

Graduate Student Handbook
Department of Political Science
University of Kansas

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Unit Directory

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Key Offices at KU

Your unit's Director of Graduate Studies or Graduate Academic Advisor 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 help:

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](#), [Graduate Credit](#), [Leave of Absence](#), and [Time Limit Extensions](#).

The Graduate Academic Advisor works directly with COGA. Please refer all COGA-related questions to your Graduate Academic Advisor.

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 the Graduate Academic Advisor should be your first stop for any questions your department cannot answer, you may be referred to Graduate Studies for certain matters, especially for questions about [GTA/GRA/GA appointments and policies](#). The University's [Doctoral Hooding Ceremony](#) is coordinated by Graduate Studies.

Graduate Admissions (Within the Office of Graduate Studies)

Contact Graduate Admissions for questions regarding KU Online Application for Graduate Study, ADMIT system / Prospect, English proficiency requirements, and official transcripts.

Office of the 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

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

International Student Services (ISS)

Contact ISS for questions related to international students, including enrollment requirements, international student insurance, obtaining a social security card, I-20 questions, and any issue related to student visas. While

other offices on campus such as the AEC, Human Resources, or the Registrar may also handle related matters, because the students' legal status in the country may be affected, it is recommended that students contact ISS first.

Center for Teaching Excellence (CTE)

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

General Department Policies & Procedures

Admission

Deadlines

Applications for the fall semester are due no later than January 7th to be considered for departmental funding in the form of a Graduate Teaching Assistantship (GTA). Applications for the fall semester will be accepted until April 15th but will not be considered for departmental funding if submitted after January 7th. The Department of Political Science does not admit students for the spring or summer semesters.

Application Materials & Procedures

The following components should be included in your online application:

- A statement of academic objectives describing your intellectual development, previous academic training, and areas of academic interest. The quality of this statement is an especially important factor in the decisions of our admissions committee. The statement should be a maximum of two pages, single spaced.
- A resume/curriculum vitae
- Copy of an official transcript from all post-secondary institutions attended
- Official GRE scores (KU's institution code for score reporting is 6871)

Proof of English Proficiency

The Office of Graduate Studies requires all applicants to demonstrate proof of English proficiency. See "Admissions" under the University Policies & Degree Requirements section of this document for more information regarding the University's requirements for providing proof of English Proficiency.

Provisional Admission

In exceptional cases, the department may recommend an applicant for provisional admission who does not meet the University's minimum requirements for admission. This may occur, for example, if a student's overall undergraduate GPA is deficient but the major GPA, GRE scores, and statement of academic objectives suggest strong potential for success in graduate student. All recommendations for provisional admission are contingent on approval by the College and University.

To continue in the program, students admitted provisionally must meet with the Director of Graduate Studies at the start of the academic term, must comply with any requests for additional meetings or communications, and must earn at least a 3.0 GPA in the first semester of graduate coursework at KU.

Admissions Contact Information

If you have questions about the academic program or curriculum, contact the Director of Graduate Studies. If you have questions about the application process or required materials, contact the Graduate Academic Advisor.

General Guidelines

Grading

A grade of incomplete (I) requires special attention. Note that the department will not permit a student who has six (6) or more semester hours of the incomplete grade to enroll in further coursework. A graduate student should not take an incomplete grade unless it is an unavoidable emergency (serious illness, accident, etc.). All grades of incomplete must be resolved prior to a student registering for preliminary examinations.

See “Grading” under the University Policies & Degree Requirements section for further information regarding University minimum grading requirements.

Academic Integrity & Misconduct

The Political Science Department follows the university policy on academic misconduct as cited below. The maximum penalty for academic misconduct is termination from the program.

[Rules and Regulations of the University Senate \(Article 2, Section 6\): Academic Misconduct:](#)

- 2.6.1. Academic misconduct by the student shall include giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments, or knowingly misrepresenting the source of any academic work.
- 2.6.2. An instructor may, with due notice to the student, treat as unsatisfactory any student work which is the product of academic misconduct.

Plagiarism: Any attempt to pass off work copied or paraphrased from elsewhere as if it were original is plagiarism and is viewed as a serious breach of academic integrity. Plagiarism may be unintentional. It is therefore advisable to note and adhere to the following rules.

Academic Documentation: Acknowledgment of sources by footnotes, endnotes or text notes is mandatory in the following two cases:

- Any direct quotation from another author, whether an entire paragraph or a single but unusual word from a passage, must be acknowledged both with quotation marks and a note.
- Any citation, paraphrase, or restatement of another author's works or ideas, even if such are not repeated verbatim, must be acknowledged. In this case, only footnote is used to refer the reader to the original source or sources.

Those cases in which footnoting is not needed:

Everything must be noted with only two exceptions:

First, writing need not be noted when it is one's own interpretation of the research materials; or, second, information may be included without a note when it meets all four of the following conditions.

- The information is available from several sources.
- The information is restated completely in the researcher's own words.
- The restatement does not come from any particular source.
- The subject is considered common knowledge (e.g., the three branches of the federal government).

Good Standing

According to the rules of the Office of Graduate Studies, a student must maintain a 3.0 grade point average and be making satisfactory progress toward completion of the degree program. If the cumulative grade point average drops below 3.0, the student will be placed on probation. The Director of Graduate Studies will notify the student of the situation and advise them that they will be dismissed if certain conditions are not fulfilled. The cumulative average must be raised above 3.0 in the next semester for the student to be returned to regular status; otherwise the student may be dismissed. Departmental policies will place additional obligations on the student and the Director of Graduate Studies will inform the student of them. In particular, a student on probation who receives any grade below "B" will be dismissed.

For additional information on good standing, as well as probation and dismissal procedures for those students who do not meet the requirements for good standing, see the University Policies & Degree Requirements section of this document.

Advising & Mentorship

Master's

During the first semester of enrollment the Director of Graduate Studies will advise students. Each student should choose a principal faculty advisor by the end of the first year in the graduate program and inform the Director of Graduate Studies in writing of the student's selection. A committee composed of the principal faculty advisor and two other members of the graduate faculty will administer the final oral examination.

PhD

Students first entering the Ph.D. program should direct questions to the Director of Graduate Studies. They should select a major advisor from among the Political Science faculty by the end of their first year in the graduate program and inform the Graduate Academic Advisor of their selection. This faculty member will be responsible for advising the student concerning enrollment, the rules of the graduate program, and other matters that may arise in a faculty-student mentoring relationship. If a student chooses to alter their selection of faculty advisor, they must inform the Graduate Academic Advisor in writing.

Before students are ready to take the comprehensive examinations for the Ph.D., they must select a faculty member to be their dissertation advisor. If the faculty member agrees, they become the student's major advisor and should finalize the student's long-range plan of study. During or before the semester in which the comprehensive oral examination is taken, the dissertation advisor and the student must consult and select a three-person dissertation advisory committee which is chaired by the dissertation advisor. All members of this committee must be members of the Graduate Faculty. Unless special arrangements are made with the Director of Graduate Studies, this dissertation advisory committee may include at most one member from outside the division of government. The student should consult all committee members in planning and conducting the dissertation research. Note: The committee which makes a final evaluation of the dissertation (referred to as the final oral examination committee), includes this dissertation advisory committee as well as other members (see below).

Annual Review

In the spring of the student's second year in the Ph.D. program, the graduate studies committee will meet to formulate an evaluation of the student's progress. Based on the coursework and other information that the

graduate advisor may solicit from professors, students will be informed whether their work is satisfactory, marginal, or unlikely to lead to the eventual completion of the Ph.D. The third classification may be accompanied with advice that the student should withdraw from the program.

Grievance Procedures

Any student wishing to make a complaint involving either a Department of Political Science faculty or staff member and concerning Departmental policies or decisions may seek redress of their grievances by presenting their grievances to the Director of Graduate Studies or referring to Article IV of the [Department of Political Science Bylaws](#).

Petitions

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

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

In cases where the policy or requirement is a departmental requirement (for example, a course requirement for a degree), the graduate faculty will issue a final decision (for example, that the student may be exempt from a doctoral course requirement based on coursework taken at the master's level at a previous institution).

In cases where the policy or requirement being petitioned is a University policy, the graduate faculty will decide whether to support the student's petition. If the faculty is in support, the department will submit a petition form to the College Office of Graduate Affairs accompanied by supporting materials as required. The petition form specifies the supporting material needed for each kind of petition. These materials must accompany the petition sent to COGA. COGA's petitions webpage provides additional information regarding University petitions, including supplemental documentation that may be required by the University. Additional information regarding the more common University petitions, such as Leave of Absence, Enrollment requirements, and Time Limit Extensions, may also be found in the University Policies & Degree Requirements section of this document.

In cases where the graduate faculty declines to support a University petition, no paperwork may be submitted to COGA. COGA only accepts student petitions in cases where there is documented departmental support and when the petition itself is submitted by a representative of the department.

Students should always consult with the DGS prior to submitting a petition to the graduate faculty to ensure that a petition is necessary and that all the appropriate supporting documentation is accounted for.

Information for Graduate Teaching Assistants (GTAs)

The standard half-time (50% FTE) Graduate Teaching Assistantship (GTA) appointment entails teaching 10-12 hours of courses over the nine-month academic year. Stipends for the 2018-2019 academic year start at \$16,212.76. Those holding an assistantship benefit from a 100% remission of tuition and payment of up to 3 hours of student fees. All applicants to the graduate program will be considered for a GTA appointment.

GTA appointments for doctoral students will normally be renewed for a maximum of ten semesters providing that both academic work and teaching are satisfactory. If eligible (see next paragraph) and if progress to degree and teaching are deemed satisfactory, doctoral students may be considered for GTA appointments beyond the tenth semester, for a maximum of twelve semesters.

All offers of financial assistance are contingent on approval by the College and the University, and on the availability of funds from the state. The Memorandum of Agreement made between the University of Kansas and the Board of Regents with the Kansas Association of Public Employees (representing the Graduate Teaching Assistants) limits the duration of the GTA contract to a total of six years (MA and PhD combined). Some students in the POLS graduate program complete both an MA and a PhD, so they should be particularly aware of this six-year limitation in teaching assistantship funding.

Summer GTA appointments are available on a competitive basis. The Department will provide additional information to students when summer GTA appointments are available.

Candidates for GTA appointments must be fluent in English. GTA applicants for whom English is not the native language must demonstrate English proficiency per the Kansas Board of Regents policy by providing [English proficiency scores](#) that meet Regular Admission status and speaking scores that meet the English Proficiency Employment benchmark.

Resources

- [GTA Memorandum of Agreement \(PDF\)](#)
 - o All GTA/GRA appointments are governed by the MOA between the University of Kansas, Lawrence, the Kansas Board of Regents, and the Kansas Association of Public Employees.
- [Office of Graduate Studies information on mandatory training](#)
- [Full list of GTA/GRA Benefits](#)
- [GTA/GRA Health Insurance Information](#)
- [HR/Pay System for viewing paychecks](#)

Degree Requirements

Master's Degree Requirements

Course Requirements

All candidates for the M.A. degree are required to complete, at a satisfactory level, the following:

- Research Methods through POLS 706 (unless equivalent material has been covered satisfactorily)
- 30 semester hours of graduate credit (including Political Science research methods courses, but excluding courses taken in fulfillment of an undergraduate major or its equivalent)
- The requirements for either the thesis or non-thesis option
- A comprehensive oral examination which is administered by a committee that includes the student's principal advisor and two other members of the graduate faculty

Other Options

- Unless otherwise approved by the student's advisor and the Director of Graduate Studies, no more than nine hours of coursework at the 500 and 600 level will be counted toward the M.A.
- Students entering the program with full graduate standing may take up to six (6) graduate hours outside the department. These hours include courses taken at another accredited institution.
- Directed reading courses supplement, but do not replace, the core graduate curriculum. Up to five (5) credit hours of reading courses can be counted toward the 30 credit hours requirement for the master's degree.

Thesis Option

Upon completion and certification of an acceptable thesis, candidates may count six (6) credit hours of thesis enrollment toward the 30 credit hours required for the M.A. degree. The thesis must be presented to the student's faculty advisory committee and its completion will qualify the student to proceed to the final oral master's examination.

A student who wishes to write a thesis should select a thesis advisor and in consultation with the advisor, select two other graduate faculty members for the thesis committee. Students must notify the Director of Graduate Studies in writing of the composition of the thesis committee. Unless special arrangements are made, at least two of the committee members should be Political Science department faculty. Students must meet with the Graduate Academic Advisor to verify that all other requirements have been fulfilled.

Students writing an M.A. thesis should prepare at least three copies of the final draft for submission to their committee (after it has been approved by the advisor) prior to the final oral examination. After the thesis defense is completed, a final copy must be prepared and submitted. Copies of the thesis for the department and the advisor must be bound in cloth (regular book binding style) with the title and author's full name on the front cover. The year, title, and last name of the author should be on the spine.

Non-Thesis Option

Instead of a thesis (six credit hours), candidates may substitute a minimum of two 800-900 level research seminars (excluding POLS 706) as part of the 30 required hours for the degree. In addition, students must pass a final master's written examination that is based on coursework. The student's principal faculty advisor, who serves as chair of the examining committee, prepares the examination. Each of the three examining committee members should prepare at least two questions, and the student must answer one question from each committee member. Students must notify the Director of Graduate Studies in writing of the composition of the examining committee. Unless special arrangements are made, at least two of the committee members should be Political Science department faculty.

Students select the date for the written exam, keeping in mind availability of testing spaces and deadlines for notification to the Graduate School to ensure graduation. Students must meet with the Graduate Academic Advisor to verify that all other requirements have been fulfilled. The Graduate Academic Advisor will administer the examination. The student will be allowed no more than four (4) hours to complete the written examination. The members of the committee evaluate the written exam and if a majority considers the exam to be of passing quality, then the final oral examination may be scheduled.

A student may attend the written examination a maximum of two (2) times. Failure on the second attempt results in termination from the program. A second attempt at the written examination must occur during the semester following the first attempt, and the faculty advisor committee administering the first examination should also prepare the second examination. Students may appeal a negative evaluation of the written examination to the Graduate Studies Committee. Once a student has possession of a copy of an examination, it

shall constitute one attempt at writing that examination. The student's principal faculty advisor informs the student, the Director of Graduate Studies, and the Graduate Academic Advisor of the outcome of each attempt at the written examination. Satisfactory completion of the written examination is a prerequisite for the final oral master's examination.

Final Oral Examination for the M.A. Degree

Satisfactory completion of a final oral examination is required of all candidates for the M.A. degree in Political Science. The final master's examination is a requirement of the Office of Graduate Studies. Students should begin the scheduling process for the oral examination with the Graduate Academic Advisor at least one month before the proposed examination date to ensure that departmental preapproval paperwork is submitted to the College Office of Graduate Affairs in a timely manner. The student's faculty advisory committee conducts the oral examination.

Students taking the thesis option qualify for the oral examination with the submission of an acceptable draft of the thesis. For students taking the non-thesis option, the oral examination should be scheduled within two weeks of satisfactory completion of the written examination. A student may attempt the oral examination for the M.A. degree a maximum of two (2) times. Failure on the second attempt results in termination from the program. A second attempt at the oral examination should occur within one month following the first attempt. The faculty committee for the first oral examination also administers the second oral examination. Students may appeal a negative decision on the oral examination for the Graduate Studies Committee. Beginning an oral examination constitutes an attempt at the examination, even if the student chooses not to complete the examination. The student's principal advisor shall inform the student, the Director of Graduate Studies, and the Graduate Academic Advisor of the outcome of each attempt at the oral examination.

PhD Degree Requirements

Course Requirements

All students pursuing a Ph.D. in Political Science must have a Master of Arts degree in Political Science (or a closely related field) from an accredited U.S. institution.

For Ph.D. study, courses in the Political Science Department are divided into the following five subfields:

- Comparative Politics
- International Relations
- Political Philosophy and Empirical Theory
- Public Policy
- American Politics

Students must choose two major subfields and one minor field for intensive study.

Major Fields

The major fields must be drawn from the five offered by the Department of Political Science (above). Prior to their first attempt at the written preliminary examination in any subfield, all Ph.D. students must complete at least four courses/seminars in that subfield with a grade of B or better; all must be at the 600-level or above and three must be at the 700-level or above. At least two of these courses/seminars in each major field must be taken at KU, not including directed readings. The remainder of the coursework may be taken at a comparable

university. To be applicable, all coursework must be taken within five years of the date of the comprehensive examinations. At most one directed readings course in each major field will be counted toward the field coursework requirement. Students should understand that the four-course requirement is the minimum number of courses and that additional work may be required in preparation for the Ph.D.

Minor Field

The minor field may be another of the five subfields in the Political Science Department, a related field from an outside department, or an interdisciplinary program. The courses for the minor field must follow the same structure, number, and requirements as outlined above for the major fields. Courses for the minor field may only apply to that field.

Work in a related field from either an outside department or an interdisciplinary program will herein be referred to as a special field. A special field is not to be treated as a simple extension or elaboration of topics treated in courses taken in one of the major fields. Instead, it should represent a significant academic departure, which cannot be pursued within the confines of the five existing fields. If the choice is a special field, approval in writing of the student's advisor and the Director of Graduate Studies must be obtained. The special field must consist of a program of four or more courses.

Research Skills & Responsible Scholarship

All doctoral students are required to obtain research skills and responsible scholarship practices relevant to their field.

This requirement is designed to enhance the research and analytical competence of Ph.D. candidates. Each student must satisfy the requirements of one of the following options before attempting a preliminary examination.

Option 1: Research Methods

POLS 706 and 707 plus one additional research methods course approved by the major advisor and the Director of Graduate Studies. Please note that POLS 705 is a prerequisite for POLS 706 but is not considered an "additional research methods course" to meet this requirement.

Option 2: Research Methods and Foreign Language

POLS 705, 706 and 707 (with POLS 705 as a prerequisite for POLS 706) plus one of the following choices in a language that is approved by the student's major advisor and the Director of Graduate Studies:

- completion of two semesters of a language other than English, no more than five years old at the time of certification;
- demonstrated reading knowledge of a language other than English; or
- native speaker of a language other than English.

Please note that the requirements listed above constitute minimum expectations. Students may need more than one year of language study, particularly those who intend to conduct field research abroad. Similarly, students might need further training in statistical analysis, modeling, or programming to meet the research needs of the dissertation. Each student's major advisor should determine what, if any, additional training is necessary.

Written Preliminary Examinations

Each student must pass written preliminary examinations in the two major subfields of the student's specialization and intensive study prior to completing the comprehensive oral examination.

Time of the Examinations

Both examinations are taken during the three-week examination periods in the Fall and Spring semesters (e.g., the second and third full weeks of September and the second and third full weeks of February). The examinations will be offered on consecutive Mondays. The scheduled dates for the examinations will be announced after the exam registration deadline.

Admission to the Examinations

Students attempting the preliminary examinations for the Ph.D. degree must meet the following conditions prior to the examinations.

- Complete all outstanding grades of Incomplete
- Complete the Research Skills and Responsible Scholarship requirement
- Complete the curricular requirements for the Ph.D. examinations (above) and maintain an overall grade-point average of 3.5 or better in all graduate-level courses taken at the University of Kansas after admission to the Department of Political Science graduate program
- Meet the residency requirement of the Office of Graduate Studies

Application for the Examinations

Students planning to take the examinations should notify the Director of Graduate Studies of their intentions, in writing. The deadlines for applications are August 1 for the fall examinations and December 15 for the examinations in the following spring. This notification must include a completed form (obtainable from the Graduate Academic Advisor) specifying:

- The courses used to fulfill requirements and overall GPA
- Semesters and courses (or course/teaching combination) used to meet the residency requirement;
- That all grades of incomplete have been removed.

Failure to notify the Director of Graduate Studies precludes a student from taking the examinations. Notification does not, however, obligate a student to attempt the examination.

The following comments pertain to the content and procedures of these examinations.

Content of the Examinations

The student is expected to demonstrate a thorough understanding of the institutional systems, political processes, bibliographical materials, pertinent theories, and leading research ideas in each examination subfield. In addition, both Ph.D. students and faculty members should keep in mind that subfield examinations are not confined to the content of particular courses. The prime purpose of a subfield examination is to test a student's broad knowledge in that subfield. Copies of examination frameworks and past examination questions are available online at <https://kups.ku.edu/previous-prelim-exams>. The subfield committees will have the right to

specify changes in the formats of their examinations. In particular, they may introduce limitations on the lengths of answers to questions. Such changes must be widely promulgated at least six weeks before the date of the examinations. Students are encouraged to consult widely with Departmental faculty in their subfields about the structure and expectations for exams.

Faculty Participation

Examinations in each subfield are to be collegially prepared. No regular faculty member in the subfield of the examination is precluded either from the writing or the reading and grading of the examinations. Both faculty and students should recognize that it is the responsibility of all faculty members to participate fully in preliminary examinations for at least one subfield.

Procedures for Preparing the Examinations

Allowing sufficient time for examination preparation, the examination directors are appointed by the Director of Graduate Studies. The examination directors are responsible for soliciting questions from all the members of the subfield, calling a meeting of the subfield at least two weeks before the date of the examination, and submitting the final questions to the Graduate Academic Advisor one week before the examination. The examination director is responsible for proofreading the examination and delivering it to the Graduate Academic Advisor at least one day before the first examination.

Administering the Examinations

Registered students may obtain the appropriate subfield examination via email from the Graduate Academic Advisor at 8:00 a.m. on the scheduled date. Any student who accepts a copy of an examination will be deemed to have made an attempt to write it. Students should email completed answers to the Graduate Academic Advisor by 5:00 p.m. the next day. If students choose not to type their answers as they prepare them, they may submit a hand-written copy by the deadline and then provide a double-spaced typed copy within two office days. Answers submitted in this way will be cross-checked; deviations will result in a failure on the examination. All submitted answers should be typed or letter-quality, printed, double-spaced, one-inch margins minimum, with pages numbered.

In submitting a completed test, the student promises that the work is their own. Students must not consult with faculty members, students, or other people about the content of the test while they are taking it. Students are free to make use of any reference materials during their work on the examination and appropriate references (in-text citation including the author's name, date, and name of book or journal will suffice) to the literature must be included in the answers. If the subfield examining committee finds that the examinee has plagiarized on the exam, the exam will be considered a failure and the Director of Graduate Studies will institute dismissal procedures.

Notification of the Outcome of the Examinations

As soon as practicable after the completion of the examination, and in no case later than four weeks after the examination, the examination director shall notify the student and the Director of Graduate Studies, in writing, of the results of the examination. The subfield faculty shall provide the student with a written explanation of the committee's specific judgments on each examination question. An electronic copy of this written explanation should be given to the Graduate Academic Advisor for deposit in the student's departmental file. A copy should

be made of the examination for each member of the preliminary examination committee to facilitate and expedite evaluation.

Constraints Regarding the Taking and Outcome of the Examinations

Students may attempt the written preliminary examination in each subfield a maximum of two times. A student may not drop a subfield after failing its preliminary examination. A second examination in the same subfield must be attempted at, or before, the next regularly scheduled examinations. Failure on the second attempt at the preliminary examination in any subfield shall result in a student's termination from the graduate program. A student must pass the written preliminary examinations before taking the comprehensive oral examination.

Oral Comprehensive Exam Procedures

Satisfactory completion of a comprehensive oral examination is required of all Ph.D. aspirants. No student may attempt the comprehensive oral examination until the written preliminary examinations have been passed.

Permission to Schedule the Examination

The Graduate Academic Advisor must verify a student's eligibility for the examination. The student must begin the scheduling process with the Graduate Academic Advisor at least one month before the desired examination date to ensure departmental preapproval paperwork is submitted to the College Office of Graduate Affairs in a timely manner.

Composition of the Oral Examination Committee

The members of the comprehensive oral examination committee are appointed by the Office of Graduate Studies on the basis of nominations submitted by the department. The committee shall consist of at least five members, at least four of whom are members of the Political Science Department. The committee must include at least one faculty member from each of the two subfield examining committees that evaluated the student's written exams. All of the members of the committee must be members of the Graduate Faculty. At least one of the members of the committee must be from outside the Political Science Department; this member represents the Office of Graduate Studies. The Graduate Studies Representative is a voting member of the committee who shall report to the Office of Graduate Studies any unsatisfactory or irregular aspects of the examination.

Notification of Departmental Faculty

The Graduate Academic Advisor will notify all members of the faculty of the time and place of the scheduled oral examination. All interested members of the faculty are encouraged to participate in the examination.

Content of the Comprehensive Oral Examination

The comprehensive oral examination covers the entire field of Political Science, with emphasis in the subfields of the student's intensive study. In addition, students may be held accountable in the areas selected for the Research Skills and Responsible Scholarship requirement and the minor field requirement. The student's dissertation proposal is the subject of the defense of the dissertation prospectus, not the comprehensive oral exam.

Constraints Affecting the Comprehensive Oral Examination

Students must attempt the comprehensive oral examination in the same semester in which the final written preliminary examination is passed. Under extraordinary circumstances, the examining committee may call an intermission during the administration of the oral examination, but such an intermission may not be longer than forty-eight hours. Students who fail the comprehensive oral examination will be allowed only one further attempt. The second oral examination may not be held sooner than 90 days after the first failure and must be held before the end of the semester following the semester during which the failure occurred. Failure on the second attempt will result in dismissal from the graduate program.

Post-Comprehensive Enrollment

After passing the comprehensive oral examination, the Office of Graduate Studies requires that doctoral candidates must be continuously enrolled in at least six hours each fall or spring semester, including at least one dissertation hour, until 18 hours have been completed or until graduation, whichever comes first. After the 18 hours are completed, the student must enroll in at least one dissertation hour per semester until all requirements for the degree are met. Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive oral examination has been passed provided that the exam is taken before the first day of the term's final exam period.

Post-comprehensive students are not required by the Office of Graduate Studies to enroll during summer session. Doctoral students should consult with their advisors and departmental graduate staff to determine whether any other policies require them to enroll during the summer.

Dissertation Prospectus

All Ph.D. students successfully completing their comprehensive examinations must, within six months of such completion, successfully defend a prospectus of the dissertation. Successful defense of the prospectus is required to retain a status of "reasonable progress toward the Ph.D." and to be eligible for further departmental funding. The defense will be conducted before the dissertation committee.

Every doctoral candidate must assemble a dissertation committee no less than two weeks before the prospectus defense. Committee membership is expected to be the same as the final dissertation committee. The composition of the dissertation committee must be formally submitted to the Director of Graduate Studies for approval. Membership can be changed only by written appeal to the Director of Graduate Studies or the Chair of the Department of Political Science. Such change in dissertation committee membership cannot be altered less than one month before the scheduled date of the dissertation defense.

Dissertation

The candidate must present a dissertation showing the planning, conduct and results of original research and scholarship. Material previously published by the candidate may be incorporated in the dissertation. See the University Policies & Degree Requirement section of this handbook for additional formatting requirements. Candidates and faculty members are reminded that the dissertation is to be a coherent, logically organized, scholarly document.

Completion of the dissertation normally is the final phase of a doctoral program, climaxed by the final oral examination or defense of the dissertation. Therefore, approval of the dissertation by the dissertation advisory committee is followed promptly by the final oral examination and submission of the signed dissertation.

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 chair of the dissertation committee asks the Graduate Academic Advisor to schedule a final oral examination. The Graduate Academic Advisor will then work with the student to begin the scheduling process at least one month prior to the earliest proposed defense date. The Office of Graduate Studies requires that the announcement of the final oral examination be submitted to the graduate school for publication on the Office of Graduate Studies website listing upcoming defenses. Interested members of the University community are encouraged to attend.

The committee for the final oral examination shall consist of at least five members, including the members of the dissertation advisory committee and two other members that serve as "readers". Both readers must be members of the Graduate Faculty and one must be from outside the Department of Political Science (Graduate Studies Representative). The Office of Graduate Studies formally appoints all members of the final oral examination committee at the request of the department.

The Graduate Academic Advisor will report the outcome of the defense to the College Office of Graduate Affairs (COGA). 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 shall result in dismissal from the graduate program.

See the University Policies & Degree Requirements section of this handbook for a comprehensive list of tasks to complete in order to graduate.

Final Submission of the Dissertation

When the final oral examination has been passed and the dissertation has been signed by the members of the dissertation advisory committee, the dissertation must be submitted electronically so that completion of degree requirements may be officially certified. See the University Policies & Degree Requirements section of this handbook for more information.

A paper copy of the signed dissertation must be bound and be given to the Director of Graduate Studies for deposit in the Political Science Department within one semester of graduation. The Department's copy must be bound 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. If the student is unable to provide a copy of the dissertation within one semester, an extension can be granted by the Director of Graduate Studies. Some students also prepare a bound copy for the dissertation advisor, but this is not required.

The form of the table of contents, the organization of the bibliography, the stylistic practices represented in the footnotes, and the placement of the footnotes -- these are matters that are ordinarily decided by doctoral candidates in conference with their committees, particularly the director of the dissertation.

See the University Policies & Degree Requirements section of this handbook for the exact formatting requirements for the electronic copy of the dissertation.

University Policies & Degree Requirements

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

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

General Policies

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

Admission

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

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

*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 Boulevard
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 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 count graduate-level coursework completed at another institution toward their KU degree. Restrictions apply to what non-KU graduate courses and the number of credit hours that can be counted toward a KU master's degree, so students should carefully review the information provided in the link above and the related policies below, as well as consulting with their DGS. In all cases, transfer credit must first be approved at the department of program level. To begin the transfer process, students should consult with their DGS to submit the required transfer materials. These include a transcript reflecting the courses to be transferred and descriptions and/or syllabi for the courses in question.

No transfer of credits is allowed for the Ph.D. In circumstances where students enter the Ph.D. program with an M.A. from another 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

Kansas Board of Regents policy defines 30 hours as the minimum for master's degrees at KU. Departments may petition for a reduced hour degree Master's degree for individual students. A reduction in hours is distinct from a transfer of credit and is reserved for those students especially well-prepared to complete a graduate-level degree and able to maintain a superior grade point average. Reduced credit hour degrees are also distinct from transfer credit in that they may be based on non-coursework (e.g. internships, work experience, study abroad, previously completed degrees, etc.) 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.

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.

If a student elects to take the CR/NC option, they must make this election during the CR/NC time frame, which can be found in the Registrar's current [Academic Calendar](#). This period typically begins after the last day to add a class and extends for approximately two weeks. This process must be initiated in the COGA office.

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

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

Related Policies and Forms:

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

Probation & Dismissal

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

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

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

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

If a student is unable to raise their GPA or otherwise meet departmental expectations for adequate academic progress by the end of the probationary period, they may be dismissed from the graduate program. Once dismissed, a student will no longer be able to be enrolled in coursework and cannot complete their degree. Students dismissed from any College graduate program may not be admitted to any other graduate programs in the College.

A student on probation or facing dismissal should discuss 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 DGSs and advisors a [Mentoring Agreement Template](#) to use and/or adapt to their own needs. The template may be used with students in danger of going beyond the program's expected time limits, or simply as an advising tool for all their students. It is especially useful for doctoral students in the dissertation phase.

Related Policies and Forms

- [Master's Degree 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)

Leaves of Absence

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

Requesting a Leave of Absence is done via a University petition. University petitions must first be approved and supported at the program level, so students wishing to initiate the petition process should first consult with their Director of Graduate Studies and review their department’s internal petition procedures. Units or the Director of Graduate Study may request documentation to support the student’s need for a leave of absence; however, the only document that COGA requires for the petition is the Leave of Absence Petition form, linked below.

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 COGA is required. COGA checks to ensure that the student has fulfilled certain University requirements. The full list of requirements that COGA checks for may be found via the link in the heading above. Students should work with their departments well in advance of their planned exam date, to schedule their exams in a timely fashion and to ensure that all University policies relating to oral exams are being followed.

In many cases, programs may have additional exams, such as a written pre-qualifying exam. Exam pre-approval by COGA applies ONLY to the oral portions of the three exams listed above.

The following are University policies pertaining to these oral exams:

Oral Exam Committee Composition

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

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

Oral Exam Attendance (Physical Presence)

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

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

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

Related Policies and Forms:

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

Doctoral Degree Requirements

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

Residency Requirement

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

Related Policies and Forms:

- [Doctoral Program Time Constraints](#)

[Continuous Enrollment for Post-Comprehensive Students](#)

During the semester in which the comprehensive exam is completed and each 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, they need only enroll in 3 credit hours.

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

Students are strongly advised to closely review the University regulations on continuous enrollment for post-comprehensive students (found in the above heading or the policy links below). Failure to properly comply with the policy could result in additional enrollment requirements and tuition expense near the end of your degree program.

Post-comprehensive enrollment requirements also apply to students with GTA/GRA/GA appointments, but these students must be certified to drop their enrollment levels. Departments are responsible for tracking student enrollment and submitting the certification form on the student's behalf through the Progress to Degree (PTD) system **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.

Appendices

Appendix 1: MA Program Requirements Checklist

Master's Degree Requirements	(30 credit hours)
Course	Semester Completed
POLS 705 (3 hours): Research Design for Political Science	
POLS 706 (3 hours): Research Methods I	
Elective (3 hours):	
Elective (3 hours):	
Elective (3 hours):	
Elective (3 hours):	
Elective (3 hours):	
Elective (3 hours):	
Elective (3 hours):	
Elective (3 hours):	
POLS 899 (6 hours in place of two electives above): Master's Thesis	

Appendix 2: PhD Program Requirements Checklist

Research Methods (12 credit hours)	
Course	Semester Completed
POLS 705 (3 hours): Research Design for Political Science	
POLS 706 (3 hours): Research Methods I	
POLS 707 (3 hours): Research Methods II	
Elective Methods Course (3 hours):	

Major Subfield 1 (12 credit hours):	
Course	Semester Completed
Course 1 (3 hours):	
Course 2 (3 hours):	
Course 3 (3 hours):	
Course 4 (3 hours):	

Major Subfield 2 (12 credit hours):	
Course	Semester Completed
Course 1 (3 hours):	
Course 2 (3 hours):	
Course 3 (3 hours):	
Course 4 (3 hours):	

Minor Subfield (12 credit hours):	
Course	Semester Completed
Course 1 (3 hours):	
Course 2 (3 hours):	
Course 3 (3 hours):	
Course 4 (3 hours):	

Doctoral Dissertation	
Course	Semester(s) Completed
POLS 999: Doctoral Dissertation	

Requirements & Milestones	
Requirement/Milestone	Date Completed
Preliminary Examinations	
Comprehensive Oral Exam	
Dissertation Prospectus Defense	
Post-Comprehensive Enrollment	
Final Dissertation Defense	

Appendix 3: Sample Four Year Plan

Course Requirements

The Political Science graduate program requires 12 credit hours in two major subfields, 12 credit hours in one minor subfield, and 12 credit hours of research methods courses. After these 48 credit hours are complete, students are required to enroll in dissertation hours until they complete their degree.

Subfield Options	Major Subfield 1	Major Subfield 2	Minor Subfield
American Politics			
Comparative Politics			
International Relations			
Public Policy			
Political Theory			
Special Field (minor only)	-	-	

- Select two major subfields and one minor subfield in the chart on the left. Click the 'subfield options' link to learn more about the different subfields.
- Search for courses at <https://classes.ku.edu>. Most of your courses should be at the 700 level or above. Each subfield may have up to one 600 level course if approved by your advisor and eligible for [graduate credit](#).
- Contact the [Graduate Academic Advisor](#) if you need a permission number for any Political Science courses.

Year One: Coursework

Semester 1:	Course Number (Credits)	Semester 2:	Course Number (Credits)
Major course		Major course	
Major course		Major course	
Major or minor course		Major or minor course	
POLS 705	POLS 705 (3)	POLS 706	POLS 706 (3)

Required Tasks:

- Attend [campus-wide](#) and departmental orientations
- Select an advisor

Year Two: Coursework + MA Thesis/Exam

Semester 3:	Course Number (Credits)	Semester 4:	Course Number (Credits)
Major course		Major course	
Major course		Major course	
Major or minor course		Major or minor course	
POLS 707	POLS 707 (3)	Elective methods course	

Required Tasks:

- Complete [master's thesis or exam](#)

Optional Tasks:

- Independent research
- Seek [conference opportunities](#)

Year Three: Oral Comprehensive Exam

Semester 5:	Course Number (Credits)	Semester 6:	Course Number (Credits)
Dissertation hours	POLS 999 (9)	Dissertation hours	POLS 999 (9)

Required Tasks:

- Register for [preliminary examinations](#)
- Complete preliminary examinations and [comprehensive oral exam](#)
- Defend dissertation prospectus within six months of completing comprehensive oral exam
- Select [dissertation committee](#)
- Complete 18 hours of [post-comprehensive enrollment](#)

Optional Tasks:

- Research/write papers
- Attend [conferences](#)
- Submit research to journals
- Apply for [dissertation fellowships](#)

Year Four: Dissertation Research + Defense + Job Applications

Semester 7:	Course Number (Credits)	Semester 8:	Course Number (Credits)
Dissertation hours	POLS 999 (1)	Dissertation hours	POLS 999 (1)

Required Tasks:

- Defend dissertation
- [Apply for graduation](#)
- Job search

Note: While every student's time in the Political Science MA/PhD program looks slightly different, most students should plan to complete their time in the graduate program within four years. If students are planning to conduct field research or archival research, they may plan to complete the program in five years if appropriate. Please consult with your advisor to ensure you're planning a timeline of completion appropriate for your research.

Appendix 4: Preliminary Exam Registration Form

Name:

KUID:

Phone:

Email:

GPA:

Research Skills & Responsible Scholarship Requirement

List the courses you've completed that meet the Research Skills & Responsible Scholarship requirement.

You can read more about the [Research Skills & Responsible Scholarship policy](#) in the KU Policy Library.

Course	Semester
POLS 706	
POLS 707	

Residency

List credit hours completed and/or a GTA/GRA appointment for two semesters below.

You can read more about the [doctoral student residency requirement](#) in the KU Policy Library.

	Semester (Example: Fall 2017)	Credit Hours	GTA/GRA Appointment
Semester 1			
Semester 2			

Major Subfields & Coursework Completed

List the two major subfields in which you are requesting to take a preliminary examination along with all coursework you've taken in each major subfield.

	Subfield 1:	Subfield 2:
Course 1		
Course 2		
Course 3		
Course 4		

Faculty Advisor's Name	
Faculty Advisor's Signature	
Graduate Director's Signature	
Student's Signature	
Current Date	

Appendix 5: Doctoral Learner Outcome Dissertation Rubric

Graduate Studies implemented the use of Doctoral Learner Outcome Rubrics in fall 2011 for all students graduating with a PhD. Each Department has their own rubric to evaluate the written dissertation. Students are not made aware of their score, the score does not appear on the student's record, and the score they receive does not in any way affect their graduation or their overall degree. The scores are intended to be for departmental tracking purposes only. For reference, the Doctoral Learner Outcome Rubric for POLS can be found at <http://ku.campuslabs.com/rubrics/uok/dlorpols>.