside of the C&T department.

C&T Graduate Faculty (may or may not be tenured/tenure track)

KU Graduate Studies Representative (tenured/tenure track)

- ☐ Ready for comprehensive exams (cleared with all committee members).

[Graduate Regulations](#)

The examining committee must consist of at least four members (usually including the advisory committee). On a four-member (4-member) committee, at least two (2) of four (4) committee members must be tenured or tenure-track faculty in the candidate's unit or program of study. For larger committees, a majority of committee members must be tenured or tenure-track. One member must be from a department outside the student's home department and a member of the Graduate Faculty authorized to serve as the Graduate Studies Representative. For more information visit the KU Policy library: [Doctoral Student Oral Exam Committee Composition](#) and [Graduate Studies Representative on Doctoral Exam Committees](#).

The comprehensive examination consists of both written and oral parts and covers the major area pursued by the student. The student passes the comprehensive examination if a majority of the official examining committee (including the chair) approves the student's performance. The grade on this examination is Honors, Satisfactory, or Unsatisfactory. An aspirant who receives a grade of Unsatisfactory may be allowed, upon the recommendation of the department, to repeat it, but it may not be taken more than 3 times. The aspirant may not repeat the oral examination until at least 90 days have elapsed since the last unsuccessful attempt or by petition.

Note: Students in Ph.D. education programs must pass both written and oral components of the comprehensive examination. Satisfactory performance on the written component must be attained before the oral component may be attempted. To fail either component is to fail the examination. All members of the student's comprehensive examination committee are involved in the evaluation process. The written component of the comprehensive examination, like the oral, focuses on advanced knowledge in the major and any appropriate related areas. To pass, the student must be evaluated as having responded satisfactorily to questions in the major areas. If a student fails any portion of the written comprehensive component, a failure of the examination is recorded. The examining committee determines if the entire written component of the examination, or only the failed portion(s), must be retaken. The entire written component lasts a minimum of 16 hours. If a student passes the written component but fails the oral, the examining committee determines if both components or only the oral must be repeated.

- ☐ Comprehensive written exam scheduled through C&T department, Dean's office and Graduate Studies **(at least two weeks prior to examination).**

Dates of written exam: _____ through _____

- ☐ Comprehensive oral exam scheduled (only upon successful completion of written exam).

Date of oral exam: _____ Time: _____ Location: _____

- ☐ Comprehensive written and oral exams successfully completed. Date: _____

- ☐ After passing the comprehensive examination, the candidate must be [continuously enrolled](#) until the degree is completed. A student must be continuously enrolled in accordance with the following schedule: Until the degree is completed or until 18 post-comprehensive hours have been completed (whichever comes first), the student must enroll for at least 6 hours a semester (fall and spring). Students who have not completed the degree after completing 18 hours of post-comprehensive enrollment must continue to enroll for the amount of credit that best reflects their demands on faculty time and university resources each semester until they pass the final oral examination. Typically Ph.D. students who have completed their 18 hours of dissertation, enroll in 1 hour per term (fall and spring) until they are done. Summer enrollment in dissertation hours is required only when students intend to complete major milestones or require significant faculty time in the summer.

(Please refer to the Graduate Catalog for additional information regarding this policy.)

Time Allowed between Passing the Comprehensive Exams and Presenting the Dissertation Proposal

Departmental policy adopted in Fall 2015, effective for all doctoral students admitted Spring 2016 forward.

After successfully passing the comprehensive examination, students will have three semesters (including summer) to present a proposal to the dissertation committee. If the proposal is rejected by the dissertation committee, the student must resubmit a proposal the following semester. If the second attempt at the proposal is rejected, the student is dismissed from the program. Exceptions to the above policy would be given only if the student submits verification of extenuating circumstances preventing progress.

☐

Dissertation committee selected after consultation with faculty advisor:

C&T Committee Chair (tenured/tenure-track) C&T Graduate Faculty (tenured/tenure-track) C&T Graduate Faculty
(tenured/tenure-track)

Graduate Studies Representative
(KU Graduate Faculty outside major dept., tenured/tenure-track)

☐

Dissertation proposal meeting scheduled:

Date of proposal meeting: _____ Time: _____ Location: _____

☐

Approved, signed dissertation proposal title sheet filed with C&T office, and entire dissertation proposal sent electronically to School of Education and Human Sciences Dean's office.

Date: _____

☐

Online application for degree submitted (at beginning of the semester in which defense is planned).

☐

Dissertation defense committee selected after consultation with faculty advisor (typically the same as the dissertation committee):

C&T Committee Chair (tenured/tenure-track) C&T Graduate Faculty (tenured/tenure-track) C&T Graduate Faculty
(tenured/tenure-track)

Graduate Studies Representative
(KU Graduate Faculty outside major dept., tenured/tenure-track)

- ☐ Dissertation defense scheduled through C&T department, Dean's office and Graduate Studies (**at least three weeks prior to examination**).

Date of defense: _____ Time: _____ Location: _____

- ☐ Dissertation successfully completed, including electronic submission (see instructions on Graduate & Postdoctoral Affairs [website](#))

Date filed: _____

- ☐ Commencement: Registration is required to participate in the School of Education and Human Sciences Convocation and in the Office of Graduate Studies Doctoral Hooding Ceremony. Information about the School of Education Convocation may be found here: [Commencement](#). Information about the Doctoral Hooding Ceremony may be found here: [Doctoral Hooding](#). Information about the campus-wide KU Commencement may be found here: [University of Kansas Commencement](#).

Congratulations!