**Graduate Student Responsibility**

All graduate students are responsible for informing themselves of requirements of the Graduate School as stated in the most recent issues of the *KU Graduate Catalog*.

They are also expected to be familiar with the regulations and requirements of the Graduate Division of the School of Education, their department, and of their graduate program. Students should understand that these regulations and requirements may be more restrictive then those of the office Research and Graduate Studies.

**It is each graduate student’s responsibility to know and observe all regulations and procedures relating to the graduate degree program the student is pursuing.** In no case will a regulation be waived or an exception be granted because students plead ignorance of, or contend that they were not informed of, the requirements, regulations, procedures, and deadlines.

Responsibility for following all policies and meeting all requirements and deadlines of graduate programs and the Graduate School rests with the student.
Masters Degree

General Information
http://www2.ku.edu/~distinction/cgi-bin/degree-requirements273#grad_03

The School of Education provides three options for the masters degree:
- the thesis option
- the project option
- a minimum 36-graduate-credit-hour study option

Masters requirements:
- At least 20 of the credit hours required for the master’s programs must be in regular coursework, as contrasted with independent study and similar enrollments.
- All master’s programs require a graduate class in research and evaluation methods, successfully completed during the first 12 hours.
- Each master’s program must contain a research component, represented either by a thesis or by an equivalent enrollment in research, independent investigation, or seminars.
- A final general examination in the major subject is required of all candidates for the Master of Arts or Master of Science. The degree program and the Graduate Division should ascertain that the graduate student is in good academic standing (3.0 or higher GPA) before scheduling the final general examination. At the option of the department, this examination may be oral or written, or partly oral and partly written. In some departments, passing a written examination is required before taking the oral examination by which success or failure is judged.

Master of Arts
A candidate for the Master of Arts degree completes work both in education and in a teaching area. For students who choose the thesis or project option, a minimum of 30 hours of graduate credit is required for this degree, of which no fewer than 10 and no more than 15 hours must be earned in the teaching area. Some work must be selected in at least two of the approved graduate program areas in the School of Education. The candidate must complete a thesis related to the teaching area or complete the non-thesis option by enrolling in Master’s Project. While enrolled, the candidate submits a research paper related to the teaching area to the advisor.

Master of Science in Counseling Psychology
A candidate for the degree of Master of Science in Counseling Psychology earns a concentration in mental health counseling. A minimum of 30 credit hours is required for this degree, of which no fewer than 10 hours must be in the concentration. In most cases, additional credit hours are required.

Masters of Science in Education
A candidate for the degree of Master of Science in Education selects one of the program areas as a concentration for graduate study.

A minimum of 30 hours is required, or which no fewer than 10 hours must be in the concentration. Credit in Thesis or Master’s
Project may not be included in these 10 hours. The candidate must select coursework in at least two graduate program areas outside the major concentration. Normally these courses would be in the School of Education.

The candidate must complete a thesis in the concentration (6 hours maximum credit applicable to degree requirements) or complete the non-thesis option by enrolling in Master’s Project (4 hours applicable to degree requirements). While enrolled, the candidate submits a research paper related to the specialization to the adviser.

Check with the department for specific course requirements for the 36-hour non-thesis master’s degree option.

**Credit by Transfer**

[http://www2.ku.edu/~distinction/cgi-bin/general-regulations#12](http://www2.ku.edu/~distinction/cgi-bin/general-regulations#12)

- Six hours of graduate credit (but not distance-learning courses) taken at a regionally accredited graduate school may be transferred and applied to a program leading to one of the master’s degree, if the transfer has the approval of the major department and the appropriate school.

- No graduate credit is given for correspondence courses outside of those approved and offered by KU under the following distance-education guidelines: Distance learning courses (including Internet, interactive television, video, continuing education courses, and others) may be offered for graduate credit only if they are assigned a line number, taught by a member of the KU graduate faculty, approved by the dean of the school or college offering the course, and confirmed by the dean of the Graduate School. (GSHandbook)

- Eight hours may be approved for transfer if the student holds a baccalaureate degree from KU.

- Transferred credit and graduate continuing education credit including distance-learning courses (limited to KU courses) together may not exceed 6-hours- or 8 hours if the condition just indicated is met – and they must not be the last hours required for the degree.

- Only work graded B (3.0 on a 4.0 scale) or higher may be transferred. Courses that have been graded B- do not transfer.

- KU does not accept transfer credit from other institutions for graduate-level courses completed in institutes and workshops or given life/work experience.

- No courses taken from undergraduate or post-baccalaureate (non-graduate) credit either at KU or elsewhere may be transferred to KU to count toward an advanced degree.

- Courses that were counted toward meeting the requirements of a graduate degree, completed either at KU or at another institution, may not be used toward meeting the requirements for an additional advanced degree at KU.

**Time Limit**

[https://documents.ku.edu/policies/Graduate_Studies/maprogramtimeconstraints.htm](https://documents.ku.edu/policies/Graduate_Studies/maprogramtimeconstraints.htm)
To ensure continuity of progress and currency of knowledge, there is a **seven-year time limit** for completion of master’s degree requirements.

The Graduate Division has the authority to grant a one-year extension for compelling reasons, on recommendation of the department/committee.

If more than eight years are requested, the appropriate appeals body of the school considers petition for further extensions and, where evidence of continuous progress, currency of knowledge, and other reasons are compelling, may grant further extensions.

(See Time Limit Chart)

**Leave of Absence**

A leave of absence may be granted upon request to the graduate program in advance of leave. Leaves may be granted in cases of illness, emergency, to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals. The time taken for a leave of absence does not count against the time limit for earning the degree. However, if the total time for the leave extends more than five years, the student loses his or her place in the program and must reapply for admission. To request a leave of absence, the program must complete a Progress-to-Degree form.

**Discontinuance**

A student may voluntarily resign from a program by requesting a discontinuance. When this request is granted, the student resigns her or his place in the program. If the student chooses to return at a later date, he or she must reapply for admission.

**Added Endorsements**

At least 8 hours of the required coursework must be completed at KU if it is to be the recommending institution for adding endorsements to the teaching license.

**Committee Information**

**Excluding Committee**

Master’s examinations are administered by a committee of at least three members of the Graduate Faculty.

Typically it consists of the candidates’ advisor and two additional Graduate Faculty (for thesis/project option)

Unless petitioned by the student with compelling justification, and approved by the student’s advisor and department, and the Graduate Office, the oral committee shall consist of a majority of faculty from the student’s department. No more than one committee member on the exam may hold an ad hoc or courtesy graduate appointment. All committee members must hold graduate faculty status at the university. (effective 1-06).

(See faculty privileges chart-Link)

**Final Examination**

A student may voluntarily resign from a program by requesting a discontinuance. When this request is granted, the student resigns her or his place in the program. If the student chooses to return at a later date, he or she must reapply for admission.

**Discontinuance is requested through the Progress-to-Degree form.**

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

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

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

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http://www2.ku.edu/~distinction/cgi-bin/degree-requirements273

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

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https://documents.ku.edu/policies/Graduate_Studies/mafinalexams.htm
A final general examination in the major subject is required of all candidates for the Master of Arts or Master of Science.

The degree program and the Graduate Division should ascertain that the graduate student is in good academic standing (3.0 or higher GPA) before scheduling the final general examination.

At the option of the department, this examination may be oral or written, or partly oral and partly written.

In some departments, passing a written examination is a necessary preliminary to taking the oral examination by which success or failure is judged. Master’s examinations are administered by a committee or at least three members of the Graduate Faculty.

The examination is held during the semester of the student’s final enrollment in coursework and (in thesis programs) when the thesis has been substantially completed. The department’s request to schedule the general examination must be made on or before the date set by the Graduate Division, normally a minimum of two weeks before the examination date.

In thesis programs, a thesis defense may be a part of the degree requirements. However, such a defense does not take the place of the required general examination in the major field. Students earning a master’s thesis degree must have completed at least one hour of thesis enrollment before the master’s degree may be awarded.
Doctor of Philosophy with a Major in Education (Ph.D.)

http://www2.ku.edu/~distinction/cgi-bin/degree-requirements273#grad_05

Education students are encouraged to review the “best practices” document for the PhD degree developed by the Graduate Studies Committee by the School of Education. This document can be reviewed at: (WEBSITE)

The Doctor of Philosophy degree is awarded for mastering a field of scholarship, learning the methods of investigation appropriate to that field, and completing a substantial piece of original research. The PhD. is offered in all education graduate programs.

Although the courses and the research leading to the Ph.D. are necessarily specialized, the attainment of this degree should not be an isolated event in the enterprise of learning. The aspirant for the Ph.D. is expected to be a well-educated person and should have acquired a broad base of general knowledge, both as preparation for more advanced work and as a means of knowing how the concentration is related to other field of human thought.

Time Limit

http://www2.ku.edu/~distinction/cgi-bin/degree-requirements273#grad_05

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

Normally doctoral degree students complete all requirements in eight years after first enrollment in a doctoral program leading directly to a doctoral degree.

Except for the core requirements, coursework submitted to complete doctoral degree requirements must be completed within school or department time limits or extensions thereto.

The Graduate Division has the authority to grant a one-year extension of the normal 8-year time limit for compelling reasons, on the written advice of the dissertation committee.

If more than nine years are requested, the appropriate appeals body of the school considers petitions for extensions and, where evidence of continuous progress, currency of knowledge, and other reasons are compelling, may grant further extensions. Graduate School policy requires a 10-year limit on combined master’s and doctoral programs.

Leave of Absence

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

A student may petition the School of Education Graduate Division through the department for a leave of absence during either the pre- or post-comprehensive period to pursue full-time professional activities related to the student’s doctoral program and long-range professional goals.

A leave of absence also may be granted because of illness or other emergency.

Ordinarily a leave of absence is granted for one or at most two years, with the possibility of extension on request.
After an absence of five years, however, a doctoral aspirant or candidate loses status as such and, in order to continue, must apply for readmission to the program and to the Graduate Division.

**Resident Study**

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

The student must spend the equivalent of three academic years, including the time spent attaining the master’s degree, in resident study at KU or another approved university. Because the Graduate School does not prescribe a minimum number of hours for the degree, no transfer of credit is appropriate. Departments do, however, consider relevant prior graduate work in setting up programs of study leading to the doctorate.

**Resident Requirement**

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

Two semesters (which may include one summer session), usually consecutive, at any time beginning with the first semester of doctoral study must be spent in resident study at KU.

Residence is not merely a period measured in hours. During this period the student must be involved full time in academic pursuits, which may include up to half-time on-campus teaching or research, or under certain circumstances, a greater percentage of research if it is directed specifically toward the student’s degree objectives. Such activities permit commensurate decreases in the hourly enrollment minima.

The student must continue to be enrolled in at least 6 hours under any special conditions.

Increased research involvement must be fully supported and documented by the dissertation adviser as contributing to the student’s dissertation. The research work must be performed under the direct supervision of the student’s adviser.

Special circumstances such as internal employment for more than half time as a teaching or research assistant, or as another type of university employee, must have advance approval on an individual basis by petition to the Graduate Division of the School of Education.

The student, with the assistance of the advisory committee, must file in the Graduate Division Office a residence plan congruent with School of Education requirements before the beginning of the formal residence period. The residence plan may be filed as a part of the overall program plan.

Because residence is not merely a requirement measured in hours of enrollment or of credit in courses toward a degree, the plan may include other academic and professional activities appropriate to the field of study.

Hourly enrollment requirements must be met through courses at the program’s home campus, and if appropriate internal employment is not involved, at least 9 hours must be in regularly scheduled courses.

One course each period may be taken away from the home campus, e.g., on the KU Edwards Campus, provided that scheduling needs can be demonstrated.

**Program Area**

http://www2.ku.edu/~distinction/cgi-bin/degree-requirements273#grad_05
The student specifies a program area in which classes and research work are to be done and in which she or he expects to become a scholar.

An area must contain a minimum of 40 credit hours of coursework and may include work completed for the master’s degree or its equivalent, provided it meets currency and relevancy criteria as determined by the advisory committee and the Graduate Division. Credit for the dissertation is part of the area.

A student working for the PhD specifies a minor outside the program in which the area is completed. The minor must contain at least 12 hours of courses and it should be related to and supportive of the area. A minor including courses in more than one area may be allowed upon petition by the advisory committee to the Graduate Division.

**Core Requirement**

Doctoral students must have on their graduate record the following common core of course work:

- At least one course in statistics or research
- At least one course in human learning or development
- At least one course in the history or philosophy of education
- At least one course in general curriculum or general instructional strategies

The core should be completed before the comprehensive examination is scheduled or by the end of the semester in which it is scheduled.

Upon admission to doctoral study, students who have not completed a research and evaluation methods course for the education master’s degree must take the course during the first doctoral enrollment. The course does not count toward any doctoral requirements.

**Teaching Experience**

In addition to the core requirements, the student must satisfactorily complete course 996 College Teaching Experience for 2 hours of credit.

In this course, the candidate assists a major professor for one semester.

The course may be completed during the semester in which the student takes the comprehensive examination, but ordinarily it should be completed before admission to the comprehensive exam.

The course may be waived with written documentation of prior successful teaching experience and the approval of the appropriate program or departmental committee.

**Research Skills**

Before being admitted to the comprehensive examination, the student must present satisfactory evidence of research skills.

The Ph.D. research skills requirement includes completion of at least 12 graduate hours representing at least two of the following areas relevant to the aspirant’s research area: statistics, measurement and assessment, qualitative methods, historical and philosophical methods, or foreign language (a reading knowledge in one
The written portion of the comprehensive examination must be taken during an established one-week period near the midpoint of each semester and early in the summer session. Exact dates for the ensuing academic year are available from the Graduate Division Office early in the spring semester. Students must be enrolled when they take the examination.

The committee for the comprehensive examination must consist of at least five members, all members of the Graduate Faculty. Unless petitioned by the student with compelling justification, and approved by the student’s advisor and department, and the Graduate Office, the oral committee shall consist of a majority of faculty from the student’s department. Consistent with Graduate School regulations, doctoral exam committees must include one regular graduate faculty member from outside of the student’s department to represent the Graduate School. No more than one committee member on the exam may hold an ad hoc or courtesy graduate appointment. All committee members must hold graduate faculty status at the university. (effective 1-06)

The comprehensive examination consists of both written and oral parts and covers the major and minor areas pursued by the student.

The student passes the comprehensive examination if a majority of the official examining committee (including the chair) approves the student’s performance. The grade on this examination is Honors, Satisfactory, or Unsatisfactory.

An aspirant who receives a grade of Unsatisfactory may be allowed, upon the recommendation of the department, to repeat it, but it may not be taken more than three times. The aspirant may not repeat the

**Comprehensive Examination**

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

When a Ph.D. aspirant has completed the major portion of the course work at a level satisfactory to the department in which the work is done and to the Graduate School and has completed the research skills requirement and all other departmental requirements prerequisite to the comprehensive examination, the department asks the School of Education Graduate Division Office to schedule the comprehensive examination.

**The request is to be made at least two weeks before the date of the written portion of the examination.**

Students may have no more than 6 credit hours of uncompleted coursework (including incompletes) in regularly scheduled courses required in their graduate program or plan of study at the time of their comprehensive exam. (effective 6-06)

When the student has met the requirements for research skills, the committee chair must report his to the Graduate Division on the appropriate form, certifying that the student is prepared to proceed to the comprehensive oral examination.

If a program requires research skills that are tested separately rather than integrally with the program, the completion of each requirement should be reported immediately to the Graduate Division so that it may be recorded on the student’s permanent record.
examination until at least 90 days have elapsed since the last unsuccessful attempt.

Students in Ph.D. education programs must pass both written and oral components of the comprehensive examination. Satisfactory performance on the written component must be attained before the oral component may be attempted. To fail either component is to fail the examination.

All five members of the student’s comprehensive examination committee are involved in the evaluation process. The written component of the comprehensive examination, like the oral, focuses on advanced knowledge in the major and any appropriate related areas, including the minor. To pass, the student must be evaluated as having responded satisfactorily to questions in both the major and minor area.

If a student fails either the major or the minor portion of the written comprehensive component, the examining committee determines if the entire written component of the examination, or only the failed portion(s) must be retaken.

The entire written component lasts a minimum of 16 hours. If a student passes the written component but fails the oral, the examining committee determines if both components or only the oral need to be repeated, after the minimal 90-day interim period.

**Dissertation Committee and Proposal**

[https://documents.ku.edu/policies/Graduate_Studies/doctoralcandidacy.htm](https://documents.ku.edu/policies/Graduate_Studies/doctoralcandidacy.htm)

Doctoral aspirants may begin work on the dissertation upon completion of the equivalent of one full-time semester of doctoral study in regular student status and may use their research practicum experience in preparation for the dissertation.

However, students may first enroll in dissertation credit hours only during the semesters in which they take their comprehensive examinations.

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

Upon passing the comprehensive examination, the aspirant becomes a candidate for the Ph.D.

The Graduate Division, using the recommendations of the candidate’s department, designates the dissertation committee at this time.

The dissertation committee consists of at least three members (usually including the advisory committee) and may include members from outside the university. All committee members are to be members of the Graduate Faculty. A committee member from outside the university becomes an *ad hoc* member of the Graduate Faculty.

The dissertation proposal must be read by all members of the dissertation committee. One copy of the approved dissertation proposal, signed by all members of the dissertation committee, must be submitted (with a Do-all form) to the School of Education Graduate Division Office for subsequent deposit in the reserve section of the Curriculum Laboratory.
Continuous Enrollment After Comprehensive Exams

After passing the comprehensive examination, the candidate must be continuously enrolled, including summer sessions, until the degree is completed.

A student must be continuously enrolled in accordance with the following schedule:

- Until the degree is completed or until 18 post-comprehensive hours have been completed, (whichever comes first).
- The student must enroll for at last 6 hours a semester and 3 hours a summer session.

Students that have not completed the degree after completing 18 hours of post-comprehensive enrollment must continue to enroll for the amount of credit that best reflects their demands on faculty time and university resources each semester and each summer session until they pass the final oral examination.

Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive examination has been passed. Students may enroll for dissertation hours as well as other courses when the examination is taken.

**Students may enroll for dissertation hours as well as other courses when the examination is taken.**

Students who do not pass the examination cannot apply dissertation hours to degree requirements. Under certain conditions, the candidate may petition the School of Education Graduate division for a leave of absence during the period between the comprehensive examination and the final oral examination.

Dissertation

The candidate must present a dissertation showing the results of original research. The dissertation for the Ph.D. considers applied or basic concerns and results in conclusions that have broad theoretical implications.

Various styles and formats for theses and dissertations are acceptable. The format and style of a student’s thesis or dissertation is left to the discretion of the student and the adviser, but format and style options may be constrained or dictated by the policy of the department from which the student is to receive the degree.

The dissertation is prepared under the direction of the dissertation committee.

The norm for dissertation enrollment is about 24 credit hours. The minimal number of dissertation hours in any degree program is 18.

Final Oral Examination

When the dissertation has been tentatively accepted by the dissertation committee, the chair of the dissertation committee may request the School of Education Graduate Division Office to schedule the final oral examination. This request must be made at least two weeks before the desired examination date.
At least five months must elapse between the successful completion of the comprehensive examination and the date of the final oral examination.

The final examination must be partly oral and may be wholly so. The examination covers the dissertation and the candidate’s concentration and minor area. The candidate passes the final examination if a majority of the official examining committee members (including the chair) approves the candidate’s performance.

When the final oral examination has been passed, the dissertation committee reports a grade of Honors, Satisfactory, or Unsatisfactory. Candidates who failed the final oral examination may be allowed to repeat it upon the recommendation of the dissertation committee.

**Dissertation Copies**

When the final oral examination has been passed and the dissertation has been signed by the members of the dissertation committee, a title page and acceptance page with original signatures are to be delivered to the Graduate Affairs office of the school in which the student’s program resides so that completion of degree requirements may be officially certified. In addition, as a requirement of graduation, the candidate must arrange publication of the dissertation and payment of all associated fees (including copyright fee if applicable), through the electronic submission process found at [http://www.graduate.ku.edu/04-02_etd.shtml](http://www.graduate.ku.edu/04-02_etd.shtml).

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

http://www2.ku.edu/~distinction/cgi-bin/degree-requirements273#grad_05

The Doctor of Education, a professional degree primarily for practitioners in education, is awarded upon completion of three years of advanced training in both the theory and the practice of education. The Ed.D. is offered in curriculum and instruction, educational administration, higher education, and special education.

Advisory Committee

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

Each student must have an advisory committee of at least three members of the Graduate Faculty. One member of the committee serves as the chair. The student meets with this committee before completing 12 hours of course work to plan and approve formally an appropriate program leading to the Ed.D. The approved program, signed by members of the committee and the student, is placed in the student’s file in the School of Education Graduate Division office.

Time Limit

http://www2.ku.edu/~distinction/cgi-bin/degree-requirements273#grad_05

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

Normally doctoral degree students complete all requirements in eight years after first enrollment in a doctoral program leading directly to a doctoral degree.

Except for the core requirements, coursework submitted to complete doctoral degree requirements must be completed within school or department time limits or extensions thereto.

The Graduate Division has the authority to grant a one-year extension of the normal 8-year time limit for compelling reasons, on the written advice of the dissertation committee.

If more than nine years are requested, the appropriate appeals body of the school considers petitions for extensions and, where evidence of continuous progress, currency of knowledge, and other reasons are compelling, may grant further extensions. Graduate School policy requires a 10-year limit on combined master’s and doctoral programs.

Leave of Absence

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

A student may petition the School of Education Graduate Division through the department for a leave of absence during either the pre- or post-comprehensive period to pursue full-time professional activities related to the student’s doctoral program and long-range professional goals.
A leave of absence also may be granted because of illness or other emergency.

Ordinarily a leave of absence is granted for one or at most two years, with the possibility of extension on request.

After an absence of five years, however, a doctoral aspirant or candidate loses status as such and, in order to continue, must apply for readmission to the program and to the Graduate Division.

**Period of Continuous Study**

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

The Ed.D. student must spend the equivalent of three academic years, including the time spent in attaining the master’s degree, in a period of continuous study at this or another approved university.

During the time the student is engaged in the Ed.D. program at KU, one of the following options must be satisfied:

a. Two consecutive semesters, one of which may be a summer session, of full-time enrollment in regularly scheduled courses normally at the program’s home campus. (Full-time equals 9 hours in the fall or spring and 6 hours in the summer).

b. Two consecutive semesters of at least 6 hours and an adjacent summer session of at least 3 hours, all in regularly scheduled courses at the program’s home campus.

c. Three consecutive semester enrollments (excluding summer session) of at least 6 hours each in regularly scheduled courses at the program’s home campus.

d. Eighteen hours taken during the period encompassed by two consecutive summer sessions with enrollment in each of the four semesters: summer, fall, spring, summer.

e. Twenty-seven hours taken during any five consecutive semesters (including summer sessions) with enrollment in each semester. During this period, the student must be employed full-time in a field directly related to the student’s academic major.

These options include the following stipulations:

Only course work taken after the first year of graduate study, that is, after the master’s degree or its equivalent, may satisfy the period of continuous study requirement.

Dissertation, individual study, field experience, and off-campus practicum hours may not be included in the stated minimal requirements.

For all enrollments of 8 hours or more, one course may be taken away from the program’s home campus, e.g., on the KU Edwards Campus, if need can be demonstrated from a scheduling standpoint.

For options b, c, and d, at least quarter-time, appropriately related, professional involvement on or off campus is required.

The period of continuous study is not merely a requirement measured in hours of enrollment or of credit in courses counted toward a degree, but may include other academic and professional activities appropriate to the field of study.

The student, with the help of the advisory committee, must file in the Graduate Division Office a period of continuous study plan congruent with School of Education requirements before the beginning of the formal period of continuous study. This
plan may be filed as a part of the overall program plan.

The period of continuous study requirement for the Ed.D. ensures a minimum period of *bona fide* on-campus study and related academic and professional involvement. It is not merely a requirement measured in hours of enrollment or of credit in courses toward the degree. Because of the particular professional nature of the degree, appropriately related professional endeavors may include off-campus activities. However, the credit-hour elements of the requirement must be fulfilled by course work at the program’s home campus. (Note the stated exceptions above.)

Exceptional circumstances or plans must be approved in advance on an individual basis by petition to the Graduate Division of the School of Education.

**Hours Beyond Master’s Degree**

All candidates for the Ed.D must complete a minimum of 48 semester credit hours above the master’s degree level or its equivalent at KU. Credit for the dissertation may be part of these hours.

The candidate’s committee determines the total number of hours required.

Upon admission to doctoral study, students who have not completed a research and evaluation methods course for the education master’s degree must take the course during the first doctoral enrollment. The course does not count toward any doctoral requirements.

Candidates for the Doctor of Education degree do not specify a minor area of study. The concentration must contain a minimum of 40 semester hours of appropriate and related course work and may included appropriate work taken for the master’s degree or its equivalent. Credit for the dissertation is considered part of the concentration.

**Core Requirement**

http://www2.ku.edu/~distinction/cgi-bin/degree-requirements273#grad_05

Doctoral students must have on their graduate records the following common core of course work:

- At least one course in statistics or research
- At least one course in human learning or development
- At least one course in the history or philosophy of education
- At least one course in general curriculum or general instructional strategies

The core should be completed before the comprehensive examination is scheduled or by the end of the semester in which it is scheduled.

Upon admission to doctoral study, students who have not completed a research and evaluation methods course for the education master’s degree must take the course during the first doctoral enrollment. The course does not count toward any doctoral requirements.

**Research Skills**

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

Before being admitted to the comprehensive examination, students must present satisfactory evidence that they possess the professional research skills of advanced practitioners in their concentrations by
meeting the following research skills requirement:

Complete a minimum of 12 hours of graduate study in one or more supporting areas that develop skills relevant to understanding, promoting, and evaluation professional practice. Supporting areas may include statistics, assessment and evaluation, qualitative methods, or historical or philosophical methods.

For all programs, students must take at least one course in evaluation.

Up to 6 hours may be waived using prior B-level or higher graduate course work. Research skills requirements vary among programs to meet the individual needs of students. The student must secure the most recent information on research skills requirements from the appropriate department. The research skills requirements chosen by the student must be approved and passed upon by the advisory committee. The chair must file the results in the School of Education Graduate Division Office on a Do-all form so that they may be recorded on the student’s permanent record.

**Doctoral Practicum Enrollment**

Ed.D. aspirants must complete at least one structured 3-credit hour practicum in a supervised internship setting.

A description of the practicum prepared by the student and approved by the advisory committee must be filed with the department and the graduate office.

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**Comprehensive Examination**

[https://documents.ku.edu/policies/Graduate_Studies/doccomprehensiveorals.htm](https://documents.ku.edu/policies/Graduate_Studies/doccomprehensiveorals.htm)

The comprehensive exam should be scheduled after the student has completed the research skills requirements and all, or a major portion, of the course work for the concentration.

The department must request the School of Education Graduate Division Office to schedule the comprehensive exam. This request is to be made at least two weeks before the date of the written portion of the exam.

The written portion should be taken during an established one-week period near the midpoint of each semester and early in the summer session. The dates for each academic year are available from the Graduate Division Office early in the spring semester. **The student must be enrolled when the exam is taken.**

The committee for the comprehensive examination must consist of at least five members, all members of the Graduate Faculty. Unless petitioned by the student with compelling justification, and approved by the student’s advisor and department, and the Graduate Office, the oral committee shall consist of a majority of faculty from the student’s department. Consistent with Graduate School regulations, doctoral exam committees must include one regular graduate faculty member from outside of the student’s department to represent the Graduate School. No more than one committee member on the exam may hold an ad hoc or courtesy graduate appointment. All committee members must hold graduate faculty status at the university. (effective 1-06)
The student passes the comprehensive exam if a majority of the official examining committee (including the chair) approves the student’s performance. The grade on this exam is Honors, Satisfactory, or Unsatisfactory. If the aspirant fails the comprehensive exam, he or she may be allowed, upon the department’s recommendation, to repeat it, but it may not be taken more than three times. In any case, the student may not repeat the examination until at least 90 days have elapsed since the last unsuccessful attempt.

NOTE: Students in EdD programs must pass both written & oral components of the comprehensive examination. To fail either component is to fail the examination.

Satisfactory performance on the written component must be attained before the oral component may be attempted.

In addition to other Graduate School and School of Education eligibility requirements, students may have no more than 6 credit hours of uncompleted coursework (including incompletes) in regularly scheduled courses required in their graduate program or plan of study at the time of their comprehensive examination. (effective 6-06)

All members of the student’s comprehensive examination committee are involved in the evaluation process. The written component of the comprehensive examination, like the oral, focuses on advanced knowledge in the major and any appropriately related areas. The focus of the examination is the ability to relate this knowledge to tasks and problems faced by practitioners.

The duration of the entire written component of the comprehensive examination is to be a minimum of 16 hours.

If a student passes the written component but fails the oral, the examining committee determines whether both components or only the oral need to be repeated, after the minimal 90-day interim period.

Dissertation Committee & Proposal

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

Doctoral aspirants may begin work on the dissertation after they complete the equivalent of one full-time semester of doctoral study in regular student status and may use their research practicum experience in preparation for the dissertation.

However, students may first enroll in dissertation credit hours only during the semester in which they take their comprehensive examinations.

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

Upon passing the comprehensive examination, the aspirant becomes a candidate for the Doctor of Education degree. Based on recommendations of the candidate’s department, the Graduate Division designates the candidate’s dissertation committee at this time. This committee must consist of at least three members (usually including the advisory committee) and may include members from other departments and, on occasion, from outside the university. All committee members are to be members of the Graduate Faculty. A committee member from outside the university becomes an ad hoc member of the Graduate Faculty.

The dissertation proposal is to be read by all members of the dissertation committee. One copy of the approved dissertation proposal,
signed by all members of the dissertation committee, is to be submitted (with a Do-all form) to the School of Education Graduate Division Office for deposit in the reserve section of the Learning Resources Center.

**Continuous Enrollment After Comprehensive Exams**

[http://www2.ku.edu/~distinction/cgi-bin/degree-requirements273#grad_05](http://www2.ku.edu/~distinction/cgi-bin/degree-requirements273#grad_05)

After passing the comprehensive examination, the candidate must be continuously enrolled, including summer sessions, until the degree is completed.

Each enrollment must reflect as accurately as possible the candidate’s demands on faculty time and university facilities.

A student must be continuously enrolled in accordance with the following schedule:

- Until the degree is completed or until 18 post-comprehensive hours have been completed (whichever comes first), the student must enroll for a minimum of 6 hours a semester and 3 hours a summer session.
- Students who have not completed the degree after completing 18 hours of post-comprehensive enrollment must continue to enroll for the amount of credit that best reflects their demands on faculty time and university resources each semester and each summer session until they pass the final oral exam.
- Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive examination has been passed. Students may enroll for dissertation hours as well as other course when the examination is taken.

Students who do not pass the examination cannot apply dissertation hours to degree requirements.

The candidate may petition the School of Education Graduate Division for leave of absence during the period between the comprehensive examination and the final oral examination. Again specific degree programs may have more stringent rules than the Graduate School.

**Dissertation**

[https://documents.ku.edu/policies/Graduate_Studies/docdissertation.htm](https://documents.ku.edu/policies/Graduate_Studies/docdissertation.htm)

The candidate must present a dissertation that exhibits the application of existing knowledge in the major field of professional study. Ed.D. candidates may satisfy the dissertation requirement by completing a comprehensive, critical assessment of the relevant literature on a major educational issue or problem.

This study should demonstrate the application of existing knowledge to the author’s area of professional practice.

Various styles and formats for theses and dissertations are acceptable. The format and style of a student’s thesis or dissertation is left to the discretion of the student and the adviser, but format and style options may be constrained or dictated by the policy of the department from which the student is to receive the degree.

The dissertation is prepared under the direction of the dissertation committee.

The norm for dissertation enrollment is about 24 credit hours. The minimal number
of dissertation hours in any degree program is 18.

Instructions regarding the proper form of the final document may be obtained from the School of Education Graduate Division Office.

**Final Oral Examination**

[https://documents.ku.edu/policies/Graduate_Studies/docfinaloral.htm](https://documents.ku.edu/policies/Graduate_Studies/docfinaloral.htm)

When the dissertation has been tentatively accepted by the dissertation committee, the chair may request the School of Education Graduate Division Office to schedule the final oral examination.

**This request is to be made at least two weeks before the desired examination date.**

At least five months must elapse between the successful completion of the comprehensive examination and the date of the final oral examination.

Upon approval by the Graduate Division, the final oral examination is scheduled at the time and the place designated in the request and publicly announced by the Graduate School. Although the dissertation committee is responsible for the certification of the candidate, any member of the Graduate Faculty may be present at the examination and may participate in the questioning.

The official examining committee consists of at least five members, including the dissertation committee. At least one member must be from a department other than the candidate’s major department. This member represents the Graduate School.

The final examination must be partly oral and may be wholly so. The examination covers the dissertation and the concentration. The candidate passes the final examination if a majority of the official examining committee (including the chair) approves the candidate’s performance. When the final oral examination has been passed, the dissertation committee reports a grade of Honors, Satisfactory, or Unsatisfactory.

If the candidate fails the final oral examination, she or he may be allowed to repeat if upon the recommendation of the dissertation committee.

**Dissertation Copies**

When the final oral examination has been passed and the dissertation has been signed by the members of the dissertation committee, a title page and acceptance page with original signatures are to be delivered to the Graduate Affairs office of the school in which the student’s program resides so that completion of degree requirements may be officially certified. In addition, as a requirement of graduation, the candidate must arrange publication of the dissertation and payment of all associated fees (including copyright fee if applicable), through the electronic submission process found at [http://www.graduate.ku.edu/04-02_etd.shtml](http://www.graduate.ku.edu/04-02_etd.shtml).

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

Enrollment
https://documents.ku.edu/policies/Graduate_Studies/AdmissiontoGradStudies.htm

The normal full-time enrollment for a graduate student is 9 credit hours per semester or 6 hours per summer session.

Students are not normally permitted to enroll for more than 17 hours a semester or more than 9 hours in summer session for the School of Education.

The enrollment of those with foreign student (F-1) visas must conform to the minimum established by the regulations of the Immigration and Naturalization Service. International students must conform to the residence requirements of the Graduate School, even if the minimal enrollment of the INS are lower.

Full-time Student Classification and Residence Requirement:

The following student loads for course work and/or appointments at KU for teaching or research represent full-time graduate student status for degree-seeking students for purposes of qualifying for fellowship tenure, student loan deferment, and similar certification, and for meeting residence requirements for doctoral degrees.

-9 credit hours
-6 credit hours and half-time teaching or research at KU

These figures are the minimum number of credit hours a student may carry and still be certified full time. A student may enroll for more hours with the approval of the department or program adviser, within general guidelines.

Degree-seeking graduate students who are employed more than half time must be enrolled for at least 6 hours per semester to be certified as full-time students.

For a student who is a full-time employee at KU to fulfill the residence requirement, the KU employment must contribute substantially to the student’s graduate program.

Grading
https://documents.ku.edu/policies/Graduate_Studies/grading.htm

The basic system in the Graduate School is an A, B, C, D, F system, where A designates above-average graduate work; B, average graduate work; C, passing but not average graduate work (C- is not considered a passing grade); D and F, failing graduate work. C-, D, and F work does not count toward a degree.

The letter P is used only to indicate participation in thesis, dissertation, and research enrollments (related to thesis or dissertation), and in the first semester enrollment of a two-semester sequence course.

In any semester, an instructor may, at his or her option, assign a letter grade of A, B, C, D, or F when evidence about performance is available.

Upon completion of thesis/dissertation or research hours leading to a master’s or
doctoral degree, the P remains on the final transcript except for the last semester of enrollment. A letter grade (A, B, C, D, or F) is assigned in the last semester of enrollment to characterize the quality of the final product. The I grade is not appropriate for enrollment in thesis, dissertation, or research, and is not accepted. For enrollments other than thesis, dissertation, or research, the letter I indicates course work that has been of passing quality, some part of which is, for good reason, unfinished. The grade of I for graduate courses remains unchanged on the student’s record except that, should the student subsequently complete the course work, the instructor would then change the I to a letter grade: A, B, C, D, or F.

The grades of S and U may be used to designate satisfactory and unsatisfactory performance, respectively, in continuing education, workshop, and institute courses upon the recommendation of the department offering the course. No more than 6 hours total of graduate courses graded S are permitted to count toward a degree.

In courses numbered 800 or above for which specific authorization has been given, the instructor may report a grade of S for students who have satisfactorily attended the course but for whom it has not been possible to evaluate the quality of performance.

Once the S grade for a particular course (or a particular faculty member’s section of a multi-section course) has been recommended by the department and approved by the Graduate Division and Graduate School, it must be applied to the entire student enrollment in the course or section. This applies to those 800- or 900-level courses eligible for the S grade (or is alternative of F), as well as to Continuing Education, institute, and workshop courses. The S and U grades are not used in computing the grade-point average.

The Credit/No Credit option is not authorized for graduate students’ enrollments, including, but not limited to, courses taken to fulfill the research skills requirements, undergraduate deficiencies, etc.

The School of Education has the option of using +/-, according to the policy adopted by the particular school. B- does not represent satisfactory work in the Graduate School.

In the Graduate School grading system defined above, at least B average is required on course work counted toward any of the master’s degrees or the Specialist in Education degree at KU, and only courses graded A, B, or C (excluding C-) may be so counted.

Course work counted toward a doctorate, including that for a master’s degree if obtained at KU, should average better than a B. Courses graded P, S, U or I are excluded from the computation of the average.

Graduate Exam grading:

Performance is graded Honors, Satisfactory or Unsatisfactory for the following examinations:

1. The general examination for the master’s degree.
2. The general examination for the degree of Specialist in Education
3. The comprehensive oral examination for the doctorate
4. The final examination for the doctorate.

Academic Probation

https://documents.ku.edu/policies/Graduate_ Studies/academic_probation.htm

Upon falling below a cumulative graduate GPA of B, computed with the inclusion of grades earned at KU for all courses acceptable for graduate credit, the student is placed on probation by the Graduate
Division of the school or the Graduate School.

The grades of P, S, U, and I, for which no numerical equivalents are defined, are excluded from the computation. If the student’s overall graduate average has been raised to B by the end of the next semester of enrollment after being placed on probation, the student may be returned to regular status. If not, the student will not be permitted to re-enroll in the Graduate School unless the Graduate Division or the Graduate School acts favorably on a departmental recommendation for the student to continue study.

If admitted on probation, a student must earn an overall graduate average of at least B during the first semester of enrollment (in which case the student is considered to have achieved regular status) to be permitted to re-enroll. A student admitted on probation who fails to earn a B average in the first semester is not permitted to re-enroll.

When the particular circumstances are deemed to justify continuation, and upon the recommendation of the department or program, such a student may be continued on probation by the Graduate Division or the Graduate School for one additional semester equivalent of full-time graduate study.

Grievance Procedures

To find out more about the School of Education’s grievance procedures, go to:

http://soe.ku.edu/academics/docs/SoE Grievance Procedures.pdf
Graduate students in the School of Education are encouraged to apply for support that will allow them to travel to a professional conference/or meeting or to conduct a research project. Each initiative is intended to enhance the graduate students’ professional preparation. Except under special circumstances, a student may receive only one travel award per academic year. An individual student’s combined travel and research support may not exceed $500 in any academic year. The following files are available at:

Scholarship Information for All KU Students

The University of Kansas has designed a scholarship site for current and future KU students. This website provides links to all KU scholarships including academic departments, non-academic units and non-KU privately funded scholarship opportunities. The individual units on campus will continue to administer their own applications and scholarship awarding processes, with this new site serving as a one-stop shop for scholarship opportunities to students.
Website: www.scholarships.ku.edu
Email: scholarships@ku.edu

Scholarships are granted to undergraduates, fifth year students, graduate licensure program students, master’s students, specialists and doctoral students.

Additionally, for incoming graduate students to the School of Education, there is a limited pool of recruitment scholarship money. To find out about these one-time scholarship opportunities, please contact the academic department to which you are applying.

Graduate students, including Professional/5th and graduate licensure program students, must be enrolled in at least 6 hours each for the Fall and Spring Semester.

Achievement-based and Donor-based Scholarships

To apply for a School of Education Student Donor-based Scholarship you must fulfill the general eligibility criteria which can be found at: http://soe.ku.edu/scholarships/.

Scholarships are awarded on a competitive basis to undergraduate students, fifth-year students, graduate licensure program students, and to master’s, specialist and doctoral students. Most of these scholarships have been made possible through the generosity of private donors, who include education alumni and their families, retired
and current faculty and staff and other friends of the School of Education. Scholarship funds are managed by the KU Endowment Association on behalf of these private donors.

**Who is eligible to apply for a Achievement-based scholarship?**

To apply for a School of Education Achievement-based Scholarship you must fulfill the general eligibility criteria found at: [http://soe.ku.edu/scholarships/](http://soe.ku.edu/scholarships/)

Scholarships are awarded on a competitive basis to undergraduate students, fifth-year students, graduate licensure program students, and to master’s, specialist and doctoral students.

To be eligible for a achievement-based scholarship, graduate students must have a GPA of at least 3.75.

Achievement-based considerations will include the applicant’s academic performance (GPA), education-related extracurricular and work activities, evidence of involvement in and commitment to the education profession, and for graduate students, one’s record of scholarly activities.