



Graduate Student Handbook Fall 2026

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Contents

Introduction.....	4
Program Overview.....	4
Graduate Student Handbook Purpose.....	4
Degree Requirements.....	5
Global & International Studies (No Concentration).....	5
Contemporary East Asia Concentration.....	9
Latin American & Caribbean Studies Concentration.....	11
Admissions.....	12
Deadlines.....	12
Minimum Requirements and Prerequisites.....	12
Application Materials.....	12
Admission Contact Information.....	13
Department Policies & Procedures.....	13
Advising and Mentoring.....	13
Petitions.....	15
Academic Guidelines.....	16
Good Academic Standing.....	16
Grading.....	16
Grading of Thesis Hours.....	16
Academic Integrity and Misconduct.....	17
Grievance Procedures.....	17
University Policies and Degree Requirements.....	17
General Policies.....	18
Admissions.....	18
English Proficiency Requirements.....	18
Enrollment.....	19
Graduate Credit.....	20
Credit/No Credit.....	21
Probation & Dismissal.....	22
Grading of Coursework.....	23
Time Limits.....	23

Leave of Absence.....24

Required University Milestones.....24

Oral Exams.....25

Doctoral Degree Requirements.....26

 Enrollment Requirement.....26

Graduate Certificate Requirements.....27

Graduation Requirements (M.A. & Ph.D.).....27

Graduate & Postdoctoral Affairs Funding Opportunities.....28

Key Offices at KU.....28

Plans of Study.....31

Introduction

Program Overview

A degree in GIST will give you the tools to understand the rapid and profound changes that are occurring internationally and transnationally throughout the world. GIST at KU offers an interdisciplinary program in which faculty and students think critically about some of the most fundamental global and regional issues facing societies today such as:

- population growth,
- politics and governance,
- migration,
- the global economy,
- poverty and inequality,
- religion, race and ethnicity,
- gender and sexuality,
- peace and conflict, and
- climate change.

Through an investigation of these topics, students acquire an enriched understanding of the world today, which is not only a desirable end in itself but also a useful background for professionals whose careers may involve different geographical and cultural areas. A degree in GIST is helpful for careers in **journalism, Foreign Service, business and industry, education, law, politics and government, and social service agencies.**

Graduate Student Handbook Purpose

Students should be able to determine exactly where they stand at any time concerning the fulfillment of program rules and regulations. By referring to this document and to checklists kept in their files, students will know what remains to be done, or at least will be able to ask specific questions about their status. All graduate students may obtain copies of their checklists in order to record their progress in fulfilling requirements.

Rules of procedure and requirements are set up to direct students toward the M.A. and to make sure that when students receive the degree, they will have indeed reached the level of competence associated with that degree. As the discipline evolves, specific rules and requirements are often updated, and this document helps everyone keep track of these updates.

Degree Requirements

The [University Academic Catalog](#) is the definitive source for requirements and regulations for every academic program. However, the handbook is for informational purposes only and does not constitute a contract. Degree requirements listed in the Catalog have been approved by established University Governance procedures. Degree and program requirements and course descriptions are subject to change. This handbook serves as a supplement to provide further details on the requirements, policies, and procedures described in the Catalog.

Global & International Studies (No Concentration)

Core Knowledge and Skills

- GIST 701 Approaches to International Studies
- GIST 702 Globalization
- GIST 710 Research Design for International Area Studies

Regional Specialization Cluster (9 Hours):

Students choose 3 courses from one of KU's area studies programs (African Studies, East Asian Studies, European Studies, Latin American Studies, Russian & Eastern European Studies) or courses related to another world region (e.g., the Mediterranean, the Middle East, South Asia). Up to 3 language courses (9 hours) at or above the 500 level may also count toward this requirement. Specific courses must be selected in consultation with an advisor.

Topic Specialization Cluster (9 Hours):

Students choose 3 courses that enable them to specialize in a current global and international theme such as those listed below. Students may also select an appropriate graduate certificate program offered by another department. The topical focus must be approved by the student's advisor. Specific courses should be selected in consultation with an advisor. Because of the interdisciplinary nature of the degree, no more than 3 of these electives may be taken in a single department other than Global & International Studies.

- women and development,
- domestic and international conflict,
- international politics and policies,
- globalization, international business and economics,
- global urbanization,
- peace studies, or
- international culture and communication.

Language (Equivalent of 4 academic semesters):

For all students, the M.A. degree also requires evidence of current competence (equivalent to 2 years of successful college-level study) in a modern spoken and written language other than their native

tongue; courses taken to complete this requirement generally do not count toward the degree. Students must meet all general requirements as well as program requirements. By the completion of the M.A., students should demonstrate the equivalent of 4 academic semesters of a foreign language.

Options for Meeting the Language Requirement

- Ideally, language training will be relevant to regional focus, however, this is not a requirement.
- There is no requirement that language courses be completed at KU. Students may want to explore language courses offered at local community colleges or any other college that is convenient.
- KU's French, Spanish, and German departments offer language reading courses designed to help graduate students meet the requirements of certain doctoral programs. These courses can be counted as part of the 4 semester language requirement.
- KU's Office of Study Abroad offers many options for summer language study. Often a student can get credit for the equivalent of 2 semesters of study in a 6-8 week program. If summer travel is possible for you, consider exploring these options.

Thesis Completion Option

This is recommended for all students in the program but is particularly important for those who are considering pursuing a PhD in international studies or a related field. Students electing to write a thesis must complete **GIST 898** (Thesis and Research Project Writing) and produce an original research project with a range of 50 to 100 pages of text, not including notes, references, tables, figures, or appendices.

- ***Working with Your Thesis Committee:*** The thesis will be supervised and evaluated by a three-person faculty committee; two of these committee members should be tenure-track faculty at KU affiliated with CGIS. Your committee members should be instructors who share your research interests and, ideally, with whom you have taken previous coursework. Your committee chair will serve as the primary advisor for your project, give you feedback on your thesis, and help you choose your other committee members. Students should work closely with their committee chair to develop a plan for writing, revising, and defending their thesis. The Center requires that students utilize the GIST Advising Agreement in early meetings with their committee chairs.
- ***Oral Defense of Thesis:*** The oral defense represents the final oral examination required of all KU candidates for the MA degree. The student is responsible for scheduling the defense date, time, and location in coordination with the COGA Graduate Program Coordinator according to the committee members' schedules and the College's deadlines for May, August, or December graduation. At least three weeks prior to the defense date, the date and time of the defense must be established and submitted to the Graduate Coordinator in order to have his/her defense approved by the College Office of Graduate Affairs. (Contact your COGA graduate coordinator for a detailed defense timeline for the current semester.)
- Additionally, the thesis must be submitted to the defense committee, the graduate director, and the graduate advisor a minimum of 10 days prior to a scheduled defense date. Failure to meet either of these deadlines will result in the defense date being pushed back, even if this changes the student's semester of completion.

- Questions posed by committee members will focus on, but are not limited to, the thesis topic and are intended to provoke thought and explore challenging issues. Related topics are often probed to evaluate a student's overall knowledge of international studies and ability to formulate independent judgments. The duration of the exam is usually about one hour. The M.A. in Global and International Studies degree will be awarded after the student has passed this oral defense, completed any revisions in the thesis required by the faculty committee, and completed all other College graduation requirements. The committee may elect to give the student honors for the thesis at the time of the defense.
- Should a repeat of the oral defense be necessary as determined by the student's committee, this must take place no less than 30 days and no more than 90 days after the first attempt. The faculty committee for the first oral defense also administers the second oral examination. Students who fail the second exam will be dismissed from the program.

Research Project Completion Option

Students selecting this option are required to take **GIST 898** and complete an original research project of between 30-45 pages of text, not including notes, references, or appendices. Like the thesis, the project must involve original and systematic analysis of data/information (i.e. it must utilize a research method) and will include an oral defense.

- ***Graduate Defense Committee:*** The Research Project will be supervised and evaluated by a three-person faculty committee; two of these committee members should be tenure-track faculty at KU affiliated with CGIS. Your committee members should be instructors who share your research interests and with whom you have taken previous coursework.
- Your committee chair will serve as the primary advisor for your project, give your feedback, and help you choose your other committee members. Students should work closely with their committee chair to develop a plan for writing, revising, and defending their research project. The Center requires that students utilize the GIST Advising Agreement in early meetings with their committee chair.
- ***Oral Defense of Research Project:*** The oral defense represents the final oral examination required of all KU candidates for the MA degree. The student is responsible for scheduling the defense date, time, and location according to the committee members' schedules and the College's deadlines for May, August, or December graduation. At least three weeks prior to the defense date, the date and time of the defense must be established and submitted to the Graduate Program Coordinator in order to have his/her defense approved by the College Office of Graduate Affairs (Contact your graduate advisor for a detailed defense timeline for the current semester). Additionally, the research project must be submitted to the committee, the graduate director, and the graduate coordinator a minimum of 10-days prior to a scheduled defense. Failure to meet either one of these deadlines will result in the defense date being pushed back, even if this changes the student's semester of completion.
- Questions posed by the committee members will focus on, but are not limited to, the research topic and are intended to provoke thought and explore challenging issues. Related topics are often probed to evaluate a student's overall knowledge of international studies and ability to formulate independent judgments. The duration of the exam is usually about one hour. The

M.A. in Global & International Studies degree will be awarded after the student has passed this oral defense and completed all other College graduation requirements.

- Should a repeat of the oral defense be necessary as determined by the student's committee, this must take place no less than 30 days and no more than 90 days after the first attempt. The faculty committee for the first oral exam also administers the second oral examination. Students who fail the second exam will be dismissed from the program.

Oral & Written Exam Completion Option

This option is only available under extenuating circumstances. Students considering it must receive the written, advance approval of the GIST Director of Graduate Studies and their faculty advisor. Students choosing this option must take an additional 3 credit hours, corresponding to one of their two coherent clusters. In the final semester, the student must successfully complete a written examination over the course content and the student's regional and substantive area of focus. Students receive comprehensive questions over the areas mentioned above and are given 72-hours to respond to each of the three questions with a minimum of ten pages of text per question. Students considering this option must receive the advance approval of the Director of Graduate Studies.

- ***Graduate Exam Committee and Procedures:*** The exam questions will be written and evaluated by an examination committee of 3 faculty members. It is up to the student to identify, with the advice of their committee chair and the program director, who will serve on the committee. Generally, the student should select faculty members with whom they have already taken a class and who represent at least one of the content areas of the written exam; one committee member should be familiar with the core course content, one committee member should be an expert in the region of the student's specialization, and one committee member should be an expert in the student's topic of specialization. The final composition of the exam committee must be approved by the program director at least six weeks prior to the date of the first written examination.
- The student should plan to meet with each committee member individually early in the semester during which s/he intends to take the exam. It is recommended that the student brings copies of all relevant syllabi reflecting coursework completed in the examiner's specialty area to these meetings; these syllabi will guide the committee member in determining the scope and content of the exam questions.
- Each committee member shall use the course syllabi and his/her conversation(s) with the student to draft questions for the written exam; s/he may also consult with other faculty in the student's focus area in drafting the questions. Examiners should draft two questions that synthesize the material covered in the student's coursework in that area and forward these questions to the committee chair. Students may request study guides from each of their committee members on their topics.
- Students who commence the oral and written exam but are unable to finish it for highly unusual extenuating circumstances, such as documented medical issues, must retake the exam within 90 days. Students should inform the Director of Graduate Studies at the earliest possible time if an exam must be stopped.

- The written exam will be graded on a pass/fail basis by the student's graduate committee. The committee will notify the chair of their decision, and the chair will contact the student.
- If the student passes, they will move on to the oral exam, which can take place two weeks after the student has completed the written portion. The student must take the oral exam in the same semester as the written exam, according to the College's deadlines for graduation.
- Should a repeat of the written exam be necessary as determined by the student's committee, this must take place no less than 30 days and no more than 90 days after the first attempt. The faculty committee for the first oral exam also administers the second oral examination. Students who fail the second exam will be dismissed from the program.
- Should a repeat of the oral exam be necessary as determined by the student's committee, this must take place no less than 30 days and no more than 90 days after the first attempt. The faculty committee for the first oral exam also administers the second oral examination. Students who fail the second exam will be dismissed from the program.

Exam Timeline: Essentially, students should plan on taking their written exams near the middle of the semester and to complete their oral exams at least a month before classes end. The College of Liberal Arts & Sciences sets a deadline each semester by which all graduation requirements must be completed in order to graduate that term. In order to have all graduation requirements completed during the student's final semester, he/she must complete the written exams early enough to allow the oral exam to be scheduled by this deadline (Please contact the graduate advisor for a detailed timeline for completing written and oral exams for the current semester.) The student is responsible for scheduling the oral exam date, time, and location according to the committee members' schedules and the College's Deadlines for May, August, or December graduation. At least three weeks prior to the oral exam date, the date and time of the exam must be established and submitted to the graduate advisor in order to have his/her exam approved by the College Office of Graduate Affairs (Contact your graduate advisor for a detailed timeline for the current semester).

Contemporary East Asia Concentration

Core Knowledge and Skills (12 Hours):

- GIST 701 Approaches to International Studies
- CEAS 701 Professionalization Seminar in East Asian Studies
- CEAS 710 Research Design for International Area Studies
- CEAS 898 Thesis and Research Project Writing

Regional Specialization Cluster (9 Hours):

Students choose 3 courses with contemporary East Asian content. Specific courses must be selected in consultation with an advisor.

Topic Specialization Cluster (9 Hours):

Students choose 3 courses that enable them to specialize in a topic or issue. This focus must be approved by the student's advisor. Specific courses must be selected in consultation with an advisor.

Please note, for the 2 clusters above:

- At least 4 courses must contain CEAS approved East Asian content courses
- No more than 3 elective courses can be in a single discipline
- 2 advanced East Asian language courses can be included (500 or higher)

Language:

Proficiency in an East Asian language is not required for admission to this program, but proficiency at the second level (intermediate) is required in order to complete the degree. Credit earned in introductory and intermediate language courses will not count toward the 30 hours required. If such courses are taken after admission, they will add substantial time to the program. Students who plan to continue on to a Ph.D. program are strongly encouraged to pursue language at the third level.

Research Paper and Oral Defense:

Students in the Contemporary East Asia concentration are required to complete a publishable research paper and pass an oral defense administered by their committee.

- Graduate Defense Committee: The Research Project will be supervised and evaluated by a three-person faculty committee; two of these committee members should be tenure-track faculty at KU affiliated with CGIS. Your committee members should be instructors who share your research interests and with whom you have taken previous coursework.
- Prepare a publishable research paper (25-30 pages of text, not including notes, references, or appendices). The project must involve original and systematic analysis of data/information (i.e. it must utilize a research method).
- Oral Defense of Research Project: The oral defense represents the final oral examination required of all KU candidates for the MA degree. The student is responsible for scheduling the defense date, time, and location according to the committee members' schedules and the College's deadlines for May, August, or December graduation. At least three weeks prior to the defense date, the date and time of the defense must be established and submitted to the Graduate Program Coordinator in order to have his/her defense approved by the College Office of Graduate Affairs (Contact your graduate advisor for a detailed defense timeline for the current semester). Additionally, the research project must be submitted to the committee, the graduate director, and the graduate coordinator a minimum of 10-days prior to a scheduled defense. Failure to meet either one of these deadlines may result in the defense date being pushed back, even if this changes the student's semester of completion.
- Submit your paper to an academic journal(s) to be considered for publication.

The purpose of the M.A. research paper requirement is to train students in writing, conceptualization, research, and presentation of the subjects in their area of specialization in social science.

Should a repeat of the oral defense be necessary as determined by the student's committee, this must take place no less than 30 days and no more than 90 days after the first attempt. The faculty committee for the first oral defense also administers the second oral examination. Students who fail the second exam will be dismissed from the program.

Latin American & Caribbean Studies Concentration

Core Knowledge and Skills (9 Hours):

- GIST 701 Approaches to International Studies
- LAC 701 Interdisciplinary Seminar in Latin American Culture and Problems
- LAC 710 Research Design for International Area Studies
or GIST 710 Research Design for International Area Studies

Topic Specialization Cluster (9 Hours):

3 courses (9 hours) must constitute a "Topic Specialization" designed to prepare the student for the thesis/comparative research paper. The specialization cluster may be in a topic, issue, particular discipline, etc., and is designed in consultation with the student's advisor and approved by the Director of Graduate Studies.

Regional Specialization Cluster (9 Hours):

3 courses (9 hours) make up a regional specialization cluster. Each course must be at least 50% LAC content. Courses can include 2 semesters of a 3rd language that is a less commonly taught language in LAC. These courses must be 500 level or above to count toward the 30 hours of required graduate courses.

Please note, for the 2 clusters above 12 hours must be at the 700-level or above. GIST 702 is strongly recommended.

Thesis or Comparative Research Paper (3 Hours; GIST 898 or LAC 899):

GIST 898 is strongly recommended for students opting to complete a thesis and counts toward the thesis hour requirement.

Language:

The language requirements should be satisfied as early as possible.

- **Spanish OR Portuguese:** Students must demonstrate comprehensive proficiency (aural, speaking, reading, writing ability) in either language.
 - Proficiency in **Spanish** requires completion of SPAN 424 and SPAN 428 or a higher-level course.

- Proficiency in **Portuguese** requires completion of a 500-level or higher literature course.
- **Second language:** Students also must complete two semesters in a second language (SPAN 104 and SPAN 108; PORT 104 and PORT 108), or the equivalent (e.g. PORT 611). Quichua, Kaqchikel Maya, or Haitian Creole may be substituted as the language of reading proficiency with approval of the director.

Completion Options:

Students in the Latin American & Caribbean Studies concentration may complete either a thesis or a research project. Please see the [Global & International Studies \(No Concentration\) section](#) for details on these options.

Admissions

The Global and International Studies Graduate program offers a Master of Arts degree with concentrations in Global and International Studies, Latin American and Caribbean Studies, or Contemporary East Asian Studies. Applicants may also apply as a Non-degree seeking student.

Deadlines

To be considered for admission to the MA program, please keep the following deadlines in mind:

- Spring Deadline: November 4
- Summer Deadline: February 3
- Fall Deadline: December 2 (priority), March 3 (final)

Minimum Requirements and Prerequisites

For University Requirements for admission to graduate study, please see [“Admission” in the University Policies and Degree Requirements section of the Handbook](#).

To be considered for admission, applicants must have a bachelor's degree from an accredited institution with undergraduate degree requirements similar to those of KU. In general, applicants should have at least a 3.0 grade-point average (on a scale in which A = 4.0) in their bachelor's degree. However, admitted students generally have grade-point averages well above 3.0.

Application Materials

All application materials must be received prior to evaluation. A complete application consists of the following:

- Complete [online application](#) submitted to Graduate Studies along with KU's graduate application fee.
- One copy of [official transcripts](#) of all previous undergraduate and graduate institutions. Transcripts may be submitted online or mailed to the address on the linked website. If accepted, official transcripts must be sent to Graduate Admissions.

- Three (3) letters of recommendation from individuals in a position to comment meaningfully on the applicant's potential for graduate work. Individuals writing letters will be sent an e-mail from Slate with instructions to fill out an evaluation form.
- A 500-1000 word Statement of Interest describing relevant aspects of your background and addressing how this program will help you meet your academic and professional goals. We encourage you to be as clear as possible about the relationship between this program and your interests and goals; simply noting a long-standing interest in international issues is not a compelling reason for admission. In addition, applicants must indicate a potential thesis or research project **topic** and select a potential thesis or research project **advisor** from the list of Global and International Studies [Core Institutional Faculty](#) or [Affiliated Faculty](#).
- Current resume or curriculum vita
- Writing sample of up to 20 pages. The writing sample should be an academic work that demonstrates the applicant's ability and preparedness for graduate-level study.
- English Proficiency: If an applicant is not a native speaker of English, they must verify their English proficiency. Please see Graduate Admissions' [English Proficiency Requirements](#) for information on how to verify proficiency.

Applicants may submit their application, application fee, statement of interest, and resume through the application link above. GRE scores and TOEFL scores should be sent directly to KU using institution code 6871. Digital copies of transcripts may be emailed directly from the degree-granting institution to graduateadm@ku.edu.

Official transcripts can also be mailed to the address below:

Graduate Admissions
University of Kansas
1502 Iowa St.
Lawrence, KS 66045

Admission Contact Information

For questions regarding admission or program requirements, please contact the [Graduate Program Coordinator](#).

Department Policies & Procedures

Advising and Mentoring

Unless otherwise designated, the Director of Graduate Studies serves as the initial primary advisor for all students with regard to course selection and completion of program requirements. In addition, all students must select an official faculty advisor by the end of their first year of coursework. The role of the advisor is to supervise the preparation and defense of the student's exams, thesis, or dissertation, and to serve in a mentorship capacity regarding progress through the program and the articulation and exploration of future professional goals (e.g., application to PhD programs).

Students are responsible for contacting the faculty member with whom they would like to work and, with the faculty member's agreement, for notifying the Director of Graduate Studies and the Graduate Program Coordinator of their selection. This should be done by the last day of classes of the student's second term in the program (i.e., end of Spring semester). In the event a student needs to later choose a different Faculty Advisor, this same process should be followed. The Director of Graduate Studies will advise students on potential options for advisors. Students in the Latin American & Caribbean Studies or Contemporary East Asia Studies concentration may wish to contact academic staff in the Center for Latin American and Caribbean Studies or Center for East Asian Studies.

The COGA Graduate Program Coordinator serves as the official advisor for all technical aspects of students' progress to their degree. The Graduate Program Coordinator is the point of contact for all questions regarding departmental and university policies and procedures including: admission, enrollment, GTA/GRA/GA employment requirements, academic policies, required training, petitions, final exams, and graduation requirements.

Coursework Selection

The Director of Graduate Studies serves as the advisor for the student during their initial enrollment in their first semester in the graduate program. After selecting a faculty advisor, the student should consult with their advisor on course selection each semester. For logistical questions (what courses are needed/eligible for degree requirements, how to enroll with permission numbers, etc.), please reach out to the Graduate Program Coordinator.

Changing Advisors

Students may request a change of advisor at any time. The student does not need consent from their current advisor to end the advising relationship but must notify the Director of Graduate Studies if they end the relationship. When selecting a new advisor, the student should get consent from that person, and then also notify the DGS. If a student does not have an advising relationship, the DGS may set a deadline (of no less than one month) to select a new advisor and notify the DGS. If this deadline is not met, the student may be placed in probation or dismissed from the program. The former advisor is prohibited from taking any form of retaliatory action, including adversely affecting a student's grade.

This procedure intends to assist students in thinking through the advisor change process. The below are non-sequential steps for changing advisors:

- Refer to resources (mentors, Office of Graduate & Postdoctoral Studies, University Ombudsman, Human Resources) who can assist in an objective analysis of the costs and benefits of changing advisors.
- After discussion with the Director of Graduate Studies or Graduate Program Coordinator, approach another faculty member about being your advisor. Frame your approach positively, and include new factors and interests.
- Complete an Advising Agreement with the new faculty advisor
- Be professional at all times. Focus discussions on your interests and academic goals, and not on negative incidents.
- Discuss and arrange a timeframe for completing any remaining work with your current advisor before the change takes place. If you wish to continue a project that was initiated with the

original advisor, details of transferring the project should be worked out in consultation with the Director of Graduate Studies, who can mediate the process.

- Ensure you contact the Director of Graduate Studies and Graduate Program Coordinator so they may update this information for department tracking purposes.
- Make sure your former advisor is notified about the change.

Regular & Timely Feedback

As an interdisciplinary program, the need and ability of advisor feedback in the Global & International Studies MA program will vary from student to student. Expectations for communication and feedback will be set in each student's Advising Agreement. This agreement should be completed by the student and advisor to

1. Initiate a conversation between the student and his or her advisor(s).
2. Help establish expectations for the advisor(s). It should make clear to the student what the advisor(s) agree(s) to do (e.g., turnaround time on feedback, frequency of meetings, nature and extent of comments/suggestions for revision).
3. Establish expectations for the student, expected number of meetings, and any extenuating circumstances that might impact progress.

The agreement needs to be completed as soon as a faculty member agrees to advise a student. The Advising Agreement may be used to structure a conversation with a potential advisor and determine if the advising relationship is a good fit. After the agreement is signed and completed, the student is responsible for sending the document to the Director of Graduate Studies and Graduate Program Coordinator.

Related Policies: [KU Policy on Mentoring and Advising](#)

Petitions

If a graduate student has compelling reason to seek exemption from a program requirement or University policy, they may submit a petition to the Director of Graduate Studies.

Petitioners should write a letter, addressed to the Director of Graduate Studies, explaining the reasons why the student is seeking exemption from specific rules, as well as how the educational goals the rules reflect will still be fulfilled. Where applicable, this petition should be accompanied by a letter of support from the student's advisor and/or the appropriate supporting materials. The letter should be sent to the Graduate Director, who then refers the petition to the graduate committee, which will convene to consider the petition.

In cases where the policy or requirement is a departmental requirement (for example, a course requirement for degree) the graduate committee will issue a final decision.

In cases where the policy or requirement being petitioned is a University policy, the graduate faculty will decide whether to support the student's petition. If the faculty is in support, the department will submit a petition form to the College Office of Graduate Affairs accompanied by supporting materials as required. The Graduate Program Coordinator will submit a petition form to the College Office of Graduate Affairs and/or Office of Graduate & Postdoctoral Affairs accompanied by supporting

materials as required. The coordinator will specify the required materials. These materials must accompany the petition sent to COGA.

Additional information regarding the more common university petitions, such as Leave of Absence, Enrollment requirements, and Time Limit Extensions may also be found in the [University Policies and Degree Requirements section of this document](#). The Graduate Program Coordinator is also available to answer any questions regarding petitions and the supplemental materials that are required. In cases where the graduate faculty declines to support a University petition, no paperwork may be submitted to COGA. COGA only accepts student petitions in cases where there is documented departmental support and when the petition itself is submitted by a representative of the department. Students should always consult with the Director of Graduate Studies prior to submitting a petition to the graduate faculty to ensure that a petition is necessary and that all the appropriate supporting documentation is accounted for.

Academic Guidelines

Good Academic Standing

To be considered in “good standing,” the University requires graduate students to maintain a minimum GPA of 3.0 (or “B” average) and be making timely progress toward meeting their degree requirements. For additional information on good standing, as well as probation and dismissal procedures for those students that do not meet the requirements for good standing, see the [University Policy and Degree Requirements section of the Handbook](#).

In Global & International Studies, timely progress is based on coursework completion and completion or advancement toward degree milestones (e.g. thesis defense). Students must identify a faculty advisor by the end of their second semester of study to stay in good standing. Mentorship Agreements are used to ensure that students and their faculty advisor(s) maintain timely thesis or research paper progress. To remain in good standing, students must adhere to the expectations specified in the agreement.

Grading

A grade of C or higher must be achieved for a course to count toward a degree in the GIST graduate program; however, only grades of A or B are normally taken as indications that a graduate student has done satisfactory work in a course. Any course where a student earns a C- or below will not count toward the course requirements in the MA program.

Grading of Thesis Hours

SP - Satisfactory Progress. Progress is consistent with the goals for the semester as agreed upon with the advisor and/or supports timely completion of the degree.

LP - Limited Progress. Progress is less than what was agreed upon with the advisor and/or may cause delays in timely degree completion. Consequences of receiving a single LP are determined by the DGS in conjunction with the advisor. A second LP results in academic probation.

NP - No Progress. The student has provided no evidence of progress on the thesis work, or work completed was insufficient to move the thesis project forward. Consequences of receiving an NP involve academic probation. In some cases, determined by the DGS in conjunction with the advisor, dismissal may be warranted. Consequences of a second NP involve dismissal.

Academic Integrity and Misconduct

Graduate students are expected to adhere to principles of academic integrity in every aspect of their scholarship. This means that students acknowledge the sources they use in their academic work and cite them fully; not acknowledging a source constitutes plagiarism. Students should consult with faculty well before due dates if they are not sure about how to handle a source. Academic integrity also means that work on examinations and assignments must be carried out by authorized means. Students are subject to sanctions by the University for Academic Misconduct if they violate these principles. See [University Senate Rules and Regulations, Article 2, Section 7](#).

These actions include, but are not limited to disruption of classes, threatening an instructor or fellow student in an academic setting; giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments; knowingly misrepresenting the source of any academic work; unauthorized changing of grades; unauthorized use of University approvals or forging of signatures; falsification of research results; plagiarizing of another's work; violation of regulations or ethical codes for the treatment of human and animal subjects; or otherwise acting dishonestly in research.

Grievance Procedures

The Center for Global & International Studies advises graduate students to first attempt to resolve issues directly with the party involved. If a complaint or grievance arises that cannot be resolved directly, or if the student does not feel comfortable attempting to resolve the issue, the Chair or any neutral party may be used to seek a conciliatory solution. If not mutually satisfactory resolution can be arrived at, the student should then follow the [official grievance procedure](#), which has been approved by the University.

University Policies and Degree Requirements

This section contains information on requirements and policies of the Office of Graduate & Postdoctoral Affairs and the College of Liberal Arts & Sciences, both hereafter referred to as “the University”. It is not a complete list of all policies pertaining to graduate students. Only those policies that *most commonly* affect graduate students are included.

Policies are described in general terms and are intended to help students understand what is expected. They do not reflect the exact language of the official policy and should not be confused with official policy. Specific information and restrictions as well as links to relevant forms may be accessed by clicking on the policy headings. Links to the official policies in the KU policy library are found at the bottom of each policy description. Students are accountable to and should familiarize themselves with the University's official policies.

General Policies

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

Admissions

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 three 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 in the College, advising on enrollment and course selection take place at the department level. While units within the College 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.

Summer sessions:

- Enrollment in 6 credit hours;
- Enrollment in 3 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 3 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s).

Graduate students are not normally permitted to enroll for more than 16 hours a semester or more than 8 hours in summer session.

While these are KU's definitions of full-time enrollment, other institutions may have different definitions. Be sure to consult with your financial aid and/or health insurance providers before making enrollment decisions.

Students not enrolled by 11:59pm 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 pay a fee to be reactivated.

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

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

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

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

Related Policies:

- [Discontinued Enrollment](#)
- [Enrollment](#)
- [Full-time Enrollment for Graduate Students](#)
- [Graduate Coursework Expiration Dates](#)
- [Master's Degree Requirements](#)

Graduate Credit (including Transfer Credit)

The Office of Graduate & Postdoctoral Affairs' [policy](#) on Graduate Credit defines KU's conditions for the following:

- Definition of graduate credit for the purposes of a course "counting" towards a graduate degree or graduate certificate at KU;
- Transfer of graduate credit to KU from an outside institution;
- Reduction in the required number of graduate hours for Master's students;
- Counting credit hours taken as non-degree seeking student towards a later graduate degree at KU;
- Counting credit hours taken as a certificate seeking student toward another graduate degree.

Transfer Credit

The transfer credit option allows master's students to add graduate-level coursework completed at another institution to their KU transcript to count toward their KU degree. Upper level coursework taken as an undergraduate, even courses numbered at the graduate level, is not eligible for transfer in any case. Additional restrictions apply to what non-KU graduate courses and the number of credit hours that can be counted toward a KU master's degree, so students should carefully review the information provided in the link above and the related policies below, as well as consulting with their DGS. In all cases, transfer credit must first be approved at the department or program level. To begin the transfer process, students should consult with their DGS to submit the required transfer materials. These include a transcript reflecting the courses to be transferred and descriptions and/or syllabi for the courses in question.

No transfer of credits is allowed for the Ph.D. In circumstances where students enter the Ph.D. program with an M.A. from another institution or other relevant graduate coursework, it may be

possible for students to request a reduction in the number of hours required for the Ph.D. Students should consult with their DGS about their enrollment plan.

Reduced Credit Hour Degree

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

Restrictions apply to the number of credit hours that can be reduced for a master's degree, so students should carefully review the information provided in the link above and the related policies below. In all cases, a reduction in hours must first be approved at the department or program level, so to begin the process for approval, students should consult with their DGS. Students must also provide documentation of the coursework or experience being used to justify the reduced hours (e.g. transcripts, program descriptions).

Because there is no minimum number of required hours for the Ph.D., reduction of required hours based on prior degrees or experience is determined solely at the program level. Doctoral students should consult with their DGS about their enrollment plan.

Related Policies:

- [Graduate Credit](#)
- [Co-enrollment](#)
- [Master's Degree Requirements](#) (on Reduced Hour Master's Degree)

Credit/No Credit

The University supports and encourages interdisciplinary study, which may include graduate students enrolling in coursework at the graduate level that is outside of their primary discipline. The Credit/No Credit (CR/NC) is an option for graduate students who are taking a course that is not required for their degree or certificate and who do not wish to have the course grade reflected in their cumulative graduate GPA. Rather than a grade appearing on the transcript, the student receives a designation of CR or NC, which does not factor in the GPA.

No course graded CR/NC will count toward the satisfaction of any graduate degree or certificate requirement. This includes, but is not limited to, courses taken to fulfill the Research Skills and Responsible Scholarship requirement for doctoral students.

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

The student should consult with their own program advisor about the appropriateness of the course prior to enrolling; however, in cases where CR/NC is elected, the course instructor is not informed of the election unless the student chooses to share this information.

Additional restrictions apply. Students should carefully review the information in the link above.

Related Policies and Forms:

- [University Senate Rules and Regulations \(USRR\), Section 2.3.8](#)

Probation & Dismissal

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

Students are most commonly placed on probation due to their graduate cumulative [GPA dropping below a B average \(3.0 on a 4.0 scale\)](#). In these cases, 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.

Additionally, the College has set a 2.5 minimum GPA for students to be eligible for a semester of academic probation. In cases where a student's GPA drops below the minimum of 2.5, the student is considered ineligible for academic probation and will be dismissed by the College. Students are strongly advised to review the [College-specific policy on probation and dismissal](#) for more information about the 2.5 threshold for dismissal.

Students may also be placed on probation by their departments for other reasons that constituting a failure to make satisfactory progress towards degree. These may include, but are not limited to;

- Lack of progress on the thesis or dissertation
- 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, 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](#)
- [Probation and Dismissal \(CLAS\)](#)
- [Good Academic Standing policy](#)

Grading of Coursework

The Office of Graduate & Postdoctoral Affairs' [Grading policy](#) governs requirements for the grading of graduate students above those described in [Article II](#) of the University Senate Rules and Regulations. Additionally, individual schools, departments, or programs may have grading policies that are more stringent than those of Graduate & Postdoctoral Affairs.

Students should also carefully review the [College-specific grading information](#), in particular the section on the SP/LP/NP grading scale for thesis & dissertation hours and the impacts of receiving a LP (limited progress) or NP (no progress). Students should also consult their adviser and the departmental grading section of this handbook for additional information that may affect them. At minimum, for all graduate students at KU, at least a B average is required on course work counted toward any of the master's degrees at KU, and only courses graded A, B, or C (excluding C-) may be counted. Course work counted toward a doctorate, including that for a master's degree if obtained at KU, should average better than a B.

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

Related Policies:

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

Time Limits

The University expects that master's degree should typically be completed in two (2) years of full-time study, the doctorate degree in five (5) years of study, and both the master's and doctorate together in six-seven (6-7) years of study.

Students who anticipate exceeding these targets should review the information in the link above and in the policies below, as well as consult with their program advisor to create a timeline for degree completion. In order to support this process, 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 the College's Mentoring Agreement is required for doctoral students who are within 2 years of exhausting their maximum time to degree. See the [College Graduate Regulations](#) or talk to your graduate program coordinator for more information.

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](#)
- [Graduate Degree Completion Agreement](#) (PDF)

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. 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; however, the only document that the College requires for the petition is the [Leave of Absence form](#).

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

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

Related Policies and Forms:

- [Leaves of Absence](#)
- [CLAS Leave of Absence Petition Form](#) (PDF)

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 College is required in advance of the exam date. This pre-approval request will be submitted on your behalf by your department after the exam date has been scheduled. The 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 Exams

All graduate students must complete one or more exams as part of their degree requirements. In addition to department or program guidelines, the University has several policies pertaining to the following exams:

- Master's Exam/Thesis Defense for Master's degree (in the linguistics M.A., this is the presentation of the MA Research Proposal or MA Research Project)
- Doctoral Comprehensive Oral Exam (in the linguistics Ph.D., this is the presentation of the Dissertation Proposal)
- Doctoral Final Exam/Dissertation Defense

Before a student is allowed to sit for any of these three exams, pre-approval from the College is required in advance of the exam date. The College verifies that the student has fulfilled University requirements. The full list of these requirements may be found at the College's Policy Page: [Oral Exams and Defenses](#).

Students should work with their advisor well in advance of their planned exam date, schedule their exams in a timely fashion, and ensure that all University policies related to oral exam are being followed.

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 holding regular graduate 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 (Physical Presence)

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](#) 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 follows, doctoral students must adhere to very specific enrollment requirements. These requirements may be different than enrollment requirements prior to the oral comp exam. Students are strongly advised to closely review the College's page on Post-Comp Enrollment. This page explains requirements in great detail.

[Review the Post Comp Enrollment Requirements](#)

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 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 (M.A. & Ph.D.)

In addition to all program requirements, students [planning to graduate](#) must complete all University graduation requirements **prior to the published Graduation Deadline** in a given semester. Students should consult the current [Academic Calendar](#) for the published Graduation Deadline, which varies by semester.

COGA GRADUATION CHECKLISTS

COGA's graduation checklists provide a comprehensive list of all University requirements for graduation and should be consulted by every graduating master's or doctoral student in the College 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.

“MY GRADUATION CHECKLIST” CANVAS COURSE

If you are graduating with a PhD or a thesis option master's degree, you will submit documents and track the completion of your graduation requirements via your "My Graduation Checklist" site in Canvas. This site will be your online hub for all instructions and resources related to degree completion and graduation.

Your My Graduation Checklist Canvas site will be activated at one of these times, whichever comes first..

- On the 20th day of classes for students who have submitted an Application for Graduation via Enroll & Pay for that semester
- When your department submits your exam date and information for pre-approval
- During the week after the graduation deadline, for students who have applied to graduate for the upcoming semester

We strongly encourage students to submit an Application for Graduation as early as possible, but at minimum prior to the 20th day of classes of the semester you want to graduate so that you can get access to the information and resources in your Graduation Checklist site as early as possible!

If your Graduation Checklist has not been activated yet, you can utilize the Graduation checklists referenced above.

Graduate & Postdoctoral Affairs Funding Opportunities

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

[Summer Fellowships](#): 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.

Key Offices at KU

Your unit's Director of Graduate Studies, Graduate Advisor, or Graduate Coordinator is your first stop for any questions related to graduate study or requirements. If you would like to research an issue in

advance of speaking with your department or if you still have questions, the following offices can provide assistance:

[College Office of Graduate Affairs \(COGA\)](#)

COGA oversees graduate affairs and administers University policy for programs within the College of Liberal Arts and Sciences. The COGA website contains comprehensive information on requirements and processes pertaining to graduate education at KU. Most common questions can be answered with the information provided there, including questions regarding [enrollment changes or forms](#), University policies regarding [exams](#) and committee requirements, and University [graduation requirements](#). The College of Liberal Arts & Sciences' [Master's Hooding Ceremony](#) is coordinated by COGA.

COGA reviews all [student petitions](#) of University and College policy, issuing decisions on behalf of the College or referring as required to a faculty committee and /or the Office of Graduate & Postdoctoral Affairs. The more common student petitions relate to [Enrollment](#), [Graduate Credit](#), [Leave of Absence](#), and [Time Limit Extensions](#).

COGA is a resource if you have questions about petitions or graduation requirements that your department is unable to answer. Refer to the COGA website for current staff contact information.

[Office of Graduate & Postdoctoral Affairs](#)

Graduate & Postdoctoral Affairs is the office of the Dean of Graduate Studies at KU. The Executive Council of Graduate Studies sets policies and regulations governing graduate study and offers various programs for graduate students throughout the year. While COGA should be your first stop for any questions your department cannot answer, you may be referred to Graduate & Postdoctoral Affairs for certain matters, especially for questions about [GTA/GRA/GA appointments and policies](#). The University's [Doctoral Hooding Ceremony](#) is coordinated by Graduate & Postdoctoral Affairs.

[Graduate Admissions](#)

Graduate Admissions is an office within the KU Graduate Enrollment Management. Contact Graduate Admissions for questions regarding KU Online Application for Graduate Study, Slate system, English proficiency requirements, and official transcripts.

[Office of the Registrar](#)

Contact the Office of the Registrar for questions related to enrollment (if the question cannot be resolved via the enrollment changes link provided above under COGA), tuition, campus fees, the Academic Calendar, and fee petitions.

[Financial Aid](#)

Contact Financial Aid for questions related to the disbursement of scholarships, fellowship award(s), loans and FAFSA.

International Student Services (ISS)

Contact ISS for questions related to international students, including enrollment requirements, international student insurance, obtaining a social security card, I-20 questions, and any issue related to student visas. While other offices on campus such as the AEC, Human Resources, or the Registrar may also handle related matters, because the students' legal status in the country may be affected, it is recommended that students contact ISS first.

Plans of Study



GIST Plan of Study - Master's Thesis

	<u>Course</u>	<u>Credit Hours</u>
Verified proficient knowledge of a second language	_____	_____
Core Classes (9 credit hours)		
GIST 701 Approaches (<i>Fall Year 1</i>)	_____	_____
GIST 702 Globalization (<i>Fall Year 1 or 2</i>)	_____	_____
GIST 710 Research Methods (<i>Spring Year 1</i>)	_____	_____
Graduate Elective courses (18 credit hours)		
Up to three language courses may count, max two 500-600 level courses		
World Region (9 credit hours)		
Course 1	_____	_____
Course 2	_____	_____
Course 3	_____	_____
Topic Specialization (9 credit hours)		
Course 1	_____	_____
Course 2	_____	_____
Course 3	_____	_____
Writing Capstone Thesis Writing GIST 898	_____	_____
Thesis GIST 899 (For any hours needed beyond 898)	_____	_____
TOTAL CREDIT HOURS		30

Thesis

Original research & analysis of data, 50-100 pages, see [GIST website](#) for all requirements



GIST Plan of Study - Master's Research Paper

	<u>Course</u>	<u>Credit Hours</u>
Verified proficient knowledge of a second language	_____	_____
Core Classes (9 credit hours)		
GIST 701 Approaches (<i>Fall Year 1</i>)	_____	_____
GIST 702 Globalization (<i>Fall Year 1 or 2</i>)	_____	_____
GIST 710 Research Methods (<i>Spring Year 1</i>)	_____	_____
Graduate Elective courses (18 credit hours)		
Up to three language courses may count, max two 500-600 level courses		
World Region (9 credit hours)		
Course 1	_____	_____
Course 2	_____	_____
Course 3	_____	_____
Topic Specialization (9 credit hours)		
Course 1	_____	_____
Course 2	_____	_____
Course 3	_____	_____
Writing Capstone Research Paper Writing GIST 898 (<i>Year 2</i>)	_____	_____
GIST 899 (For any hours needed beyond 898)	_____	_____
TOTAL CREDIT HOURS		30

Research Paper

Original research & analysis of data, 30-45 pages, see [GIST website](#) for all requirements.



GIST-CEAS Plan of Study - Master's Research Paper

	<u>Course</u>	<u>Credit Hours</u>
Verified proficient knowledge of a second language	_____	_____
Core Classes (9 credit hours)		
GIST 701 Approaches (<i>Fall Year 1</i>)	_____	_____
CEAS 701 Professionalization Seminar	_____	_____
GIST 710 Research Methods (<i>Spring Year 1</i>)	_____	_____
Graduate Elective courses (18 credit hours)		
Up to two language courses may count, max two 500-600 level courses		
World Region (9 credit hours)		
Course 1	_____	_____
Course 2	_____	_____
Course 3	_____	_____
Topic Specialization (9 credit hours)		
Course 1	_____	_____
Course 2	_____	_____
Course 3	_____	_____
Writing Capstone Research Paper Writing GIST 898 (<i>Year 2</i>)	_____	_____
TOTAL CREDIT HOURS		30

Research Paper

Original research & analysis of data, 25-30 pages, see [GIST website](#) for all requirements.



GIST-LAC Plan of Study - Master's Thesis

	<u>Course</u>	<u>Credit Hours</u>
Verified proficient knowledge of a second language	_____	_____
Core Classes (9 credit hours)		
GIST 701 Approaches (<i>Fall Year 1</i>)	_____	_____
LAC 701 Interdisciplinary Seminar	_____	_____
GIST 710 Research Methods (<i>Spring Year 1</i>)	_____	_____
Graduate Elective courses (18 credit hours)		
Elective hours can include 2 semesters of a 3rd language that is a less commonly taught language in LAC.		
Max two 500-600 level courses		
Topic Specialization (9 credit hours)		
Course 1	_____	_____
Course 2	_____	_____
Course 3	_____	_____
Regional Specialization (9 credit hours)		
Course 1	_____	_____
Course 2	_____	_____
Course 3	_____	_____
Writing Capstone (3 credit hours)		
GIST 898 Thesis and Research Project Writing	_____	_____
TOTAL CREDIT HOURS		30

Thesis

Original research & analysis of data. See GIST handbook for all requirements



GIST-LAC Plan of Study - Master's Research Paper

	<u>Course</u>	<u>Credit Hours</u>
Verified proficient knowledge of a second language	_____	_____
Core Classes (9 credit hours)		
GIST 701 Approaches (<i>Fall Year 1</i>)	_____	_____
LAC 701 Interdisciplinary Seminar	_____	_____
GIST 710 Research Methods (<i>Spring Year 1</i>)	_____	_____
Graduate Elective courses (18 credit hours)		
Elective hours can include 2 semesters of a 3rd language that is a less commonly taught language in LAC.		
Max two 500-600 level courses		
Topic Specialization (9 credit hours)		
Course 1	_____	_____
Course 2	_____	_____
Course 3	_____	_____
Regional Specialization (9 credit hours)		
Course 1	_____	_____
Course 2	_____	_____
Course 3	_____	_____
Writing Capstone (3 credit hours)		
GIST 898 Thesis and Research Project Writing	_____	_____
TOTAL CREDIT HOURS		30

Research paper

Original research & analysis of data. See GIST handbook for all requirements