This handbook describes all aspects of the graduate program.
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Communication Studies—Graduate Handbook

Communication Studies Directory

Department Chair—Tom Beisecker, 111 Bailey Hall, 785-864-3633, south40@ku.edu
Director of Graduate Studies—Robert Rowland, 116D Bailey Hall, 785-864-3633, rrowland@ku.edu
Graduate Admissions Officer—Suzanne Grachek, 112 Bailey Hall, 785-864-3633, sgrachek@ku.edu

M.A. or Ph.D. in Communication Studies

The Communication Studies program offers a Master of Arts (M.A.) at the Lawrence Campus and the Edwards campus and a Doctor of Philosophy (Ph.D.) only at the Lawrence campus. Most specializations in the doctoral program are consistently ranked among the top programs in the United States. Graduate students study communication theory in depth and master at least one research methodology, choosing from course sequences in rhetorical/historical, quantitative, and qualitative methods. Each student is encouraged to develop two personal research interests and to work independently and with faculty members in pursuit of those interests. Graduate Teaching Assistantships are available.

Additional information can be found at: http://coms.ku.edu/graduate
The Application Process

Required Information
To apply for admission, the applicant must supply the following materials:

1. A completed copy of the form "Application for Graduate Admission." Application
matters may be found online at: https://www.applyweb.com/apply/kugrad/
2. Online application fees must be paid by credit card at the time of applying. The
current application fees are listed below.

   **Degree Seeking:**
   Domestic online application $65  
   International online application $85

   **Non-degree Seeking:**
   Domestic and international applicants $30
   Re-admit graduate students $20

3. Official GRE or TOEFL scores. All domestic applicants must submit GRE scores.
   International applicants must submit TOEFL scores unless they have earned a
degree within the United States. In this case, GRE scores must be submitted instead
of TOEFL.
4. Attach to the application one copy of official transcripts of all previous college work,
   both undergraduate and graduate. If accepted, applicants will be asked to mail
   official copies of these transcripts to the department.
   
   An applicant will be asked to list three references including e-mail addresses for
each reference. Letters of recommendation should come from individuals in a
position to comment meaningfully on the applicant’s potential for graduate work.
Along with the letters, please ask individuals who are writing letters to fill out the
required document to accompany their letter found as a link on our website
at:coms.ku.edu/admission

5. Attach to application a two to three page statement of purpose letter indicating your
goals and academic interests and any faculty members with whom you would be
especially interested in working
6. Attach to application a resume or curriculum vita.
7. Attach a writing sample of a relevant research essay.

Frequently Asked Questions

What are the application deadlines?

Applications should be submitted as early as possible, and they must, under ordinary
circumstances, be received by **May 5** for fall admission, **November 15** for the spring
semester, and **April 15** for the summer session. For those candidates who are applying for a teaching assistantship, the application deadline is **January 5**.

**Is the GRE or TOEFL required?**

Yes. The GRE is required of all students who have an earned degree within the United States. If a student is an international applicant and has not earned a degree in the United States they would submit TOEFL scores instead of the GRE. If an international applicant has a degree from the United States they would submit GRE scores and not TOEFL scores.

**What are the GPA expectations to apply?**

The committee would like applicants that are coming into the Master’s program to have a minimum grade point average of 3.1 from their Bachelor degree. When applying to the Ph.D. program the committee expectation is a 3.1 from a bachelor’s degree and a 3.5 minimum from the Master’s degree. The committee will consider exceptional applications which may differ from these standards.

**What are the GRE expectations to apply?**

The GRE expectations of applicants are that two of the three scores should be in the 60th percentile. The norm for analytical writing is a minimum of 4.5. The committee will consider exceptional applications which may differ from these standards.

**What code do I use when submitting GRE and TOEFL scores to KU?**

KU's code is 6871  
Communication Studies department code is 4599

**English Proficiency and TOEFL**

Please see the University link below explaining the expectations of International students who are submitting TOEFL scores:

https://documents.ku.edu/policies/Graduate_Studies/EnglishProficiencyIntlStudents.htm

**Applicant Evaluation Standards**

Applicants are evaluated on the overall strength of their materials based on a balance of the following criteria: academic record as reflected in overall GPA and GPA in Communication Studies or a related major; the GRE or other appropriate tests for foreign applicants; the degree to which the statement of purpose represents a sophisticated interest in studying a sub-field emphasized by faculty in the department; the strength of recommendation letters; and the strength of the research sample submitted by the student. While specific criteria are listed for the GRE and student grades, the final judgment is based on the overall strength of the application as reflected in all of the criteria listed.
Contact information:

Dr. Robert C. Rowland, Professor and Director of Graduate Studies
The University of Kansas
Department of Communication Studies
Bailey Hall
1440 Jayhawk Blvd., Room 102
Lawrence, Kansas 66045
rrowland@ku.edu
(785) 864-3633

How do I apply?

Go to the graduate school website for the admission application at:

http://www.graduate.ku.edu/kugraduate-application

Applications are online and this page will provide direction for submitting the required materials.

How do I apply for an assistantship?

Applicants should indicate in their statement of purpose letter to the committee that they are interested in an assistantship. Applicants are encouraged to include any experience that they have and support materials. Academic assistantships are typically awarded during the fall semester for the entire academic year. All applicants wishing to be considered for an assistantship should have complete files by the January 5th deadline for the following fall semester.

Other important links: Graduate Studies website: http://www.graduate.ku.edu
Enrollment

Initial Enrollment

At the time of their first enrollment, most students confer with the Director of Graduate Study. If, however, the student has already established contact with another member of the Graduate Faculty whom he/she would prefer to have as advisor, he/she is encouraged to seek advice from that person.

Enrollment in Graduate Courses

Graduate work is considerably more demanding and involves much more independent investigation than undergraduate study. For this reason, the student who has been used to carrying fifteen, eighteen or even more hours per semester as an undergraduate must learn to cut down his/her load in graduate school. The department regards twelve credit hours as the normally desirable full-time load in a fall or spring semester; a comparable load in a summer session would be six hours. Graduate Teaching Assistants may reduce their graduate course load according to the amount of time they spend teaching; for half-time Graduate Teaching Assistants for example, nine hours is the expected course load. In order to facilitate satisfactory progress toward a degree, therefore, Graduate Teaching Assistants are ordinarily expected to enroll in a minimum of nine hours.

Obtaining an Academic Advisor

Students are encouraged and expected to select a member of the graduate faculty to serve as their academic advisor. Further, they are free to change advisors as their interests develop during the course of their graduate studies. The Director of Graduate Study is also available for academic advising.

Students need to have no doubt as to their academic standing and should not hesitate to approach the appropriate graduate faculty member for counsel. In each course, the instructor will be glad to discuss the student's work with him/her. Regarding more general questions, either the Director of Graduate Study or the departmental Chair is available for consultation.

Academic Integrity

Communication Studies considers academic integrity essential to our work and we expect students to adhere to its principles in conducting research. This means that students acknowledge the sources they use in their academic work and cite them fully and correctly; 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. Definitions are provided in the University Senate Rules and Regulations.
Good Standing

To be considered in "good standing" in any graduate program, 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 Policies and Degree Requirements section of this document.

Financial Assistance

Types of Support

Graduate Teaching Assistantship

Because proficiency in oral communication is required for a number of undergraduate programs, the department is able to offer graduate teaching assistantships. The chance of being awarded one of these positions in any given year depends upon the number of positions to be filled, along with the qualifications of the applicant.

Graduate Teaching Assistantships are ordinarily assigned on a one-half time basis (a teaching load of six class hours per week). Within the limits of departmental policy, assistant instructors shall have full responsibility for teaching their own classes.

University Fellowships and Scholarships

University fellowships and scholarships are awarded by the Graduate School to candidates with superior academic records. The department actively recruits students from underrepresented groups and encourages students from such groups to apply for a Graduate Studies Diversity Scholarship. Good students are also eligible to apply for dissertation and for summer fellowships, which are quite limited in number.
Information about Graduate Teaching Assistants (GTAs)

Role of GTAs

Courses Taught by Graduate Teaching Assistants

Most Graduate Teaching Assistants are assigned to teach courses satisfying the Oral Communication Requirement. Occasionally, assistant instructors with appropriate credentials can be asked to teach other courses. Courses often taught by graduate students include:

130 Fundamentals of Speech: Speaker-Audience Communication (3)
150 Personal Communication (3)
230 Fundamentals of Debate (3)
330 Effective Business Communication (3)
331 Persuasive Speaking (3)

*Other courses may be added to this list as the needs of the Department dictate.

Nature of the Basic Course Program

All bachelor degree candidates in the College of Liberal Arts and Sciences are required to satisfy an Oral Communication Requirement, pass an exemption examination, or be exempted on the basis of high school speech training. Several other degree programs also require their students to enroll in these courses.

The extensiveness of the public speaking requirement provides the department of Communication Studies with both significant opportunities and obligations. From the standpoint of Graduate Teaching Assistants, the most opportunity, perhaps, is for the financial support which accrues from teaching. An equally important obligation, however, (sometimes less evident to the new Graduate Teaching Assistants) concerns the program's obligation to provide the kind of education expected by those colleges and degree programs requiring the courses. The courses, therefore, should properly be viewed as a service to the University.

In order to fulfill the service function of the Fundamentals courses, the various sections of the courses must be conducted with a considerable degree of uniformity. In other words, the master syllabus for the courses must be followed as they have been devised by the Director and Assistant Directors of the Basic Course Program.

Enrollment in COMS 930

Each Graduate Teaching Assistant during the first semester of teaching is required to enroll in the section of 930 entitled "Seminar in Teaching Oral Communication." The class meets weekly and carries two hours of credit. Its purpose is to provide the assistant instructor
with additional insight and expertise in the teaching fundamentals of oral communication generally, and, in particular, the program as it is conducted at the University of Kansas.

**Graduate Degree Program**

**Course Breakdown**

1. Communication Theories
   
   a. **Basic Communication**
      Basic communication theory involves the study of those constructs which overlay communication in differing contexts. These constructs are treated both historically as they developed out of differing cultures to meet differing needs, and comparatively, as they reflect the varying perspectives of current disciplinary interests.
      
      i. **Historical Antecedents**
         932  Theories of Rhetoric: Classical
         933  Theories of Rhetoric: Neo-Classical
      
      ii. **Contemporary Perspectives**
         859  Proseminar in Communication Studies
         958  Comparative Theories of Speech Communication
         959  Theories of Rhetoric: Contemporary
         
         **Note:** Additional special 930 seminars may be offered in this area.
   
   b. **Theories of Personal and Social Influence**
      Theories of personal and social influence involve the study of those communication behaviors by which individuals or groups attempt social action or control. The scope of this study include: (1) the communicator and his/her credibility; (2) the message -- its structure and language on its argumentative form, and the choice of content; (3) the receiver -- his/her belief systems, value structure, and personality variables, which affect the response to the message; and (4) the situation in which influence occurs and its effect on that influence.
      
      537  Communication in Conflict Resolution
      538  Persuasion
      539  Argumentation
      938  Seminar in Persuasion
      939  Seminar in Argumentation

2. Communication Contexts
   
   a. **Interpersonal and Small Group Communication**
      The scope of this area includes: (1) the process of interpersonal perception;
(2) the constraints of language on interpersonal behavior; (3) the operation of interpersonal and cognitive processes in human interaction; and (4) the study of interaction between two or more individuals in various interpersonal and small group contexts.

543 Group Leadership Practicum
544 Advanced Interpersonal Communication: Theory and Research
555 Family Communication
590 Nonverbal Communication
835 Impression Formation and Interpersonal Communication
844 Interpersonal Theory
846 Communication and Aging
936 Seminar in Language and Discourse

Note: Additional special 930 seminars may be offered in this area.

b. Public and Political Communication
Public communication involves the study of those situations in which one person or a group of persons publicly address themselves to others. This may occur in face-to-face situations or through media that physically separate the speaker from his/her audience. The scope of this study includes: (1) situational forces that give rise to public communication; (2) the motives of the communicator; (3) the manner in which he/she constructs a fitting response to the rhetorical situation; (4) the different forms of public communication—the single message, the campaign, the movement; (5) the role of media in public communication; (6) an assessment of the personal and social influence of public communication and (7) the ethical responsibilities of those engaged in public communication. These phenomena are studied historically and in terms of their contemporary significance.

551 The Rhetoric of Black Americans
552 The Rhetoric of Women’s Rights
553 The Rhetoric of Political Campaigns
603 Topics in Presidential Rhetoric:___________
605 Speech Writing
607 Political Communication
807 Rhetoric, Politics and the Mass Media
907 Seminar in Political Communication
950 Studies in Public Address
Note: Additional special 930 seminars may be offered in this area.

c. Organizational Communication
Organizational communication involves the study of communication within
formally structured social systems. The scope of such a study includes: (1) analysis of the structure of organizations in business, industry, government, religion, professions, and education; (2) the examination of relationships between communication methods and the effective functioning of organizations; (3) the development of perspective concerning appropriate goals, methods, and techniques of organizational communication; and (4) the specification of problems and methods of research in organizational communication.

530 Internship in Communication Studies
531 Leadership Strategies and Applications
548 Theories of the Interview
810 Organizational Communication Theory and Research
848 Communication Audits in Organizations
948 Seminar in Organizational Communication

953 Seminar in Organizational Rhetoric

Note: Additional special 930 seminars may be offered in this area such as Micro-level Organizational Communication, Macro-Level Organizational Communication, Communication and Organizational Cultures, and Communication Challenges in Distributed Organizations, and Communication and Organizational Change.

d. **Intercultural Communication**

Intercultural communication involves the study of communication between individuals or groups from differing cultures or co-cultures. The scope of such study includes: (1) the effects of differences in verbal and non-verbal signals in cross-cultural communication; (2) the manner in which cultural perceptions, attitudes and motivations influence communication behavior; (3) the reciprocal influences between communication channels and cultural traditions, political structures, economics, kinship patterns and social systems; and (4) the role of communication in diffusion of innovation and modernization.

547 Communication and Culture
557 East Asian Communication
647 Issues in Intercultural Communication
667 Interpersonal Communication in Multinational Organizations
946 Communication and Intergroup Relations
947 Communication and Cultural Innovation and National Development.

Note: Additional special 930 seminars may be offered in this area.

e. **Legal Communication**

Legal communication involves the study of communication as it occurs in the legal setting, whether district, state or federal, and whether civil or criminal.
It concerns exploring message variables, argument strategies, juror perception and response, and the research done on those variables.

537 Communication in Conflict Resolution
539 Argumentation
639 Legal Communication
938 Seminar in Persuasion
939 Seminar in Argumentation
**Note:** Additional special 930 seminars may be offered in this area.

3. Methodology Courses

   a. Introductory Courses
      851 Communication Research: Historical and Descriptive
      852 Communication Research: Experimentation and Quantitative Analysis

   b. Experimental and Quantitative Empirical Methods
      856 Quantitative Analysis
      956 Principles of Analysis of Variance
      957 Principles of Correctional & Multivariate Analysis
      **Note:** Courses similar to 956 and 957 may be offered in other Departments when not offered in COMS. Check with adviser or Director of Graduate Study for appropriate equivalents.

   c. Historical/Critical
      HIST 805 Nature of History
      ENGL 908 Seminar in Literary Criticism
      COMS 951 Seminar in Movement Theory & Genre Criticism
      COMS 952 Seminar in Mythic and Narrative Approaches to Rhetorical Criticism
      COMS 955 Seminar in Rhetorical Criticism
      THDR 920 Practicum in Criticism

   d. Qualitative-Empirical
      COMS 855 Qualitative Research Methods in Communication
      ANTH 730 Linguistics in Anthropology
      LING 728 Discourse Analysis
      SOC 714 Field Methods & Participant Observation
      COMS 848 Communication Audits in Organizations

   In lieu of three hours of methodological course work, a student may elect to demonstrate a high level of writing competence in one foreign language if he/she can show that knowledge of this language directly relates to his/her research and academic interests. Competence levels will be determined through consultation with the appropriate language department or program.
M.A. Program

There are two basic options available for the Master of Arts degree.

1. **Thesis Option**
   This option is designed for students who are interested in becoming researchers in the Communication Studies field, and/or view themselves as potential Ph.D. candidates. Students must satisfy a minimum six hour thesis requirement.
   
   i. Satisfactory completion of the following required courses:

   - 851 Communication Research: Historical and Descriptive (3)
   - OR-
   - 852 Comm. Research: Experimentation and Quantitative Analysis (3)
   - One additional methods course (3)
   - 859 Proseminar in Communication Studies (3)
   - 899 Master’s Thesis (6)

   ii. At least six hours in each of two areas of communication.

   iii. Three additional credit hours from any Communication Studies courses or from outside the department.

   iv. Final Oral Examination.

2. **Non-Thesis Option**
   This option is designed for students who are primarily interested in acquiring knowledge and skills that they can apply in the areas of their professional activities. Students finish a minimum of thirty semester credit hours of course work and then must pass a written and oral comprehensive examination. Specific requirements for the two options are as follows:

   i. Satisfactory completion of the following required courses:

   - 859 Proseminar in Communication Studies (3)
   - 851 Communication Research: Historical and Descriptive (3)
   - OR-
   - 852 Comm. Research: Experimentation and Quantitative Analysis (3)

   ii. At least 9 hours in each of two areas of communication.

   iii. Six hours of electives.

   iv. General Examination. Each student must successfully complete an examination over the two areas of course work concentration. The examination is structured as follows:

   a. One hour written over COMS 859 and COMS 850
   b. Two hours written over the first major area of communication.
   c. Two hours written over the second major area of communication.
   d. One hour oral examination.
Requirements for the Ph.D. in Communication Studies

2. Courses 859, 958 & 959 under Basic Communication Theory, for nine hours.
3. A minimum of twenty-seven hours of additional subject matter courses.
   a. These courses must represent two areas of emphases.
   b. These areas will be developed by the student in consultation with an advisor and the Director of Graduate Study.

*Terminal M.A. Candidates may request the Graduate Academic Affairs Committee for a waiver of one of these two courses and select another course in its place.

c. If a student holds a Master’s degree in Communication Studies (or equivalent), appropriate course work from this degree may be used as part of the twenty-seven hours of subject matter course requirements. However, the total number of hours from the M.A. program used to satisfy items 2c, 3, and 4 shall not exceed 24 hours.

4. Eighteen hours of electives, which may be chosen from another department, or from any phase of our departmental program. These eighteen hours may be distributed and need not all be in the same department or program. The electives may be used to broaden or intensify the program as long as they constitute a meaningful course of study. Only six of these 18 hours may be in independent study. A student holding a Master’s degree from another university will satisfy this elective requirement with 18 hours from his/her Master’s program.

5. A minimum of 15 hours of research methodology.
   a. Courses Required of all students
      851 Communication Research: Historical and Descriptive (3) or
      852 Communication Research: Experimentation and Quantitative Analysis (3)
   b. Choose twelve additional hours from the following course appropriate to the student’s research/dissertation interest:
      i. Experimental and Quantitative Empirical Methods
         856 Quantitative Analysis (3)
         956 Principles of Analysis of Variance (3)
         957 Principles of Correctional & Multivariate Analysis (3)
   Note: Courses similar to 956 and 957 may be offered in other Departments when not offered in COMS. Check with adviser or Director of Graduate Study for appropriate equivalents.
ii. Historical/Critical
   HIST 805  Nature of History (3)
   ENGL 908  Seminar in Literary Criticism (3)
   COMS 951  Seminar in Movement Theory & Genre Criticism (3)
   COMS 952  Seminar in Mythic and Narrative Approaches to Rhetorical Criticism (3)
   COMS 955  Seminar in Rhetorical Criticism (3)
   THDR 920  Practicum in Criticism (3)

iii. Qualitative-Empirical
   COMS 855  Qualitative Research Methods in Communication (3)
   ANTH 730  Linguistics in Anthropology (3)
   LING 728  Discourse Analysis (3)
   SOC 714  Field Methods & Participant Observation (3)
   COMS 848  Communication Audits in Organizations (3)

iv. In lieu of three hours of methodological course work, a student may elect to enroll in three hours of applied research in which he/she produces original research using one of the above methods. The final paper must meet the approval of the student’s advisor and must be submitted to a professional society for presentation on a convention program or to a professional journal for possible publication.

In lieu of three hours of methodological course work, a student may elect to demonstrate a high level of writing competence in one foreign language if he/she can show that knowledge of this language directly relates to his/her research and academic interests. Competence levels will be determined through consultation with the appropriate language department or program.

8. Satisfactory completion of the oral comprehensive examination.

Theory Classes

Students admitted to the Ph.D. program should take Proseminar in their first semester, unless they have taken a similar class as part of their M.A., that the Graduate Director accepts as a substitute for Proseminar. They should take the Comparative and Contemporary theory courses in their second and third semesters in the program. Students admitted to the M.A. program should take Proseminar in their first semester in the program and should not take the Contemporary and Comparative theory courses. Students admitted into the M.A. program who continue in the Ph.D. program, should take the Contemporary and Comparative theory courses in their first two semesters in the Ph.D. program, normally the fifth and sixth semesters in the graduate program.
Residence and Time Limit Requirements

Residence Requirements

Doctor of Philosophy - The student must spend in residence at this University at least two semesters, which may include one summer session excluded subsequent to the Master's degree, and be enrolled as a full-time graduate student. See the University Policies section of this handbook and: http://policy.ku.edu/graduate-studies/doctoral-program-time-contraints. In all, the student must spend the equivalent of three full academic years of graduate study at this or some other approved university, including the time spent in attaining the Master's degree.

Time Limits

Master of Arts - Credit toward the Master's degree is valid for seven years.

Doctor of Philosophy - A student who enters the Graduate School with a Bachelor's degree has four years to pass his/her comprehensive examinations and a total of eight years to complete all degree requirements. A student who completed the Master's degree at the University of Kansas and subsequently begins doctoral studies will have a total of ten years to complete both degrees. A student who enters the Graduate School with a Master's degree has three years to pass his/her comprehensive examinations and a total of six years to complete all degree requirements. (For Graduate School regulations concerning the interruption of doctoral study and leaves of absence, see the Graduate School Catalog.)

GTA Time Limits

A student who is admitted to a graduate degree program to obtain only a master's degree has a six-semester limitation on his/her GTA appointments. A student who is admitted to a graduate degree program to obtain only a doctorate has a ten-semester limitation on his/her GTA appointments. A student who is admitted to a graduate program to obtain both a Master's and a Doctoral degree has a twelve-semester limitation on his/her GTA appointments.

Grades

Only the grades of A or B are normally taken as indications that a graduate student has done satisfactory work in the courses in which they were received. Under current Graduate School regulations, A, designates above average graduate work; B, average graduate work; C, passing but less than average graduate work; D and F, failing graduate work. At least a B average in graduate work is required for the M.A.; and 3.5 grade point average of course work taken at KU is required for a Ph.D. aspirant to be certified to take the written comprehensive examinations in Communication Studies.
Grievance Procedures

Communication Studies advises graduate students to attempt to resolve issues, especially matters concerning grades, directly with the instructor or party involved, or with the department chair. If a grievance arises that cannot be resolved directly, or if the student does not feel comfortable attempting to resolve the issue with the department chair, the student should then follow the department’s official grievance procedure, which has been approved by the University and may be found by following the link below:
Communication Studies Grievance Procedure

Petitions

If a graduate student has compelling reason to seek exemption from program requirement or University policy, they may submit a petition 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 Director of Graduate Studies will refer the petition to the department Graduate Academic Affairs Committee and the Department Chair.

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 (for example, that the student may be exempt from a Ph.D. course requirement based on coursework taken at the M.A. level at a previous institution). 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 endorse the petition to the College Office of Graduate Affairs accompanied by supporting materials as required.

COGA’s petitions web page provides additional information regarding University petitions, including supplemental documentation that may be required by the University. 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 & Degree requirements section of this document.

Students should always consult with the DGS prior to submitting a petition.
Comprehensive Examinations

M.A. Examinations

Thesis Option

No less than 2 weeks before the final oral examination, candidates must make available enough copies of his/her thesis so that each member of their examining committee will have an opportunity to read it prior to the examination. The committee for this examination shall consist of at least three members of the graduate faculty.

One week prior to the oral examination, members of the student’s committee will be polled, asking them “Is the thesis of sufficient quality to move to the oral examination?” The oral examination will be held if a majority of the committee votes that the thesis is ready to be defended. The department will develop a standard form that will be distributed by department staff working with the graduate program. If the committee feels that the thesis is not ready to be defended, the student will then be advised of the problem area(s) and will be required to make the necessary changes before an oral examination can take place.

The final examination for the M.A. in Communication Studies is an oral defense of the thesis. The candidate’s function is not so much to present as to defend the work he/she has done. Possible results for the examination are pass, fail, and pass with honors.

Additionally, at least two weeks prior to any oral examination the candidate must formally request certification to take the examination from the Graduate Admissions Officer.

Non-Thesis Option

The student completes a five hour written exam:

a. One hour written over COMS 859 and COMS 851 or 852
b. Two hours written over the first major area of communication.
c. Two hours written over the second major area of communication.

The written exams will be based on theme areas from the above areas as agreed to by the student’s three person faculty committee. The process of theme generation based on appropriate readings is a less formal version of that for Ph.D. written comprehensive exams as described below.

The student's comprehensive committee shall grade the examination. A passing vote requires a majority of the members evaluating the examination. In the event the committee finds the answers unsatisfactory, the committee may elect to have the student rewrite the same or different questions: they may require additional oral or written clarification, such as an essay; they may require additional course work. The committee shall take the remedial action felt most appropriate to the situation. If the first written examination is failed, the candidate shall have 2 other opportunities to pass the written comprehensive exams.
After the candidate has passed all sections of the written comprehensive examination, he/she can take the one hour oral comprehensive examination on the material covered in the written examinations. The Graduate School must be notified at least two weeks in advance. The committee for this examination includes the student’s three-person faculty committee.

One week prior to the oral examination, members of the student’s committee will be polled, asking them “Are the written answers sufficient to move to the oral examination?” The oral examination will be held if a majority of the committee votes that the written answers are sufficient to move to the oral exam. The department will develop a standard form that will be distributed by department staff working with the graduate program. At that point, the committee may require the student to rewrite a question, multiple questions, or papers substituted for questions. Alternatively, the committee may substitute new questions. The student shall have three opportunities to successfully complete written comps. Upon a third failure, the student will not be allowed to proceed further with their program.

The results reported to the Graduate School will be pass, fail, or pass with honors. The committee, at its discretion, may elect the conditions under which the candidate passes, and this could include additional oral and written work, or additional study. A student will be eligible to take the exam 2 additional times following an unsuccessful completion.
Ph.D. Comprehensive Exams

Student Responsibilities

When the Ph.D. aspirant is in the last semester of his/her course work, and met all other Departmental and Graduate School requirements, s/he shall take the comprehensive examination which is in two sections -- written and oral. The student must be enrolled in a minimum of 3 credit hours any semester in which s/he expects to take the comprehensive examination. However, if the student is a GTA, s/he must be enrolled in 6 credit hours the semester they expect to take the comprehensive exam. These credit hours can be dissertation hours. The process of written and oral examination shall be undertaken within a single semester, and barring unforeseen circumstances, be completed within a 3-4 week period of time. The candidate is encouraged to schedule the oral examination at the time he/she schedules the written examination. Two weeks notice must be given before the oral exam can be scheduled.

The Ph.D. candidate will have a 5 person faculty committee in charge of both written and oral exams. Four persons (including the Committee Chair) should be from the Department of Communication Studies and 1 should be from an outside Department (preferably someone with whom the student has had a class with or shares similar research interests with). For the oral exam, a representative from the graduate school must be appointed from a different department. Normally, this person will be the outside member of the committee. The Committee Chair shall be in charge of the examinations.

1. The written examination: The written comprehensive examination is usually taken in four parts: (1) communication theory; (2) research methodology; (3) first emphasis area; and (4) second emphasis area. Normally the 14 hour written exam consists of 3 hours in communication theory, 3 hours in research methodology, and 8 hours covering the first and second areas of emphasis. The process of writing examinations shall be completed within a two week period (usually consisting of 4 days of writing).

   a. Communication Theory Examination - The student will suggest 5 theme areas relevant to their program. Each theme is to be accompanied by a bibliography of ~ 5-10 articles/readings. When the themes have been accepted by the student's committee the chair shall request questions on those themes. Faculty not on the student's committee may be enlisted both in the creation of questions and in their evaluation, as determined by the committee. There will be a three hour exam, with one question per hour.

   b. Research Methodology Examination - The student shall suggest 5 theme areas in methodological areas relevant to the student’s research. The themes should each have an accompanying bibliography of 5-10 articles/readings. When the themes have been accepted by the student's committee, the chair shall request questions on those themes. Faculty not on the student's committee may be enlisted in both the creation of questions and in their evaluation, as determined by the committee. The exam will be three hours long.

   c. Emphasis Area Examination - The written comprehensive in the emphasis areas are devised by the advisor and the comprehensive examination committee. The student,
in consultation with the advisor, shall prepare a list of 15 themes representing 2 subject matter areas. These themes shall be presented and approved by the four person committee. Each theme shall have an accompanying list of sources (usually 5 to 10 articles, chapters, and so forth) the student feels appropriate to study in that area. The advisor shall solicit questions based on these topics from the comprehensive committee (or from members outside of the committee). The method of doing this shall be left to the committee. When an appropriate list of questions has been compiled, the advisor may then consult with the committee concerning possible revision of the questions and which questions to use on the examination. Students shall write a total of 8 hours, usually 4 hours in each emphasis area, although a split of 5 and 3 is also possible. Note, all themes and readings lists must be approved by the student’s committee prior to the written examination.

With the agreement of their committee, the student may substitute papers for one or both emphasis area exams, but not for the methods or theory exams. The content of the writing component is devised by the student and committee and should constitute substantively new work and not something written for other purposes or classes. A substantively new paper building on earlier work may be accepted if it represents significant new work and extensions of the earlier work. A paper of approximately 20 pages is expected in order to replace either of the emphasis area exams. The writing component is to be completed within a span of 3 weeks, without feedback prior to submission, and should be turned in 1 week prior to starting the remaining written exams. The paper cannot be a dissertation prospectus. It may be an extended literature review of a particular topic or a developed case study demonstrating mastery of an important issue in the field. The paper topic must be approved by the committee and may be phrased in the form of a question.

The student's comprehensive committee shall grade the examination. The committee may consult other graders if they so desire. A passing vote requires a majority of the members evaluating the examination. The committee chair shall forward the results to the Director of Graduate Study. In the event the committee finds the answers unsatisfactory, the committee may elect to have the student rewrite the same or different questions: they may require additional oral or written clarification, such as an essay; they may require additional course work. The committee shall take the remedial action felt most appropriate to the situation. If the first written examination is failed, the candidate shall have 2 other opportunities to pass the written comprehensive exams.

2. The oral examination:
One week prior to the oral examination, members of the student’s committee will be polled, asking them “Are the written answers sufficient to move to the oral examination?” The oral examination will be held if a majority of the committee votes that the written answers are sufficient to move to the oral exam. At that point, the committee may require the student to rewrite a question, multiple questions, or papers substituted for questions. Alternatively, the committee may substitute new questions. The student shall have three opportunities to successfully complete written comps. Upon a third failure, the student will not be allowed to proceed further with their program.
After the candidate has passed all sections of the written comprehensive examination, he/she can take the oral comprehensive examination. The Graduate School must be notified at least two weeks in advance. The committee for this examination includes the four readers of the written comprehensive exam and one Graduate School faculty member outside the Communication Studies Department.

The results reported to the Graduate School will be pass, fail, or pass with honors. The committee, at its discretion, may elect the conditions under which the candidate passes, and this could include additional oral and written work, or additional study. A student will be eligible to take the exam 2 additional times following an unsuccessful completion.

**Continuous Enrollment after Comprehensive Exams**

After passing the Ph.D. comprehensive examination, the candidate must be continuously enrolled until he/she receives his/her Ph.D. The candidate needs to accumulate 18 hours of dissertation credit through enrollments concurrent with or following the time he/she passed the comprehensive examination. He/she must enroll for a minimum of 6 hours per semester and 3 hours for the summer session(s). After 18 hours of dissertation credit has been accumulated, he/she must enroll for a minimum of 1 hour of dissertation credit per semester (summer session included), including the semester in which the dissertation defense occurs. In all cases enrollment should reflect the demands made upon faculty time and University facilities. Post comprehensive enrollment may be accomplished my mail. Requests for mail enrollments should be made to the Director of Graduate Study.

The Thesis Director and Advisory Committee (M.A. and Ph.D.)

Student-thesis director relationships are established in one of two ways. Either the student becomes interested in a topic then selects a thesis director on the basis of his/her interest and competency in the area, or the student first becomes interested in the work of a particular faculty member, and then decides to write his/her thesis in that area. Either approach is acceptable. The important thing is that the student feel free to approach any member of the graduate faculty concerning the question of thesis advising. He/she should also feel free to change thesis advisors, although if this is done after the research is under way, it is likely to result in some delay in the completion of the thesis.

Master of Arts
After their graduate program is launched, students should confer with their academic advisor or the Director of Graduate Study about a thesis. The present advisor may, or may not, serve as the director of the thesis, depending upon his/her academic interest, and availability, and the student's wishes. If someone other than the academic advisor is selected as the thesis director, the student may either retain his present academic advisor or request the thesis director to assume the entire advisory responsibility.
The two other members of the thesis committee are chosen by the student from eligible faculty members. The student will ask these members to serve on the committee. These members should be appointed early in the development of the thesis to assist in its preparation. However, the thesis director is chiefly responsible for supervising the preparation of the M.S. thesis, and will normally chair the student's M.A. oral examination.

Doctor of Philosophy

As soon as students have decided on what topic or in what general area they wish to write their dissertation, they should confer with their advisors and the Director of Graduate Study about the membership of their dissertation committee. This will consist of four departmental members and a member from another department. (In some cases the committee may consist of three departmental members and may include two members from other departments and, with the approval of the University's Graduate Council, members from outside the University.) The candidate's preference as to the membership of his/her dissertation committee members must be submitted to the Graduate School by the Director of Graduate Study at the same time that he/she certifies the passing of the comprehensive examination. This committee will constitute the nucleus of the final oral examining committee, will counsel with the student in the writing of his/her dissertation, and will pass on its merits.

The Dissertation Prospectus and Defense

Once students have decided on what topic or in what general area they wish to write their dissertation, they should confer with their advisor and the Director of Graduate Study about the membership of their dissertation committee. This will consist of a minimum of four departmental faculty members and a graduate faculty member from another department. In rare cases the committee may consist of three departmental members and may include two members from other departments and, with the approval of the University's Graduate Council, members from outside the University. The candidate's preference as to the membership of his/her dissertation committee members must be submitted to the Graduate School by the Director of Graduate Study at the same time that he/she certifies the passing of the comprehensive examination. This committee will constitute the nucleus of the final oral examining committee, will counsel with the student in the writing of his/her dissertation, and will pass on its merits.

As soon as possible after the appointment of the dissertation committee, and before beginning the actual preparation of their dissertation, students should submit to the committee a proposal for their dissertation. Provide 2 weeks so that the committee has an opportunity to read it prior to the defense. This prospectus should indicate (1) the purpose of the investigation, (2) its scope, (3) its importance, and (4) its scholarly method. The committee members may act on the prospectus, at the discretion of the dissertation advisor, either individually or in group conference.

Instructions regarding the preparation of manuscripts may be obtained from the Graduate School. It is the responsibility of the student to comply in every respect with the dissertation regulations established by the Graduate School.
Final Ph.D. Examination (Dissertation Defense)

No less than 2 weeks before the final oral examination, candidates must make available enough copies of his/her dissertation so that each member of their examining committee will have an opportunity to read it prior to the examination. The committee for this examination shall consist of at least five members (the members of the dissertation reading committee plus at least one other member of the Graduate Faculty recommended by the chairperson of the dissertation committee to the Director of Graduate Study and approved by the Graduate Office). This person is normally the outside faculty member on the student’s committee.

The final examination for the Ph.D. in Communication Studies is, essentially, an oral defense of the dissertation. The candidate’s function is not so much to present as to defend the work he/she has done. The time and place of the final Ph.D. examination will be publicly announced by the Graduate School and observers are permitted to be present. Possible results for the examination are pass, fail, and pass with honors.

One week prior to the oral examination, members of the student’s committee will be polled, asking them “Is the dissertation of sufficient quality to move to the oral examination?” The oral examination will be held if a majority of the committee votes that the dissertation is ready to be defended.
If the committee feels that the dissertation is not ready to be defended, the student will then be advised of the problem area(s) and will be required to make the necessary changes before an oral examination can take place.

A minimum of five (5) months must elapse between completion of the oral comprehensive examination and final dissertation defense.

Additionally, at least two weeks prior to any oral examination the candidate must formally request certification to take the examination from the Director of Graduate Study. He/she will inform the chair of the examining committee whether or not the student is eligible to take the written and oral examinations.
Master's Thesis and Doctoral Dissertation

The Prospectus
As soon as possible after the appointment of their advisory committee, and before beginning the actual preparation of their thesis or dissertation, students should submit to the committee a proposal for their thesis or dissertation. This prospectus should indicate (1) the purpose of the investigation, (2) its scope, (3) its importance, and (4) its scholarly method. The committee members may act on the prospectus, at the discretion of the thesis advisor, either individually or in group conference.

Preparing the Manuscript
Instructions regarding the preparation of manuscripts may be obtained from the Graduate School. It is the responsibility of the student to comply in every respect with the thesis and dissertation regulations established by the Graduate School.

Processing the Thesis or Dissertation
Not later than two weeks before their final oral examination, candidates must make available enough copies of their thesis or dissertation so that each member of their examining committee will have an opportunity to read it prior to the examination.

1. Master of Arts - At least four copies of the final draft of the thesis must be signed by the thesis advisor and the Department Chair before binding. (The thesis advisor and the departmental head have the right to refuse to sign bound theses.)
2. Doctor of Philosophy - The dissertation is bound after the final oral examination has been passed and the approved dissertation signed by the dissertation committee. Two unbound copies must be deposited in the Graduate Office, the third and fourth copies bound are kept by the department. Before qualifying for the degree, the candidate must also arrange with the Graduate Office for other graduation requirements. Certification that the student has successfully completed his/her final oral examination will normally not be forwarded to the Graduate Office until two copies of the bound dissertation have been deposited with the department.
Graduate Student Mentoring and Research Development Efforts

Communication Studies has a very active mentoring and research development effort aimed at helping graduate students develop into productive scholars and effective teachers. The department also works very hard to help students find good academic jobs. These efforts take several forms.

Nurturing Teaching

Teaching Workshop—New GTAs participate in an intensive teaching workshop in August before they begin teaching and taking classes at KU. The workshop helps prepare them to teach the required public speaking class, but also more broadly gives them pedagogical skills that they can apply in a variety of contexts. The training workshop is so strong that when the Office of Research and Graduate Studies at the University of Kansas initiated efforts to improve GTA training across the university, the COMS program was used as a model for other departments.

Instruction in Pedagogy—New GTAs take a 2-credit class in the Fall semester of their first year at KU focused on pedagogy in Communication Studies. The class is focused on the basic public speaking class, but the topics covered apply across the curriculum. As with the teaching workshop, the Office of Research and Graduate Studies at KU has cited this class as a model for other departments.

Professional Development

On an annual basis, COMS offers eight 90-minute professional development workshops during the year. At the workshops, faculty and senior graduate students help graduate students develop key professional skills. The workshop topics and schedule were developed by the Graduate Affairs Committee in coordination with the Graduate Student Organization. The professional development workshop includes:

- Basics of convention submission—this workshop covers the basics of submitting papers and panels to conventions in Communication Studies and related disciplines.
- CV development—this workshop covers the basics of constructing an academic CV. Faculty and senior graduate students will provide models and tips for CV construction.
- Library research skills—this workshop introduces students to available databases and search strategies for finding material to use in their teaching and research.
- Job search process—this workshop outlines the job search process. The focus is on informing second- and third-year doctoral students on the process so that they can be prepared to search for an academic position in their final year in the doctoral program.
Convention presentations—this workshop provides practical tips for making an effective convention presentation. An effective presenter does more than read his/her paper; this workshop provides models for how to make a presentation stand out.

Job talks—this workshop provides guidance on how to make an effective job talk either in a phone or an on-campus interview. Job candidates are encouraged to practice their job talks with their advisor prior to the interview.

Nuts and bolts of research—this workshop covers the basic principles of how to submit an article and how to pick a journal for submission, as well as tips for how to develop a research program.

Work life balance—this workshop focuses on the challenges faced by young faculty members and provides strategies for addressing those challenges and building a successful and fulfilling career.

**Research Development**

Communication Studies works very hard to nurture the research programs of graduate students. Many faculty members focus assignments in graduate classes on helping students develop a research record. In addition, the department has other research development initiatives that are described below.

**Colloquium Series**

Each year, the department hosts an active colloquium series in which faculty, major scholars from other departments at KU and other universities, and senior graduate students present research to the department. The series for the most recent semester is included elsewhere on the website.

This series provides an opportunity for senior graduate students to present their work, for faculty in the department to talk about important new research projects and for distinguished guests from across the discipline to present research. In the last category among the distinguished scholars to present research in the colloquium series in recent years are David Zarefsky of Northwestern, Karlyn Kohrs Campbell of the University of Minnesota, J. Michael Hogan of Penn State, Chris Segrin of the University of Arizona, and Martin J. Medhurst of Baylor University.

**Research Mentoring, Workshops, and Classes**

COMS faculty have active programs to mentor graduate students to help them develop papers for presentation at the colloquium, as well as submission to conventions and journals.
For example, the department offers a writing workshop series in which students present revised versions of a class paper in order to get feedback to assist in revising for submission to a journal or convention. Normally, three or four papers are presented at the workshop per semester.

In addition, faculty members provide feedback to students developing papers from faculty experts in an area of study, as well as the student’s faculty advisor. This takes several different forms. First, it takes the form of intensive mentoring. Second, it takes the form of participation in research teams. Third, it takes the form of coursework. The courses include Directed Study projects as well as a tutorial in which the students work intensively with the faculty member through multiple drafts in order to revise two essays for submission to journals in the field.

**Annual Evaluation Process**

Each spring graduate students complete an annual evaluation portfolio, which is submitted first to their advisor and then to the Graduate Affairs Committee. The advisor turns in an evaluation to the student and the Graduate Affairs Committee, which then reviews the evaluation to make and the portfolio to make sure that all graduate students are making appropriate progress toward completion of their degree and also appropriate professional development.
Forms

The following includes common forms for keeping track of coursework in the M.A. and Ph.D. programs and also forms related to the annual evaluation process.
Master’s Program—Communication Studies
30 hours normally completed over two years

Name: Student # Sem. Grade

Teaching Practicum—GTAs enroll in COMS 930—“Seminar in Teaching Oral Communication,” (2 hours) in the Fall Semester of their first year in the program.

Communication Theory and Research
1. 859—Proseminar
2. (Methods Class either 851—Historical and Descriptive or 852—Quantitative Analysis or substitute class required for thesis option)
3. A second methods class in a relevant area for the thesis option

Content Area One—3 classes (9hrs) if non-thesis, 2 classes (6 hrs) if thesis option
1.
2.
3.
4.

Content Area Two—3 classes (9hrs) if non-thesis, 2 classes (6 hrs) if thesis option
1.
2.
3.
4.

Electives—2 classes (6 hrs) if non-thesis, 1 class (3 hrs) if thesis option
1.
2.
3.
4.

Note: Students often complete additional classes in an area that go beyond the requirements.

Master’s Thesis—6 hours, usually over 2 semesters, not required for non-thesis option. After the thesis is completed to the satisfaction the committee, the student completes a 1 hour oral examination on it.

Non-thesis option—5 hours of written exams, 1 on theory and research, and 2 each on the two content areas, followed by a 1 hour oral examination. The student does not enroll in a specific class in order to take the exams.

Advisor
Committee Members

30
Ideal timeline for M.A.

Semester 1
- By the end of the semester, choose a program advisor.

Semester 2
- By mid-semester, talk with your program advisor and other faculty members about whether a thesis or comprehensive exam makes most sense given your interests.
- By the end of the semester, choose a comprehensive exam or thesis advisor.
- Become involved in research and submit a paper or proposal to a convention.

Semester 3
- If you are writing a thesis, sign up for 3 thesis hours and defend a prospectus before NCA in November.
- If you are taking comprehensive exams, begin working on bibliographies.
- Continue to develop a research program by submitting another paper to a convention or revising an essay for journal submission.

Semester 4
- If you are writing a thesis, sign up for 3 thesis hours. Before spring break, meet with your advisor and committee members about setting a defense date. (It makes most sense to set a date when the thesis is almost done; aim for a defense date no later than mid-April.) About a month in advance, check on required paperwork. You will need to know the tentative defense date and time, committee members, and thesis title.
- If you are writing comprehensive exams, work with your advisor to finish your bibliographies early in the semester. Distribute them to committee members for final approval. Talk to your advisor and committee members about setting a defense date. Aim for a date no later than mid-April. About a month check on the paperwork. You will need to know the tentative defense date and time and committee members.
- By mid-April, finish defense, make revisions.
- In May, graduate.
- If you think you want to continue graduate study, talk to your advisor early in the semester. You may decide to apply for KU’s doctoral program or not. In any case, talk to your advisor about applying to other programs as well.

Research
Students interested in entering the Ph.D. program should be especially focused on research. The Ph.D. is a research degree and success in academia requires building a significant research program. The department provides many forms of support to help graduate students develop a research program.
Doctoral Program—Communication Studies

Name:                                      Student #
                                          Sem.      Grade

Communication Theory
1. *COMS 859—Proseminar
2. COMS 958 Comparative Theories
3. COMS 959 Contemporary Theories
*COMS 859 is waived for students who have completed the MA in Communication Studies

Research Methodology—5 courses (15 hrs minimum)
1. 851 Historical and Descriptive or 852 Quantitative or substitute
2. 
3. 
4. 
5.
Students can earn 3 hours through applied research that is submitted to a conference or journal, with advisor approval and/or 3 hours through foreign language competence if relevant to research interests.

Content Areas  (27 hours in two content areas)

Content Area 1
1. 
2. 
3. 
4. 
5.

Content Area 2
1. 
2. 
3. 
4. 
5.

Electives  (18 hours, no more than 6 independent study, comps don’t count)
1. 
2. 
3. 
4. 
5. 
6.

Ph.D. Dissertation—18 hours
Written Comprehensive Exams—3 hours over theory, 3 over methods, and 8 over two content areas.
Final Oral Exam over writtens—2 hours are scheduled for the exam.
Final Oral Exam on the Dissertation—2 hours are scheduled for the exam.
Committee: the program committee has 3 members; the comps and dissertation committees have five members, one of whom comes from outside the department. The student may change committee membership at his/her discretion.
Transfer of M.A. Hours—24 hours from the M.A. may be transferred. 18 will normally count toward electives and 6 can be applied to content areas and methodology. Thesis hours do not transfer to the Ph.D. program.
Independent study—no more than 6 hours.

Advisor
Committee Members


Ideal timeline for Ph.D.

Coursework

- Choose a program advisor by the end of your first semester in the program.
- Take courses. Look for potential dissertation topics and a dissertation advisor.
- Take some courses outside of the department in part to find an external member for your dissertation committee.
- Meet with your program advisor and other faculty members to talk about your research interests. Choose a different program advisor if your research interests change direction.
- Before you take comprehensive exams, think about a dissertation topic and a dissertation advisor. Remember that the student chooses the advisor, but the faculty member has the choice to agree to serve or decline.

Comprehensive exams

- When you have almost completed coursework, choose a comprehensive exam advisor. One option is to ask your program advisor to serve in this role since he or she has worked with you on your program (the basis of the exam). Another option is to ask your dissertation advisor to serve in this role since he or she may be able to help you design themes relevant to your dissertation. A third option is to choose someone else.
- Plan to take the exam to be completed to give you adequate time to work on the dissertation. Confer with your advisor and about a month in advance of when you believe the defense will occur, check on the paperwork. You will need to know tentative writing and defense dates and times and committee members.
- About 3 months before you plan to take the exam, work with your comprehensive exam advisor to develop themes and bibliographies. When your advisor thinks they are ready to distribute to other committee members for final approval, do so.
- Consider replacing your content themes with paper topics approved by your committee. This choice can on occasion help you develop your research record or do research for your dissertation.

Dissertation

- Defend your prospectus before NCA in November. This is important because you want to tell people with whom you interview that you have defended the prospectus and are making progress on chapters.
- Plan to defend by mid-April. About a month in advance check on the required paperwork. You will need to know a defense date and time, committee members, and title.
- Graduate in May.

Research

Students in the Ph.D. program should develop a plan to present research at conventions and submit essays to journals. The Ph.D. is a research degree and success in academia requires building a significant research program. The department provides many forms of support to help graduate students develop a research program. To be competitive for most academic jobs, the
student should plan on having several convention papers and aim for a minimum of three publications.
Communication Studies—Graduate Progress Annual Review—due March 1st every year to the Student’s advisor (please give a copy to Suzanne as well)

*Note, the review covers the previous Spring, Summer and Fall semesters.*

Date:
Student:

Note—Use additional pages as needed.

**Classwork**

Please report all classes taken since the previous review and the grade earned in the class. For a grade of Incomplete, please include one sentence explaining why the class was not completed.

<table>
<thead>
<tr>
<th>Class</th>
<th>Sem.</th>
<th>Grade</th>
</tr>
</thead>
</table>

**Research**

Please list all publications and convention papers published or presented since the previous review.

**Research in progress**

Please list all journal or convention submissions since the previous review and the outcome of the submission if known (accepted, rejected, revise and resubmit).

**Teaching**

Students with an assistantship should list courses taught and attach a copy of the first page of computer-calculated course evaluation scores for each course. Do not attach the original. Also include a copy of any class observation evaluation material you have received.

**Service**

Please list any service activities you have performed since the previous review.

**Self Assessment**

Please include a 2 paragraph assessment of your progress toward completion of the degree in the last year.

**Honors and other accomplishments since the previous review**

Please list any honors or other accomplishments since the previous review.
Graduate Student Annual Evaluation Form—due April 15th every year to the Graduate Director

Note, the review covers the previous Spring, Summer and Fall semesters. It covers the student’s performance in the graduate program and for those who are GTAs/lecturers also their performance in that role.

A completed copy of the form should be given to the student at the advising meeting. At the conclusion of the meeting, both the student and the advisor should sign the form. A copy of the signed form should be given to the student and the original returned to the Graduate Director for inclusion in the student’s file.

Classwork

Based on a review of the student’s record, the student is:

___________ Doing outstanding work and making appropriate progress toward a degree
___________ Doing very good work and making appropriate progress toward a degree
___________ Doing satisfactory work and making appropriate progress toward a degree
___________ Needs to improve work quality in order to make appropriate progress toward a degree
___________ Needs to significantly improve work quality in order to remain in good standing in the program

Comments:

Research

Based on a review of the student’s record, the student is:

___________ Doing outstanding work and making appropriate progress toward building a research program
___________ Doing very good work and making appropriate progress toward building a research program
___________ Doing satisfactory work and making appropriate progress toward building a research program
___________ Needs to improve work quality in order to build a research program
___________ Needs to significantly improve work quality in order to remain in good standing in the program

Comments:
Teaching—this applies to students with an assistantship or appointment as a lecturer

Based on a review of the student’s record, the student is:

___________ Doing outstanding work and making appropriate progress toward building a teaching record
___________ Doing very good work and making appropriate progress toward building a teaching record
___________ Doing satisfactory work and making appropriate progress toward building a teaching record
___________ Needs to improve work quality in order to build a teaching record
___________ Needs to significantly improve work quality in order to remain in good standing as a GTA/lecturer

Comments:

Service

Based on a review of the student’s record, the student is:

___________ Doing outstanding work and making appropriate progress toward building a service record
___________ Doing very good work and making appropriate progress toward building a service record
___________ Doing satisfactory work and making appropriate progress toward building a service record
___________ Needs to improve work quality in order to build a service record
___________ Needs to significantly improve work quality in order to remain in good standing as a GTA/lecturer

Comments:

Date of meeting with advisor__________________
Advisor’s signature__________________
I received a copy of this form along with feedback concerning my performance and was provided an opportunity to respond:
Student signature:__________________
Action Plan for the Future
(In this section, the student and the advisor jointly agree on a plan for setting and achieving goals for the following academic year).

PLANS FOR DEGREE COMPLETION

PLANS FOR PRODUCING RESEARCH

PLANS FOR IMPROVING TEACHING

PLANS FOR DEPARTMENTAL AND DISCIPLINARY SERVICE

Date of meeting with advisor ____________________
Advisor’s signature _________________________
I received a copy of this form along with feedback concerning my performance and was provided an opportunity to respond:
Student signature: ____________________
UNIVERSITY POLICIES AND DEGREE REQUIREMENTS

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

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

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

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

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

Related Policies and Forms:
- Admission to Graduate Study

**English Proficiency Requirements**
The University requires applicants, international or domestic, whose native language is not English to demonstrate English proficiency for admission to any graduate program at KU. There are two ways to prove English proficiency:

- Graduation with a baccalaureate degree or higher from an accredited U.S. institution of higher education, or from such an institution in an English-speaking country where the medium of instruction is English. This first option is not sufficient, however, to be appointed as a Graduate Teaching Assistant.

- Submitting results of the TOEFL iBT examination taken no more than two years prior to the semester of admission. A score of at least 20 in each part is required for regular admission. A score of 24 on the speak section is required to receive a Teaching Assistantship.

Applicants that do not meet the minimum scores should review the English Proficiency Chart, provided via the link above, for information about provisional admission.

Applicants should submit their scores directly to the Office of Graduate Studies:
Office of Graduate Studies
213 Strong Hall
1450 Jayhawk Blvd.
Lawrence KS 66045-7535
Related Policies and Forms:
- English Proficiency Requirements for Admission to Graduate Study
- Spoken English Language Competency of Faculty and Graduate Teaching Assistants, Kansas Board of Regents Policy
- Graduate Credit

Enrollment
For graduate students in the College, advising on enrollment and course selection take place at the department level. While units within the College may define full-time enrollment more stringently, the University defines it as follows:

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

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

Graduate students are not normally permitted to enroll for more than 16 hours a semester or more than 8 hours in summer session.
While these are KU’s definitions of full-time enrollment, other institutions may have different definitions. Be sure to consult with your financial aid and/or health insurance providers before making enrollment decisions.

Students not enrolled by the first day of classes will be assessed a late fee. Students not enrolled by the 60th of classes will be automatically discontinued in Enroll & Pay.

Students who wish to leave their graduate program should inform the department of such plans in writing so that a Voluntary Discontinue form may be submitted on his or her behalf.

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

The College Office of Graduate Affairs’ (COGA) website has a very useful Enrollment Changes Guide, which provides comprehensive guidance on the forms and endorsements required for different enrollment situations, including late enrollment changes after the published deadlines.

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

Related Policies:
- Discontinued Enrollment
- Enrollment
- Enrollment Regulations (CLAS)
- Full-time Enrollment for Graduate Students
• **Graduate Coursework Expiration Dates**
• **Master’s Enrollment Requirements**

**Graduate Credit** (Including Transfer Credit)
The Office of Graduate Studies policy on Graduate Credit defines KU’s conditions for the following:

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

**Transfer Credit**
The transfer credit option allows master’s students to count graduate-level coursework completed at another institution toward their KU degree. Restrictions apply to what non-KU graduate courses and the number of credit hours that can be counted toward a KU master’s degree, so students should carefully review the information provided in the link above and the related policies below, as well as consulting with their DGS. In all cases, transfer credit must first be approved at the department of 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 intuition or relevant graduate coursework, it may be possible for students to request a reduction in the number of hours required for the Ph.D. Students should consult with their DGS about their enrollment plan.
Reduced Credit Hour Degree
Kansas Board of Regents policy defines 30 hours as the minimum for master's degrees at KU. Departments may petition for a reduced hour degree Master's degree for individual students. A reduction in hours is distinct from a transfer of credit and is reserved for those students especially well-prepared to complete a graduate-level degree and able to maintain a superior grade point average. Reduced credit hour degrees are also distinct from transfer credit in that they may be based on non-coursework (e.g. internships, work experience, study abroad, previously completed degrees) and there are no modifications on the transcript.

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

In all cases, a reduction in hours must first be approved at the department of program level, so to begin the process for approval, students should consult with their DGS.

Reduction of required hours for the Ph.D. based on prior degrees or experience is determined solely at the program level. Doctoral students should consult with their DGS about their enrollment plan.

Count Toward Degree
The Count Toward Degree form is an Office of the Registrar Form that allows graduate credit hours taken at KU as a non-degree seeking student to count towards a later degree at KU.

As with transfer credit and reduced hour degrees, restrictions apply, so students should carefully review the information in the link above and the related policies below, and consult with their DGS.

Related Policies:
- Graduate Credit
- Count Toward Degree Form
- Co-enrollment
• **MA and MS Degrees** (on Reduced Hour Master's Degree)

**Credit/No Credit**
The University supports and encourages interdisciplinary study, which may include graduate students enrolling in coursework at the graduate level that is outside of their primary discipline. The Credit/No Credit (CR/NC) is an option for graduate students who are taking a course that is not required for their degree or certificate and who do not wish to have the course grade reflected in their overall graduate GPA. Rather than a grade appearing on the transcript, the student receives a designation of CR or NC, which does not factor in the GPA. No course graded CR/NC will count toward the satisfaction of any graduate degree or certificate requirement. This includes, but is not limited to, courses taken to fulfill the Research Skills and Responsible Scholarship requirement for doctoral students. If a student elects to take the CR/NC option, they must make this election during the CR/NC time frame, which can be found in the Registrar's current [Academic Calendar](#). This period typically begins after the last day to add a class and extends for approximately two weeks. This process must be initiated in the COGA office. The student should consult with their own program advisor about the appropriateness of the course prior to enrolling. In cases where CR/NC is elected, the course instructor is not informed of the election unless the student chooses to share this information. Additional restrictions apply. Students should carefully review the information in the link above. Related Policies and Forms:

• **University Senate Rules and Regulations (USRR), Section 2.2.7**

**Probation & Dismissal**
Probation is an academic status that can be assigned to a graduate student if he or she is not making [satisfactory progress](#) toward completing his or her degree. The department initiates the probation
process and will inform the student what he or she must do to return to good standing.

Students are most commonly placed on probation if their graduate cumulative GPA drops below a B average (3.0 on a 4.0 scale). In these cases, probation occurs automatically and is reflected on the student’s record for the semester following the semester in which the student’s GPA drops below 3.0. If the student’s overall graduate average is raised to 3.0 by the end of the probationary semester, the student will be automatically returned to good academic standing.

Students may also be placed on probation by their departments for other reasons that constituting a failure to make satisfactory progress towards degree. These may include, but are not limited to; failure to make adequate progress on a thesis or dissertation, unacceptable academic performance on program components outside of coursework (e.g. exams), an unsatisfactory result in their department’s annual evaluation, or as a result of going beyond their official time to degree. Students should carefully review the Good Academic Standing policy for graduate students at KU for more information on what constitutes making satisfactory academic progress.

Individual programs may also have additional measures of progress. Students should also consult the Annual Review section of their department graduate handbook and with their program advisor for more information.

If a student is unable to raise his or her GPA or otherwise meet departmental expectations for adequate academic progress by the end of the probationary period, he or she may be dismissed from the graduate program. Once dismissed, a student will no longer be able to be enrolled in coursework and cannot complete his or her degree. Students dismissed from any College graduate program may not be admitted to any other graduate programs in the College.
A student on probation or facing dismissal should discuss his or her status with their advisor.

Related Policies:
- Academic Probation
- Dismissed Enrollment
- CLAS Regulations on Probation and Dismissal
- Good Academic Standing policy

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

At minimum, for all graduate students at KU, at least a B average is required on course work counted toward any of the master's degrees at KU, and only courses graded A, B, or C (excluding C-) may be counted. Course work counted toward a doctorate, including that for a master's degree if obtained at KU, should average better than a B. Additional information pertaining to graduate grading can be found on COGA's pages for the Credit/No Credit Option, Incomplete Grades, and Graduate GPA.

Related Policies:
- University Senate Rules & Regulations
- Grading
- Academic Probation
- Dismissed Enrollment
- CLAS Regulations on Probation and Dismissal
**Time limits**
The University expects that master’s degree should typically be completed in two (2) years of full-time study, the doctorate degree in five (5) years of study, and both the master’s and doctorate together in six-seven (6-7) years of study.
Students who anticipate exceeding these targets should review the information in the link above and in the policies below, as well as consult with their program advisor to create a timeline for degree completion. In order to support this process, COGA offers DGSs and advisors a [Mentoring Agreement Template](#) to use and/or adapt to their own needs. The template may be used with students in danger of going beyond the program’s expected time limits, or simply as an advising tool for all their students. It is especially useful for doctoral students in the dissertation phase.

**Related Policies and Forms:**
- [Master’s Degree Time Constraints](#)
- [Doctoral Degree Time Restraints](#)
- [Doctoral Program Profiles with Time To Degree Information](#)
- [Graduate Degree Completion Agreement](#) (PDF)
- [Mentoring Agreement Template](#) (Doc)

**Leaves of Absence**
In exceptional circumstances (e.g. cases of illness, emergency, financial hardship, military leave, to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals) it may be necessary for graduate students to take a break from their program temporarily, without having to withdraw entirely from the program. An approved leave of absence 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 via a University petition. University petitions must first be approved and supported at the program level, so students wishing to initiate the petition process should first consult with their Director of Graduate Studies and review their department’s internal petition procedures. Units or the Director of Graduate Study may request documentation to support the student’s need for a leave of absence; however, the only document that COGA requires for the petition is the Leave of Absence Petition form, linked below.

Related Policies and Forms:
- Leaves of Absence
- Leave of Absence Petition Form (PDF)

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

- Master's Exam/Thesis Defense for Master's degree
- Doctoral Comprehensive Oral Exam
- Doctoral Final Exam/Dissertation Defense

Before a student is allowed to sit for any of these three exams, pre-approval from COGA is required. This approval must be sought by the department at least two weeks prior to the exam date. COGA checks to ensure that the student has fulfilled certain University requirements. The full list of requirements that COGA checks for may be found via the link in the heading above. Students should work with their departments well in advance of their planned exam date, to schedule their exams in a timely fashion and to ensure that all University policies relating to oral exams are being followed.
In many cases, programs may have additional exams, such as a written pre-qualifying exam. Exam pre-approval by COGA applies ONLY to the oral portions of the three exams listed above. The following are University policies pertaining to these oral exams:

**Oral Exam Committee Composition**

For all oral exams, the committee members must be appointed members of the Graduate Faculty of KU. In addition, a majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty holding regular graduate faculty or, in the case of doctoral committees, dissertation faculty status in the candidate’s department/program of study.

Many additional restrictions apply, especially for doctoral exam committees. Master’s and doctoral students should carefully review the University policies pertaining to exams, as well as consult with their Director of Graduate Studies when forming an exam committee.

**Oral Exam Attendance (Physical Presence)**

The Oral Exam Attendance policy describes rules for physical versus mediated attendance (e.g. Skype or phone) at oral exams.

In all cases, a majority of committee members must be physically present with the student for an exam to commence. Both the chair and outside member (for doctoral exams) must form part of this majority. In cases where the student prefers that all committee members are physically present, the student's preference shall be honored.

Master’s and doctoral students should carefully review the policies below, as well as consult with their Director of Graduate Studies in the formation of an oral exam committee.

**Related Policies and Forms:**

- Master’s Student Oral Exam Committee Composition
- Doctoral Student Oral Exam Committee Composition
- Oral Exam Attendance
- Graduate Faculty Appointments
DOCTORAL DEGREE REQUIREMENTS
In addition to the student’s individual Ph.D. program’s degree requirements, the following are University requirements for graduation with a Ph.D. at KU.

Residency Requirement
Two semesters, which may include one summer session, must be spent in full-time resident study at the University of Kansas. During this period of residence, fulltime involvement in academic or professional pursuits may include an appointment for teaching or research if the teaching/research is directed specifically toward the student’s degree objectives.

Related Policies and Forms:
- Doctoral Program Time Constraints

Continuous Enrollment for Post-Comprehensive Students
During the semester in which the comprehensive exam is completed and each semester or session that follows, doctoral candidates must enroll in at least 6 credit hours per semester and 3 credit hours per summer session until all requirements for the degree are completed OR until 18 post-comprehensive hours have been completed, whichever comes first. At least one of these credit hours each semester must be a dissertation hour (or an approved dissertation equivalent).

During the semester in which the student will complete this requirement, enrollment may be dropped to only the number of hours required to complete the 18. For example, if a student is entering the Fall semester having completed 15 post-comprehensive hours, he or she need only enroll in 3 credit hours.
After fulfilling the post-comprehensive enrollment requirement, enrollment may be reduced to as little as 1 dissertation hour per semester or summer session up to and including the semester of graduation. Students are strongly advised to closely review the University regulations on continuous enrollment for post-comprehensive students (found in the above heading or the policy links below). Failure to properly comply with the policy could result in additional enrollment requirements and tuition expense near the end of your degree program.

Post-comprehensive enrollment requirements also apply to students with GTA/GRA/GA appointments, but these students must be certified to drop their enrollment levels. To become certified, the student or department staff should complete and submit to COGA the Certification of Eligibility to Enroll in Fewer Than Six Hours form (found below) prior to the beginning of the semester in which the enrollment will drop below 6 hours.

Related Policies and Forms:
- Doctoral Program Time Constraints
- Doctoral Candidacy
- GTA/GRA Certification of Eligibility to Enroll in Fewer than Six Hours

GRADUATE CERTIFICATE REQUIREMENTS
The University offers a variety of Approved Graduate Certificate Programs to encourage current graduate students to pursue interdisciplinary study. Certificate programs also provide an option for a coherent course of advanced study for those not ready to commit to a full degree program. There are certain restrictions on the timing of admissions to a Graduate Certificate program and the granting of credit for courses completed. Students whose interests or career goals may be served by a Graduate Certificate should familiarize themselves with the University’s policies relating to Certificate programs (found below) early in their graduate career, in addition to individual certificate program requirements.
Related Policies and Forms:

- Graduate Certificate Programs: Eligibility and Admission Criteria
- Policies & Procedures for Graduate Certificate Programs

GRADUATION REQUIREMENTS (M.A. & Ph.D.)
In addition to all program requirements, students planning to graduate must complete all University graduation requirements prior to the published Graduation Deadline in a given semester. Students should consult the current Academic Calendar for the published Graduation Deadline, which varies by semester.

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

M.A. DEGREE GRADUATION CHECKLIST
PH.D. DEGREE GRADUATION CHECKLIST

Submission of the final draft of the thesis or dissertation is done electronically. Students must comply with all University requirements for formatting and electronic submission of the thesis or dissertation. There is no University requirement that students provide a bound or printed copy of the draft.

Students who have concerns or questions about fulfillment of graduation requirements may arrange for a Graduation Appointment with the College Office of Graduate Affairs (COGA) following the defense or final exam and in advance of the applicable Application for Graduation deadline. While this appointment is not a requirement, it can be useful to review all degree requirements with a COGA staff member, verify that the Application for Graduation and Thesis/Dissertation submissions have been completed, and receive guidance on any pending items.

GRADUATE STUDIES FUNDING OPPORTUNITIES
The Office of Graduate Studies offers funding opportunities in several different categories. Students interested in applying should direct
inquiries to the department’s Director of Graduate Studies or to the Office of Graduate Studies. Some of the available funding includes:

Dissertation Fellowships: intended for doctoral students who have passed their comprehensive examinations; for one academic year, non-renewable.

Summer Fellowships: intended primarily for doctoral students.

Graduate Scholarly Presentation Travel Fund: intended for graduate students presenting a paper at a national or regional meeting of a learned or professional society. A student may receive an award ($500) only once, and funds are available on a first-come, first-served basis.

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

Your unit’s Director of Graduate Studies, Graduate Advisor, or Graduate Coordinator/Administrator is your first stop for any questions related to graduate study or requirements. If you would like to research an issue in advance of speaking with your department or if you still have questions, the following offices can provide assistance:

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

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

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

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

Graduate Admissions (Within the Office of Graduate Studies)
Contact Graduate Admissions for questions regarding, KU Online Application for Graduate Study, ADMIT system / Prospect, English proficiency requirements, and official transcripts.

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

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

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

Center for Teaching Excellence (CTE)
The Center for Teaching Excellence (CTE) is a University office dedicated to assisting instructors, including GTAs, to develop effective instructional techniques. The expert staff of CTE can introduce instructors to the pedagogical technology available at the University and help instructors develop new approaches to teaching. CTE specialists
work with instructors individually, and also offer a diverse array of workshops and discussions. They also can guide instructors to useful scholarly literature on the subject of college teaching and learning.