

University of Kansas

Department of Sociology

## MANUAL OF GRADUATE STUDY

**Students are responsible for informing themselves of the requirements of the Department of Sociology and the University of Kansas described in this manual.  
Please direct any questions to the Director of Graduate Studies or Graduate Academic Advisor.**

Effective Fall 2019

*\*Students entering prior to **Fall 2018** may also need to refer to the [previous Graduate Manual \(Fall 2017\)](#) for specific course requirements & deadlines.  
Please see the Director of Graduate Studies or Graduate Academic Advisor for special questions.*

## Table of Contents

I. Admission to the Graduate Program.....	4
II. Steps to the Ph.D.....	5
Step 1: Getting a Master’s Degree	
A. Faculty Advising.....	5
B. Course Enrollment.....	5
C. Time Limits.....	5
D. Portfolio.....	5
E. Master’s Thesis.....	6
F. Non-Thesis Terminal M.A. Degree.....	6
Step 2: Towards the Ph.D. Degree	
A. Admission to the Ph.D. Level.....	7
B. Advising.....	7
C. Course Enrollment.....	8
D. Course Requirements.....	8
E. Time Limits.....	8
F. Portfolio.....	9
G. Research Skills and Responsible Scholarship.....	9
H. Areas of Specialization.....	9
I. Comprehensive Oral Exam & Defense of Ph.D. Proposal.....	10
J. Dissertation.....	11
K. Final Oral Examination.....	11
L. Final Submission of the Dissertation.....	12
III. The Dual-Title Sociology-Gerontology Ph.D. Degree	
A. Admission to the Dual Title. Program.....	12
B. Advising.....	12
C. Course Enrollment.....	13
D. Course Requirements.....	13
E. Time Limits.....	13
F. Portfolio.....	13
G. Research Skills and Responsible Scholarship.....	13
H. Areas of Specialization.....	13
I. Comprehensive Oral Exam & Defense of Ph.D. Proposal.....	14
J. Dissertation.....	14
K. Final Oral Examination.....	14
L. Final Submission of the Dissertation.....	14
IV. Rules Covering Progress and Departmental Financial Support	
A. Academic Probation.....	14
B. Dismissal from the Graduate Program.....	14
C. Incompletes.....	14
D. Departmental Financial Support.....	14
V. Advising, Petitions and Annual Review	
A. Faculty Advisor.....	15
B. Annual Review.....	16
C. Petitions for Waiver of Rules and Requirements.....	16

VI. Policies for Access to University Resources .....	17
Appendix A. Courses Satisfying Degree Requirements .....	18
Appendix B. The Professional Portfolio.....	19
VII. University Policies and Degree Requirements .....	20
VIII. Key Offices at KU.....	29

## **I. ADMISSION TO THE GRADUATE PROGRAM**

The department offers a doctoral program in sociology and students are admitted with the expectation of earning the Ph.D. Please see **Section VII: University Policies and Degree Requirements** for university level admission requirements. Prerequisites for admission to the program are at least 15 previous hours of sociology, including one course each in sociological theory, and one course in statistics. Applicants are also required to submit: scores on the verbal, quantitative, and analytical sections of the Graduate Record Examination (GRE); three letters of reference from previous instructors; all transcripts from previous institutions, and a personal statement of interest.

Students who have earned a thesis-based master's degree in sociology at a university other than the University of Kansas may be admitted to the program at the Ph.D. level if the Graduate Studies Committee concludes that they have done sufficient graduate-level coursework in sociology and if their master's thesis meets the standards for such work at the University of Kansas. Students who enter the Ph.D. program with a master's degree from another university must petition the Graduate Studies Committee if they wish to have any of the courses completed in that graduate program accepted in meeting our Ph.D. course requirements. Complete application instructions are on our webpage: <http://sociology.ku.edu/grad-admission>.

Dual-Title Sociology/Gerontology Degree: Students who have earned their master's degree at the University of Kansas or elsewhere and are accepted into the sociology doctoral program may, after completing one semester of study in good standing, apply for admission to a dual-title sociology and gerontology degree program, discussed in Section III of this Manual.

International Applicants are required to meet the criteria and submit the materials stated above. Applicants who have studied in universities in other countries must submit a brief description of their major programs of study, their university's grading scale, and their rank relative to other students.

Non-native speakers of English must also demonstrate English proficiency by submitting scores on either the Test of English as a Foreign Language (TOEFL), the Academic Format of the International English Language Testing System (IELTS), or the Academic version of the Pearson Test of English (PTE Academic). The Department of Sociology requires applicants to score at least 550 on the TOEFL paper-based exam, 79 on the internet-based TOEFL exam, 213 on the computer-based TOEFL exam, a minimum overall score of 6.5 on the IELTS, or 58 overall on the PTE to qualify for *admission*. The university has additional score requirements for *employment* as a graduate teaching or research assistant (GTA or GRA). Please see **Section VII: University Policies and Degree Requirements** for university level English proficiency requirements.

## II. STEPS TO THE PH.D DEGREE

Qualifying for a Ph.D. from the Department of Sociology requires that students complete a sequence of steps. Students must complete all required coursework, write and successfully defend an M.A. thesis, complete the requirements in two areas of specialization, write and defend a proposal for a doctoral dissertation, and successfully complete and defend the doctoral dissertation.

### STEP 1: THE M.A. DEGREE

A. Faculty Advising. Incoming graduate students will be assigned to an initial academic advisor selected by the Graduate Director. The Graduate Director serves as the general supervising advisor for all students. Students must choose a principal faculty advisor during their first semester of enrollment in the graduate program and inform the Graduate Director of their selection by completing the Advisor/Committee Agreement Form (available [online](#)). For M.A. students, the advisor should also be the chair of their thesis committee. See Section V. A. for full advisor change procedure and policies. Each year in January students must develop a plan of study for the M.A. in consultation with their advisor. A statement of this plan, updated and revised as needed, must be submitted to the Graduate Studies Committee for review every year. The plan of study form is available on [Blackboard](#) in the Sociology Graduate Students course.

B. Course Enrollment. All pre-M.A. students must enroll in 9 credit hours of coursework per semester until they complete the M.A. requirements. This enables students to complete the 36 hours of graduate credit required for the M.A. degree within four semesters. During their first semester all students are required to enroll in three graduate courses, and those with GTA appointments are required to enroll in SOC 893 (Leading Discussion Sections in Sociology). All new graduate students are required to participate in the Proseminar, a series of four to five meetings to acquaint them with the department and faculty. Pre-M.A. students are required to enroll in SOC 810 (Sociological Inquiry) in their second semester in the program and SOC 811 (Sociological Research) in their third semester in the program, and 3 thesis hours (SOC 899). In addition, pre-M.A. students are required to complete 9 additional Sociology graduate courses, including SOC 812 and one additional graduate-level course in sociological methods, and two graduate-level courses in sociological theory. Individual Master's Readings courses (Sociology 891) may not be used to meet these requirements except by approved petition. See **Section V. C. Petitions for Waivers of Rules & Requirements** for a comprehensive listing of course petition requirements and limitations. A full list of the courses that satisfy the theory, methods, and substantive seminar requirements may be found in **Appendix A**.

International students may be subject to additional enrollment requirements per the terms of their visa, and should always consult [ISS](#) with questions about maintaining legal status.

C. Time Limits. Students must complete all requirements for the M.A. degree no more than four semesters from the time of their first semester of graduate enrollment. **(i.e. Enter in Fall 2018, M.A. due by end of Spring 2020.)** Students are required to meet the deadlines specified above if they wish to be considered for departmental financial support. Failure to meet these deadlines may result in loss of funding or dismissal from the graduate program.

D. Portfolio. From their first semester in the graduate program, students will start to prepare a professional portfolio of their graduate work. The portfolio should be a bookmarked PDF document so that it may be accessible to faculty for evaluation (see **Appendix B**). For pre-M.A. students, the portfolio must contain the following items (minimum): a table of contents, curriculum vitae, the syllabi and

written work from all graduate courses including research papers, examinations and annotated bibliographies, master's thesis proposal, master's thesis, and any conference papers, grant proposals or published works. The portfolio may also contain the following items if students and their committees find them helpful as evidence of students' command of a given field: syllabi of courses taught or proposed, book reviews, op-ed pieces, and web-site designs. Portfolios must be submitted each January to student's advisor and the Graduate Academic Advisor.

E. M.A. Thesis. Besides completing the required coursework, students must prepare and defend an M.A. thesis. The purpose of the M.A. thesis is to train students in writing, conceptualization and research. Defense of the thesis includes a general examination on relevant themes of sociological theory and research. The student's chosen advisor is chair of the M.A. advisory committee, which must include a total three graduate faculty members, including at least two from the sociology department. Students must secure the agreement of each faculty member to serve on the committee and notify the Director of Graduate Studies of the composition of the committee by completing the Advisor/Committee Agreement Form (available [online](#)) during their first year of enrollment. Students must then develop, in consultation with the committee, a proposal for the M.A. thesis. This proposal must be approved by the committee, and this approval must be formally recorded.

Students must then complete the thesis to the satisfaction of the committee and pass an oral defense of the thesis and a general examination on the major subject. The oral defense and the general examination take place on the same occasion. The general examination is a requirement of the university, and pre-approval to schedule the examination must be received from the College Office of Graduate Affairs (COGA) before the examination is given.

The Department of Sociology requires the thesis draft to be submitted to the committee no less than thirty days prior to the anticipated defense date. This requires students to schedule the defense date *prior* to circulating the approved draft to the committee members, upon approval of the chair of the committee, to ensure that the committee has the requisite 30 days for reading and feedback. The last date to defend allowed by the department will be one week prior to the university's graduation deadline for the given term. Defenses are not normally approved to take place outside of Fall and Spring semesters.

No student can attempt a thesis defense and a general M.A. examination more than twice; a second failure on the defense and examination requires that the M.A. committee chair report this fact to the Graduate Studies Committee to deliberate on the possible dismissal of the student from the program.

After the thesis has been approved by the M.A. committee and the defense has been completed successfully, students must meet the university's graduation requirements, see **Section VII: University Policies and Degree Requirements**. Students must also submit a paper copy of the thesis to the department with the original signatures of the advisor and the two committee members on the title page within one semester of graduation. Some students also prepare a bound copy for the thesis advisor, but this is not required. The department's copy must be bound in spiral or book binding style. Completion of these requirements leads to the M.A. degree, which normally allows the student to proceed to doctoral study.

F. Non-Thesis Terminal M.A. Students who do not wish to continue on to the Ph.D. and who do not complete an M.A. thesis may be awarded a terminal M.A. if they fulfill the following requirements within four semesters of first enrollment in the graduate program: completion of 30 hours of graduate coursework, not including thesis hours, but including SOC 810 (Sociological Inquiry) and 9 additional Sociology graduate courses, including SOC 812 and one additional graduate-level course in sociological

methods, and two graduate-level courses in sociological theory. For students pursuing the non-thesis option, SOC 811 may be counted as a methods course. Individual Master's Readings courses (Sociology 891) may not be used to meet these requirements except by approved petition. See **Section V. C. Petitions for Waivers of Rules & Requirements** for a comprehensive listing of course petition requirements and limitations. A list of the courses which satisfy the theory, methods, and substantive seminar requirements may be found in **Appendix A**.

Non-thesis students must also pass a final oral examination over their coursework. To prepare and defend a non-thesis M.A., students must set up an advisory committee and designate a committee chair. Students must secure the agreement of each committee member and must notify the Director of Graduate Studies of the composition of the M.A. committee by completing the Advisor/Committee Agreement Form (available [online](#)). The student's advisor serves as chair of the examining committee and selects two additional faculty members to serve on the committee. The oral exam must be scheduled at least 30 days in advance. The oral examination may be taken twice; a second failure on the oral examination requires that the M.A. committee chair report this fact to the Graduate Studies Committee to deliberate on the possible dismissal of the student from the program.

## STEP 2: TOWARDS THE PH.D DEGREE

A. Advancement to the Ph.D. Level. Students who have received an M.A. degree and completed a thesis from the Department of Sociology may pursue the Ph.D. degree by obtaining unanimous approval from members of their M.A. committee for advancement into the Ph.D. level of the program. After the thesis defense, each committee member will complete and submit to the Director of Graduate Studies a recommendation for advancement to the Ph.D. level of program. In addition, students who have completed the M.A. and wish to continue to the Ph.D. level of the program must submit a 2-3 page letter of interest to the Director of Graduate Studies and a copy of their completed thesis. Students who have earned a thesis-based master's degree in sociology at another university may be admitted to the graduate program at the Ph.D. level if they completed a thesis, which, according to the Graduate Studies Committee, meets the standards for such work at the University of Kansas.

After completing one semester in good standing in the sociology program, students are eligible to apply for the dual-title sociology-gerontology Ph.D. program. Further details are in **Section III** of this manual.

B. Student Advising for the Ph.D. Degree. Newly admitted students will be advised during their first semester of enrollment by an initial academic advisor selected by the Director of Graduate Studies but must choose a principal faculty advisor by the end of their first semester in the program and inform the Director of Graduate Studies in writing of their selection by completing the Advisor/Committee Agreement Form (available [online](#)). Continuing students will be advised by the faculty member previously selected to serve as their principal academic advisor. The Graduate Director serves as the general supervising advisor for all students. See Section V. A. for full advisor change procedure and policies.

Each year, students must develop a plan of study for the Ph.D. in consultation with their advisor. A statement of this plan, and any subsequent significant revisions, must be submitted to the Graduate Studies Committee for review every January by completing and updating the Graduate Student Plan of Study, available on [Blackboard](#) in the Sociology Graduate Students course. Within one month of the completion of the Oral Comprehensive Exam and dissertation proposal defense, the student must work with his/her advisor to complete the Dissertation Mentoring Agreement, establishing the timeline for completion of the dissertation, and outlining expectations for both the student and advisor as to

turnaround time on feedback, frequency of meetings, nature and extent of comments/suggestions for revision, etc. The Dissertation Mentoring Agreement should be submitted to the Graduate Academic Advisor. It must be revisited and revised annually, and submitted along with the Plan of Study.

C. Course Enrollment. All Ph.D. students are required to enroll in 9 credit hours of coursework per semester for the first four semesters of enrollment in the program. During their first semester all students are required to take three graduate courses, and those with GTA appointments are required to enroll in SOC 893 (Leading Discussions in SOciology). All new graduate students must participate in the Proseminar to become acquainted with the department and faculty. After completing the oral comprehensive examination and defense of the dissertation proposal, students are required to adhere to the university's Post-Comprehensive Enrollment Policy. See **Section VII: University Policies and Degree Requirements.**

D. Course Requirements. Ph.D. students are required to complete Sociology 810 (Sociological Inquiry), SOC 995 (Professionalization Proseminar), and 14 graduate courses in Sociology, including three graduate-level theory courses and three graduate-level research methods courses. For those who completed the thesis-option M.A. in the Department of Sociology at the University of Kansas, the graduate-level theory, methods, and substantive seminars taken while earning the M.A. count toward meeting these requirements. Students who do not complete Sociology 812 (Analytical Methods) at the master's level are required to do so at the Ph.D. level. Students who completed Sociology 810 (Sociological Inquiry) at the master's level can repeat the course at the Ph.D. level. Individual Doctoral Readings courses (Sociology 991) may not be used to meet these requirements except by approved petition. A list of the courses which satisfy these requirements may be found in **Appendix A.** With a letter of support from their faculty advisor, students may petition the Director of Graduate Studies to have one or more of these requirements waived.

Students who earned a master's degree at a university other than the University of Kansas or a field other than sociology must petition to get credit for graduate course work previously completed. The petition form, available [online](#), must be accompanied by the syllabus from the graduate course the student wishes to receive credit for, their grade in the course and, when possible, the final work product (e.g., written essays, exams, research papers) from the course.

Students are strongly encouraged to fulfill all theory and methods requirements through sociology courses, though exceptions may be made through petition in some cases. (See **Section V. C. Petitions for Waivers of Rules & Requirements** for a comprehensive listing of course petition requirements and limitations.)

E. Time Limits. All course requirements for the Ph.D. must be completed within the first 5 semesters of enrollment at the Ph.D. level, after completion of the M.A.

Students completing *both the M.A. and Ph.D.* levels of the program are required to demonstrate command of their first area of specialization within 2 semesters of first enrollment at the Ph.D. level (**i.e. Enter FA18, due by end of SP19**), and of a second area within 4 semesters of first enrollment at the Ph.D. level (**i.e. by end of SP20**). After having demonstrated command of the second area, students have 2 semesters to complete an oral comprehensive examination and defend a dissertation proposal (**i.e. due by end of SP21**).

Students completing *only the Ph.D.* are required to demonstrate command of their first area of specialization within 4 semesters of first enrollment at the Ph.D. level (**i.e. Enter FA18, due by end of**

SP20), and of a second area within 6 semesters of first enrollment at the Ph.D. level (**i.e. by end of SP21**). After having demonstrated command of the second area, students have 2 semesters to complete an oral comprehensive examination and defend a dissertation proposal (**i.e. due by end of SP21**).

Students are **required** to meet the deadlines specified above if they wish to be considered for departmental financial support. Failure to meet these deadlines may result in loss of funding eligibility or dismissal from the graduate program.

The Sociology Department's *recommended* time to complete the Ph.D. is 7 years for students who complete both the M.A. and Ph.D., or 5 years for students who enter the program at the post-M.A. level. See **Section VII: University Policies and Degree Requirements** for university time limits.

F. Portfolio. From their first semester in the graduate program, doctoral students will prepare a professional portfolio of their graduate work. The portfolio should be a bookmarked PDF document so that it may be accessible to faculty for evaluation (see **Appendix B**). For students at the Ph.D. level, the professional portfolio must contain the following items: a table of contents, a curriculum vitae, master's thesis, the syllabi and written work from all courses including research papers, take-home examinations and annotated bibliographies, master's thesis, Area Specialization Dossiers (ASDs), dissertation proposal, and any published works, conference papers and grant proposals. It may contain the following items if students and their committees find them helpful as evidence of a student's preparation: syllabi of courses taught or proposed, book reviews, op-ed pieces, and web-site designs. The professional portfolio must be submitted to the student's advisor and the Graduate Academic Advisor each year. Post-Oral Comp students must submit one final professional portfolio including the dissertation proposal.

G. Research Skills and Responsible Scholarship (RSRS) Requirement. This requirement is satisfied by the completion of SOC 810 and three methodology courses, including SOC 812. For pre-M.A. students, SOC 811 is also required. A list of the courses which satisfy the methods requirement is available in **Appendix A**. Additional information about the RSRS requirement can be found in the Office of Graduate Studies section of the [Academic Catalog](#).

H. Areas of Specialization. Students demonstrate their command of two areas of specialization in sociology and their preparation to undertake dissertation research by creating artifacts to be part of their professional portfolios. Two sections of the professional portfolio are designated as Area Specialization Dossiers (ASDs) and devoted to materials that demonstrate mastery in the students' specialty areas. During their first semester at the Ph.D. level, students must select a chair and establish a committee for their first ASD. After securing the agreement of each person to serve on the committee, the student must notify the Director of Graduate Studies in writing of the composition of the committee by completing the Advisor/Committee Agreement Form (available [online](#)). Committee membership may not change after the ASD has been submitted for formal review. The committee must be comprised of three members of the graduate faculty, at least two of whom are from the Department of Sociology. By the end of their first semester at the Ph.D. level, students must submit to the Director of Graduate Studies a one-paragraph statement signed by the student and all committee members outlining the field to be covered. The first ASD by the end of the second semester for students completing both the M.A. and Ph.D., or by the end of the fourth semester for students completing only the Ph.D.

Within one semester of completion of the first ASD, students should establish a committee and designate a chair for their second ASD, securing the agreement of each person to serve on the committee and notifying the Director of Graduate Studies in writing of the composition of the committee by completing the Advisor/Committee Agreement Form (available [online](#)). Committee membership may

not change after the ASD has been submitted for formal review. The committee must be comprised of three members of the graduate faculty, at least two of whom are from the Department of Sociology. Within one month of forming the committee, students must submit to the Director of Graduate Studies a one-paragraph statement signed by the student and all committee members outlining the field to be covered. The second ASD must be completed before the end of the fifth semester at the Ph.D. level.

Students will demonstrate their competency in their chosen areas by receiving a satisfactory grade (B or higher) in a minimum of two courses in each area and placing materials from those courses in their ASD. At least one of the two ASDs will include a ***Critical Review Essay (CRE)***. An ASD will be a part of the student's professional portfolio. Materials in the ASD may include conference papers/presentations, exams/essays/research papers written or published, original course syllabi, completed research proposals, or papers submitted to a journal for review. ASDs are to be electronic documents formatted as a bookmarked PDF file. All committee members will review the ASD and indicate whether it shows evidence of competency in its field of sociology. If the committee deems all or sections of the ASD to be "unsatisfactory" the student is allowed one opportunity for revision; a second failure requires that the student's advisory committee report this fact to the Graduate Studies Committee for consideration for dismissal from the program. A list of courses which satisfy requirements for substantive areas is available from the Graduate Academic Advisor.

At least one ASD must include a ***Critical Review Essay*** that is no longer than 10,000 words (40 pages) in length, excluding the bibliography and cover page with committee members signatures. The CRE is a broad assessment of the area, starting with a conceptual mapping of the area that includes its foundational literature, theories, and relevant work produced in the past 10 years. This essay might also highlight the student's specific interest in the area, especially pertaining to their dissertation. Students may refer to the *Annual Review of Sociology* for examples of the style and content of a critical review essay. Another example of the CRE can be found in the ASD of a graduate student in our department [on file with the Graduate Academic Advisor]. CREs should be completed, approved and placed in the relevant ASD before the entire ASD is reviewed. CREs must be submitted to committees for review no later than 30 days prior to the ASD submission deadline in any semester. Faculty committees, through the chair, should provide a decision/feedback on the CRE within 3 weeks of its submission. Students will have one week to make the revisions prior to submission of both the CRE and ASD for final review.

Area Specialization Dossiers are due no later than 30 days before Stop Day on any semester. If a student submits it to the committee later than that date, they cannot expect feedback until four weeks into the next semester counting from the first day of classes. Likewise, faculty committees, through the chair, should be expected to provide a decision/feedback on the ASD within 30 days of submission. Chairs of committees are responsible for organizing and soliciting feedback from other members of the committee and reporting the results to the student and the Director of Graduate Studies/Graduate Academic Advisor. All feedback from committee members should be directed to the committee Chair, and committee members should reach an agreement about the outcome of the ASD before any information is relayed to the student. The Chair will then inform the student of the committee's decision and give appropriate feedback. The Chair will also relay the results to the Graduate Director and/or Graduate Academic Advisor as appropriate. If the committee does not find the ASD acceptable, the student must address its deficiencies and resubmit the ASD within 30 days.

I. Oral Comprehensive Examination and Defense of Dissertation Proposal. Within two semesters of having satisfied the requirements pertaining to the second ASD, students must complete an oral comprehensive examination and defend a dissertation proposal. The oral comprehensive examination (which covers students' two areas of specialization) and the defense of the dissertation proposal take

place within the same examination period. The focus of the examination and defense will be on the feasibility and quality of the proposed research as well as the student's two areas of specialization. To prepare for the exam and defense, students must establish an oral comprehensive exam committee and designate a committee chair. The committee must consist of at least five members, at least four of whom are members of the Sociology Department. Committee membership is expected to be the same as the final dissertation committee. See **Section VII: University Policies and Degree Requirements** for university policy on committee membership. Students must secure the agreement of each person to serve on the committee and notify the Director of Graduate Studies in writing of the composition of the oral comprehensive examination committee by completing the Advisor/Committee Agreement Form (available on [Blackboard](#) in the Sociology Graduate Students course). After the oral comprehensive examination is completed, committee membership can be changed only by written appeal to the Director of Graduate Studies or the Chair of the Department of Sociology. Such change in committee membership cannot be altered less than one month before the scheduled date of the final dissertation defense.

Committee members must be allowed at least 30 days prior to the defense date to read the proposal draft and provide feedback. This requires students to schedule the defense date *prior* to circulating the approved draft to the committee members, upon approval of the chair of the committee, to ensure that the committee has the requisite 30 days for reading and feedback. Oral comprehensive exams may be scheduled during finals week, but are not normally approved to take place outside of Fall and Spring semesters. Upon passing the comprehensive oral examination and the defense of the dissertation proposal, the student becomes a candidate for the Ph.D. degree. The exam may be taken twice; a second failure on the examination requires that the committee chair report this fact to the Graduate Studies Committee to deliberate on the possible dismissal of the student from the program.

To be eligible for a new or continuing GTA appointment, students must meet all deadlines that are specified herein for completing theses, submitting ASDs, and defending dissertation proposals. In addition, students must remove all "Incompletes" in the time period specified (See Section III:C).

J. Dissertation. The candidate must present a dissertation that demonstrates the development, execution, and results of original research. The doctoral dissertation is a coherent, logically organized, scholarly document. Material previously published by the candidate may be incorporated in the dissertation. See the Office of Graduate Studies section of the [Academic Catalog](#) for a full description of the principles that underlie the dissertation. Instructions regarding the proper form of the dissertation, besides those in this document, may be obtained from the Office of Graduate Studies. Completion of the dissertation is the final phase of a doctoral program and is followed by the final oral examination and defense of the dissertation. Upon satisfactory completion of the final oral examination and approval of the dissertation by the dissertation advisory committee, the student proceeds with the submission of the dissertation to the Office of Graduate Studies.

K. Final Oral Examination. When the student and the members of the dissertation advisory committee believe that the dissertation is in final form (i.e., ready for defense) and all other degree requirements have been satisfied, the student and chair of the dissertation committee should schedule the final oral examination and take any steps required to assure the appointment of a committee for the final oral examination by the Office of Graduate Studies. Committee membership is expected to be the same as the Comprehensive Oral Examination committee. Committee membership can be changed only by written appeal to the Director of Graduate Studies or the Chair of the Department of Sociology. Such change in dissertation committee membership cannot be altered less than one month before the scheduled date of the final dissertation defense.

Committee members must be allowed at least 30 days prior to the defense date to read the dissertation draft and provide feedback. This requires students to schedule the defense date *prior* to circulating the approved draft to the committee members, upon approval of the chair of the committee, to ensure that the committee has the requisite 30 days for reading and feedback. The last date to defend allowed by the department will be one week prior to the university's graduation deadline for the given term. Defenses are not normally approved to take place outside of Fall and Spring semesters. The Office of Graduate Studies requires that the announcement of the final oral examination be published in university and community news media. Interested members of the university community are encouraged to attend. The department will report the outcome of the final examination to the Office of Graduate Studies. If a grade of "Unsatisfactory" is reported, the candidate may be allowed to repeat the examination a second time. Failure on the second attempt at the final oral examination will result in the termination of the student from the graduate program.

L. Final Submission of the Dissertation. When the final oral examination has been passed and the dissertation cover sheet has been signed by the members of the dissertation committee, the student must meet the university's requirements for graduation. See **Section VII: University Policies and Degree Requirements**. A paper copy of the signed dissertation must be bound and be given to the Director of Graduate Studies for deposit in the department's dissertation library within one semester of graduation. The department's copy must be hardbound in cloth with the title and author's name on the front cover. The year, title and last name of author should be on the spine. Some students also prepare a bound copy for the dissertation advisor, but this is not required.

### **III. The Sociology & Gerontology Dual Title Degree Program**

The Sociology & Gerontology dual-title degree program is an option available to students who have completed the master's degree, been accepted and enrolled in the doctoral program in the Department of Sociology, and completed a minimum of one semester of course work in good academic standing. This option is designed to appeal to students who are strong in Sociology but also motivated to study across disciplinary lines. The dual-title degree program allows students to pursue a single degree that incorporates study in a traditional discipline and training in an interdisciplinary field. Upon the successful completion of the Ph.D. requirements of both areas, the student is awarded a single degree (Ph.D.) with both titles identified on the diploma ("Ph.D. in Sociology & Gerontology"). At the post-doctoral stage, dual-title degree graduates will have enhanced career and employment opportunities, as they are able to claim expertise in one or both titles of their degree when seeking positions in education and research.

A. Admission to the Dual-Title Program. Students interested in the dual-title program must first be admitted to the Sociology doctoral program. After completing at least one semester in good academic standing at the Ph.D. level, the student is eligible to apply for the Sociology & Gerontology dual-title degree program. The application process is an internal procedure. The student will write a letter requesting admission to the program that outlines their previous studies, academic interests, and proposed plan of study. The letter will be submitted to the Graduate Studies Committees of Sociology and Gerontology, and both must accept the candidate for admission into the program. The Graduate Academic Advisor in Sociology will process a "Change in Plan" PtD Form to move the student from Sociology to the dual-title program. The signed plan of study should be attached to the "Change in Plan" PtD Form and submitted to the College.

B. Faculty Advising. To ensure integration of the fields in regard to coursework, examinations, and dissertation, the student's principal faculty advisor must be a faculty member in both fields; or, if this is

not possible, the student must have co-advisors from each of the two fields. Students should confer with their advisor(s) each year in developing a plan of study for their degree. This plan of study must be submitted to the Sociology Graduate Studies Committee for review every January. The plan of study form is available on [Blackboard](#) in the Sociology Graduate Students course.

**C. Course Enrollment.** Dual-title degree doctoral students are required to enroll in at least 9 credit hours per semester for at least the first four semesters of enrollment in the program. After completing the oral comprehensive examination and defense of the dissertation proposal, students are required to adhere to the university's Post-Comprehensive Enrollment Policy. See **Section VII: University Policies and Degree Requirements**.

**D. Course Requirements.** Students pursuing the dual-title degree must complete the required coursework for the doctorate in Sociology and the required coursework for the doctorate in Gerontology. It is the responsibility of the student to acquire a thorough understanding of the requirements in both programs. Many theory, methods, and content courses for each side of the pairing can jointly fulfill requirements for both programs in the dual-title degree. Nonetheless, the dual-title student may require an additional semester to fulfill requirements in both programs.

Course requirements for doctoral study in Sociology and in Gerontology are described in detail in each program's respective graduate student handbooks. For your convenience, the combined course requirements for both fields require 51 credit hours (excluding dissertation hours), as listed below:

- Multidisciplinary Perspectives on Gerontology & Aging (3 hours)
- Sociology 810 (3 hours)
- 3 Sociological Theory Courses (9 hours, See **Appendix A**)
- 4 Research Methods (12 hours; 6 must be in advanced statistics, including SOC 812).
- Other Courses (24 hours; at least 6 of these hours must be in core courses in Gerontology selected from the following areas: biology of aging, psychology of aging, social gerontology; at least 9 hours must be Sociology substantive seminars).

For students who completed the thesis-option M.A. in the Department of Sociology at the University of Kansas, the graduate level theory, methods, and sociology substantive seminars taken while earning the M.A. count toward meeting these requirements. Students who earned their M.A. degree at a university other than the University of Kansas must petition to get credit for graduate course work previously completed. (See Section **V.C.** of this manual.)

**E. Time Limits.** (See Section. **II.2.E.** of this manual.) Students pursuing the dual-title degree may be given, if necessary, an extra semester for completing the stated requirements.

**F. Portfolio.** (See Section. **II.2.F.** of this manual.)

**G. Research Skills and Responsible Scholarship.** (See Section. **II.2.G.** of this manual.)

**H. Areas of Specialization Dossier (ASD).** (See Section. **II.2.H.** of this manual). One of the two area specialization dossiers for students in the dual-title program will be Life Course & Aging. The program requires a written preliminary examination, which should be included with other work the student has completed in field and placed in the ASD section of the Portfolio. Students should carefully read the Student Handbook available in from the Gerontology program to become familiar with the written exam procedure. The second ASD may or may not include a critical review essay, at the discretion of the student's committee. (See Section. **II.2.H** of this manual for further explanation and a description of critical review essays).

I. Oral Comprehensive Examination and Defense of Dissertation Proposal. Within one semester of having satisfied the requirements pertaining to the second ASD, students must complete an oral comprehensive examination and defend a dissertation proposal. The oral comprehensive examination will cover both of the student's areas of specialization and a dissertation proposal defense. The focus of the examination and defense will be on the feasibility and quality of the proposed research as well as the student's two areas of specialization. To prepare for the examination and defense, students must establish an oral comprehensive exam committee that includes two faculty members from the Sociology Department, two faculty members from Gerontology, and one outside member affiliated with neither program. From additional information, students are referred to the Gerontology's graduate studies manual and Section. **II.2.I.** of this manual.

J. Dissertation. The candidate must present a dissertation that demonstrates the development, execution, and results of original research. The doctoral dissertation is a coherent, logically organized, scholarly document. For further information about the dissertation, please see the Gerontology program graduate manual, Section. **II.2.J.** of this manual, and the Office of Graduate Studies section of the [Academic Catalog](#) for a full description of the principles that underlie the dissertation.

K. Final Oral Examination. (See Section. **II.2.K.** of this manual.)

L. Final Submission of the Dissertation. (See Section. **II.2.L.** of this manual.)

#### **IV. RULES COVERING PROGRESS AND DEPARTMENTAL FINANCIAL SUPPORT**

A. Academic Probation. Students are required to maintain a 3.0 cumulative grade point average to remain in the program. Once a student's cumulative grade point averages fall below 3.0, the student will automatically be placed on Academic Probation. Students are allowed one semester on probationary status. If the cumulative grade point average has not risen to 3.0 at that point, students may be dismissed from the program. Students may also be placed on probation for failing to make satisfactory progress toward the degree. This may include, but is not limited to, failure to make adequate and timely progress on the dissertation or thesis.

B. Dismissal from the Graduate Program. The department is responsible for evaluating the students in its programs to ensure that they are making satisfactory progress toward a degree. If the department finds that a student is not making satisfactory progress due to, but not limited to, cases where the student has run out of time to degree, or the student has neither been enrolled nor received an approved leave of absence for two consecutive semesters, or academic misconduct has occurred, the program may recommend to the College of Liberal Arts and Sciences that the student be dismissed from the program.

C. Incompletes. Receiving a grade of "Incomplete" in a course may be regarded as an indication of inadequate progress in the program. Students should not take an incomplete grade unless it is absolutely unavoidable (i.e. due to serious illness, accident, etc.). Students may have up to one semester to remove an incomplete grade. Failure to remove an incomplete grade may disqualify students for departmental financial support and may result in dismissal from the graduate program.

D. Departmental Financial Support. It is the goal of the department to support as many graduate students as possible during their graduate studies. In order to come as close as possible to this ideal, it is often necessary to limit the amount of support provided any one student. One of the primary ways that the department supports graduate students is through their appointments as Graduate Teaching Assistants (GTAs). In selecting students for positions as GTAs, departmental need shall be the first consideration. In addition, the following criteria will also be considered with no particular priority: the

student's record as a teacher, progress in the program, record as a student, evidence of seeking support outside the department, and extent of past support provided by the university. Students must maintain satisfactory academic progress as defined by the Department of Sociology to remain eligible for GTA funding. This includes, but is not limited to, maintaining a cumulative GPA of 3.50 or higher, passing all courses required for the degree, resolving Incomplete grades in a timely manner, and meeting the time limits for completing the M.A. and Ph.D. degrees as described above (Section II, Step 1, Paragraph C and Section II, Step 2, Paragraph E). Failure to meet any or all of these requirements may result in loss of renewability of the student's GTA offer and/or loss of all future eligibility for GTA funding through the Department of Sociology. All instances of a student failing to meet these requirements will be reviewed on a case-by-case basis by the Sociology Graduate Studies Committee. Consequences may vary depending on the student's individual circumstances.

Most GTA appointments are for one academic year. Students indicate their interest in obtaining and/or continuing funding each year in the Plan of Study, and each year all students who apply for funding are evaluated by the Graduate Studies Committee. Students entering the program at the pre-M.A. level may be permitted up to five years of Graduate Teaching Assistantship funding from the department, excluding summers. Students entering the program post-MA may be permitted up to four years of GTA funding from the department, excluding summers. GTA funding from the department beyond these time limits is rarely awarded. Such additional funding is only available on the basis of departmental need to students whose progress to degree and teaching performance are satisfactory.

All half-time (.50) GTAs appointed in the Department of Sociology are required to enroll in Sociology 893, Leading Discussion Sections in Sociology, for two consecutive semesters beginning with the first semester in which they holding a GTA appointment. Further enrollment in Sociology 893 is required for GTAs assigned to Sociology 104. Credit hours earned in Sociology 893 do not count toward a graduate degree in sociology.

## **V. ADVISING, PETITIONS, AND ANNUAL REVIEW**

**A. Faculty Advisor.** On admission, students will be advised by an initial academic advisor, appointed by the Director of Graduate Studies, in regard to such matters as course enrollment, committee formation, preparation of the portfolio, and the annual review. By the end of the first semester in the graduate program, students are required to choose a principal faculty advisor and inform the Graduate Director of their selection by completing the Advisor/ Committee Agreement Form (available [online](#)). Any change of advisors must also be noted in this fashion. Students should confer regularly with their faculty advisor regarding their progress in the program. Students are required to record the name and obtain a signature of their faculty advisor on their annual plan of study which is included in their departmental files. The Graduate Director serves as the general supervising advisor for all students.

Students may change advisors at any time provided they can identify another regular member of the department's graduate faculty willing to accept the position. It is the student's responsibility identify the new advisor, to notify the DGS at once and in writing of such changes, and to notify the previous advisor of the change by completing the Advisor/ Committee Agreement Form (available [online](#)). When a change of advisor is necessary for reasons beyond the student's control (e.g., a faculty member leaving KU, retiring, or when the advising relationship is no longer productive), the DGS and/or department chair may assist the student in identifying a new advisor if needed. The student also may change any other committee member with the consent of the committee chair. Any faculty member has the right to refuse to chair or serve on any committee.

B. Annual Review. With the advice of their advisor, all students shall submit a plan of study early in January of each year. Students must also submit their professional portfolio each year. Post-Oral Comp students must submit one final professional portfolio including the dissertation proposal. Post-Oral Comp students must also submit the Dissertation Mentoring Agreement, initially within one month after the Oral Comprehensive Exam, then annually along with the plan of study. After review, the Graduate Studies Committee will keep on file these materials for use in regular reviews and evaluation for financial support, GTA appointments, and awards/scholarships. The plan of study outlines the timing, means of preparation, and mode of meeting departmental requirements and other goals of the student. Master's level students in their second year of the program are also required to submit a draft of their thesis with their portfolios for review. The Dissertation Mentoring Agreement establishes the timeline for completion of the dissertation, and outlines expectations for both the student and advisor as to turnaround time on feedback, frequency of meetings, the nature and extent of comments/suggestions for revision, etc. The purpose of the annual review is to ensure prompt consideration of the student's goals in graduate study, frequent consultation with the advisor and committee, effective use of the student's time in the program, and sound professional training.

C. Petitions for Waiver of Rules and Requirements. Exceptions to the rules and requirements of the graduate program may be granted for sufficient reason by the Graduate Studies Committee. Students must petition to waive the rules and requirements stated in this manual, and the petition must be accompanied by written assessment(s) from the student's faculty advisor and, where relevant, the approval of the members of their ASD, master's or dissertation committees. This is to ensure careful consideration of the merits of the proposed change by those working most closely with the student involved. Petitions may be forwarded to the College Office of Graduate Affairs and/or Office of Graduate Studies for final review and approval as necessary when pertaining to College/University level policies.

Petitions based on medical justifications are required to have supporting documentation from a health care professional. This statement can be as simple as a letter from the student's doctor's office stating that he/she is 'being treated', or 'under doctor's care'. The statement MUST NOT include specifics of the condition for which the student is being treated.

Requests for time limit extensions with expected defense or exam dates outside of Spring or Fall semesters will not be considered unless a firm exam or defense date has been set and agreed to by all committee members during the prior Spring/Fall term.

Students may petition to have up to 2 courses waived for Individual Master's Readings (891) or Individual Doctoral Readings (991). Reading hour petitions must include the following materials:

- A syllabus, that includes a full reading list/bibliography to be covered, a description of what the course is about, and the specific goals and outcomes of the class.
- A schedule of regular meetings with the instructor.
- A plan for regular assignments to be turned in to the instructor that demonstrates the student's mastery and understanding of the reading materials, such as annotated bibliography/summary of the readings, and/or series of essay assignments covering the readings.
- A final written product for the class in the form of a term paper or equivalent.

Students admitted at the post-M.A. level who have completed a master's degree in Sociology at an outside institution are permitted to waive up to 1 methods course, 1 theory course, and 2 substantive seminar course requirements. A syllabus and final paper or other major work product are required.

Students admitted at the pre-M.A. level and/or students who have completed a master's degree in a field *other than* Sociology are permitted to waive up to 1 methods course, 1 theory course, and 1 substantive seminar course requirements. A syllabus and final paper or other major work product are required.

All petitions for course waivers for non-Sociology courses must have *significant* sociological content as evidenced by the course syllabus & paper/work product submitted.

Course petitions will only be considered after a course is completed and the final grade has been entered.

Students may not petition to have a course listed as substantive seminar, per **Appendix A** of the Graduate Manual, to count as a theory or methods requirement.

A majority vote of the Graduate Studies Committee is required to grant the petitioned exception. Students at all times may request from the Director of Graduate Studies clarification and elaboration of rules, requirements, and recommendations.

Graduate level (700+) courses taught by KU faculty members with courtesy (also called “affiliate” or “adjunct”) appointments in Sociology may be counted toward degree requirements without a petition to the Graduate Studies Committee, provided that the course is directly relevant to their research (thesis, dissertation, etc.), and their primary faculty advisor approves the course. Students must complete a Coursework Approval Form for Courses Taught by Sociology Affiliated Faculty (available [online](#)), have their advisor sign the form to indicate their approval, and submit it to the Graduate Academic Advisor. Students may refer to the faculty listing on the website for current faculty members with courtesy appointments, or consult the Sociology Office Manager.

## **VI. POLICIES FOR GRADUATE STUDENTS' ACCESS TO UNIVERSITY RESOURCES**

Only currently enrolled students will have access to university resources in the Department of Sociology. The resources may include: desk, office space, and mailboxes. Students who are not currently enrolled (including those on official leave) or enrolled students who are not in-residence must return all departmental keys and promptly remove all personal and professional effects from departmental space.

## **Appendix A: Theory, Methods, and Substantive Seminars Meeting Course Requirements**

### Sociological Theory

Sociology 801: The Rise of Social Theory  
Sociology 802 Classical Social Theory  
Sociology 803 Issues in Contemporary Theory  
Sociology 804 Sociology of Knowledge  
Sociology 808 Feminist Theories  
Sociology 900 Seminar on Special Topics in Theory

### Sociological Methods

Sociology 812 Analytic Methods  
Sociology 910 Seminar in Special Topics in Methods (courses regularly taught under this number include Feminist Research Methods, Historical Sociology, and Qualitative Methods)

### Substantive Seminars

Sociology 722 Sociology of Gender  
Sociology 760 Social Inequality  
Sociology 767 Multidisciplinary Perspectives on Gerontology and Aging  
Sociology 780 Advanced Topics (courses regularly taught under this number include Cultural Sociology; Globalization; Gender, Family, and Life Course; Civil Society and the State; Sociology of Religion; and Issues in the Sociology of Development)  
Sociology 820 Political Sociology  
Sociology 824 Health and Social Behavior  
Sociology 875 The Political Economy of Globalization  
Sociology 920 Social Organizations  
Sociology 930 Comparative Studies  
Sociology 970 Social Conflict and Change

### Other Required Courses

Sociology 810: Sociological Inquiry  
Sociology 811: Sociological Research  
Sociology 995: Professionalization Proseminar

## **Appendix B: The Professional Portfolio**

From their first semester in the graduate program, students are expected to prepare a professional portfolio of their graduate experience and work. This portfolio is to be submitted in the first week of the spring term in January. (Post-Oral Comp students must submit one final professional portfolio including the dissertation proposal.) The Professional Portfolio should be seen as an on-going systematic collection of selected work that can demonstrate achievement and development. It is frequently expanded, revised, and updated. For example, an incorporated seminar paper that is later revised should be updated in the portfolio. Likewise, portfolio statements should be reconsidered and re-written in light of continued study and intellectual development. The faculty will conduct annual reviews of portfolios in the spring and thus students should ensure that all materials included are up-to-date and reflect the student's current progress. Finally, the portfolio should be an electronic document in a single bookmarked PDF file so it is accessible to faculty for evaluation.

The Professional Portfolio must contain the following items:

- table of contents
- curriculum vitae
- a portfolio statement explaining why the items selected have been included in the portfolio, how they relate to fields of interest, how those fields might be integrated and related to one another and what are understood to be the leading research issues in the major fields
- syllabi & written work from all graduate courses including research papers, take-home examinations, master's thesis proposal, etc.
- master's thesis
- area specialization dossiers (ASD) for two areas, at least one containing a critical review essay (CRE), (if applicable)
- dissertation proposal
- published works, if applicable
- conference papers, if applicable
- grant proposals, if applicable

The Portfolio may also contain the following work products if the student and their committees find them helpful as evidence of student's preparation:

- Powerpoint presentations (converted to PDF form)
- description of professional websites designed
- syllabi created for courses taught or proposed
- annotated bibliographies
- public sociology activities such as op-ed pieces, work done for community organizations, and the like.

Once completed, please convert your portfolio to an electronic bookmarked PDF & email it to your advisor and the Graduate Academic Advisor.

## **VII. UNIVERSITY POLICIES AND DEGREE REQUIREMENTS**

*This section is written and provided by the KU College Office of Graduate Affairs for inclusion in departmental graduate manuals.*

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.

\*By Federal regulation, International students seeking F-1 status must meet the standards of Regular Admission. Provisional admission is not sufficient to issue the Form I-20.

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

- [Admission to Graduate Study](#)

#### **English Proficiency Requirements**

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

- Declaration of native speaker status on the online application for graduate study.
- Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English-medium U.S. college or university or a college or university in the United Kingdom, Australia, New Zealand, Ireland, English-speaking province of Canada, or an English-speaking Caribbean country, with instruction conducted in English. Degrees earned online may not be used to verify English proficiency. Note: this option is not sufficient for employment as a Graduate Teaching Assistant.

Official scores from an English proficiency standardized test (e.g. TOEFL, IELTS-Academic, or PTE),

sent by the testing agency to the University of Kansas. Official scores must be less than two years old. Applicants that do not meet the minimum scores should review the English Proficiency Chart, provided via the link above, for information about provisional admission and petition processes based on exceptional circumstances

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.

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

Students who wish to leave their graduate program should inform the department of such plans in

writing so that a Voluntary Withdrawal form may be submitted on their behalf.

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

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 toward another graduate degree.

#### **Transfer Credit**

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

No transfer of credits is allowed for the Ph.D. In circumstances where students enter the Ph.D. program with an M.A. from another institution or relevant graduate coursework, it may be possible for students to request a reduction in the number of hours required for the Ph.D. Students should consult with their DGS about their enrollment plan.

#### **Reduced Credit Hour Degree**

KU policy defines 30 hours as the minimum for master's degrees. Departments may petition for a reduced hour degree Master's degree for individual students in cases where they may provide evidence

that the student entered the program especially well-prepared to complete a graduate-level degree and the student is able to maintain a superior grade point average. A reduction in hours is distinct from a transfer of credit and is reserved for those students in that they may in some cases be based on coursework that was already used to fulfill requirements towards a completed degree, some non-coursework (e.g. internships, study abroad), and there are no modifications on the transcript.

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

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

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

### **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.

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

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

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

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

- [University Senate Rules and Regulations \(USRR\), Section 2.2.7](#)

### **Probation & Dismissal**

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

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

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 their cumulative GPA or otherwise meet departmental expectations for adequate academic progress by the end of the probationary period, the department will reconsider their continuation in the program, in most cases will recommend the student for dismissal, or that the student voluntarily withdraw from the program.. Once dismissed, a student is no longer able to be enrolled in coursework and cannot complete their degree. Students dismissed from any graduate program may not be admitted to any other graduate program at the University of Kansas.

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

### **Related Policies:**

- [Academic Probation](#)
- [Dismissed Enrollment](#)
- [Probation and Dismissal \(CLAS\)](#)
- [Good Academic Standing policy](#)

### **Grading**

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 [Retroactive Withdrawal](#), [Incomplete Grades](#), and [Graduate GPA](#). The Registrar's Office's also offers information on the [Credit/No Credit](#) option.

#### **Related Policies:**

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

#### **Time limits**

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

Students who anticipate exceeding these targets should review the information in the link above and in the policies below, as well as consult with their program advisor to create a timeline for degree completion. In order to support this process, COGA offers departments and students 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 students in the dissertation or thesis phase.

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

- [Master's Degree Program Time Constraints](#)
- [Doctoral Program Time Constraints](#)
- [Doctoral Comprehensive Exam Time Constraints](#)
- [Doctoral Program Profiles with Time To Degree Information](#)
- [Graduate Degree Completion Agreement](#) (PDF)
- [Mentoring Agreement Template](#) (Doc)

#### **Leave of Absence**

In exceptional circumstances (e.g. cases of illness, emergency, financial hardship, military leave, to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals) it may be necessary for graduate students to take a break from their program temporarily, without having to withdraw entirely from the program. An approved leave of absence allows a student to take a temporary break from enrolling in graduate coursework while remaining in good standing with the University and the department and while "stopping the clock" on their time to degree.

Requesting a Leave of Absence is done 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 the College requires for the petition is the Leave of Absence form, linked below.

Students on Leave of Absence are automatically reactivated after their leave is over and are eligible to

enroll for their intended semester back during the normal enrollment periods. See the KU [Academic Calendar](#) for exact dates that enrollment begins.

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

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

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

#### **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 the College is required in advance of the exam date. The College verifies that the student has fulfilled University requirements. The full list of these requirements may be found 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 the College 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 all 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 fall and spring semester follows, doctoral candidates must enroll in at least 6 credit hours per semester 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, only 3 credit hours (which must include at least 1 dissertation hour) is needed for that fall.

After fulfilling the post-comprehensive enrollment requirement, enrollment may be reduced to as little as 1 dissertation per fall or spring semester up to and including the semester of graduation.

Summer enrollment for post-comp doctoral students is optional, with some exceptions. See the information in the header link above for a list of exceptions.

Students are strongly advised to closely review the University regulations on continuous enrollment for post-comprehensive students. 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. Departments are responsible for tracking student enrollment will submit the certification form on the student's behalf **at least two weeks prior** to the beginning of the semester in which the enrollment will drop below 6 hours. Students who are certified to reduce hours continue to meet the University's definition of full time enrollment, as well as the enrollment requirements of their employment contract.

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

- [Doctoral Program Time Constraints](#)
- [Doctoral Candidacy](#)

## **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.

## **VIII: KEY OFFICES AT KU**

Sociology's [Graduate Academic Advisor](#) and/or [Director of Graduate Studies](#), 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 the KU Online Application for Graduate Study, ADMIT system/Prospect, English proficiency requirements, and official transcripts.

### **Office of the University 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 & Scholarships**

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

### **International Support 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.