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Introduction

This handbook provides information about the policies and procedures of the MA, and PhD programs in Theatre at the University of Kansas.

The *Graduate Student Handbook* was written to provide a general knowledge of the rules and regulations of THE OFFICE OF GRADUATE STUDIES as well as cover the details within each individual degree program. Please note that this publication is for informational purposes to help you plan your program and does not constitute a contract. The official document governing all graduate programs at the University of Kansas is the Graduate Catalog. In case of any discrepancy between the Graduate Catalog and this Handbook, the Catalog shall be considered the authoritative document. Students are encouraged to routinely refer to the STUDIES online Catalog at: www.ur.ku.edu/Acadpub/gradcat/

It is important to understand that the policies and procedures stated in The Office of Graduate Studies section of this handbook represent the *minimum standards* as mandated by the Office of Graduate Studies. Each individual program has its own program-specific requirements or policies that must also be followed, and these have been added throughout this handbook. It is the student’s responsibility to become thoroughly acquainted with all degree requirements including not only the general requirements but also those that are specific to the student’s own department and school. Students are also encouraged to contact their department’s graduate director/advisor or graduate chair for further information from their department.

While the faculty and staff of the Theatre Department will make every effort to assist you in navigating the often serpentine paths of the University administration, 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 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 Office of Graduate Studies rests with the student.

| It is your responsibility, and yours alone, to be sure that you fulfill all requirements and meet all deadlines necessary to obtain your degree. |
The Office of Graduate Studies

The mission of The Office of Graduate Studies at the University of Kansas is to ensure the quality of graduate programs; to prepare doctoral students as innovators and leaders who are ready to meet the demands of the academy and our global society. They do that by overseeing the formulation of faculty-driven policy, by implementing policy, by conducting periodic program reviews of graduate programs, by assisting departments with the recruitment of quality graduate applicants through application processing, administration of graduate fellowships and special programs to attract top minority students, and by offering professional development programs for students and faculty. A current copy of the Office of Graduate Studies’ Constitution and Bylaws can be found on their website: http://www.graduate.ku.edu/

Graduate Division- The College of Liberal Arts and Sciences (CLAS)

Each professional school on the Lawrence campus has a graduate division: Architecture, Business, Education, Engineering, The College of Liberal Arts and Sciences, Journalism, Pharmacy, and Social Welfare. The Department of Theatre is a part of the School of the Arts (SOTA). Housed within the College of Liberal Arts and Sciences, the School of the Arts was created from a reorganization of KU’s fine arts programs. The School of the Arts is home to four departments; Dance, Film & Media Studies, Theatre, and Visual art.

College Office of Graduate Affairs (COGA)

The College Office of Graduate Affairs (COGA) serves as the graduate division for the College of Liberal Arts & Sciences. The mission of the College Office of Graduate Affairs (COGA) is to support the academic quality of the College’s graduate programs and the progress of graduate students in their degree programs. COGA provides guidance and training to departments and students on College and University policy, documents graduate student milestones, processes petitions for exceptions to policy, and facilitates practices of faculty governance for the College’s graduate programs. COGA tracks national news and scholarly research pertaining to graduate education and seeks to strengthen communications and sharing of best practices across the College’s graduate programs. COGA provides direct administrative and advising support—including support of recruitment, retention, professional and public outreach, and public relations—for the College’s graduate programs at the Edwards Campus and select departments on the Lawrence campus. COGA works closely with KU’s Office of Graduate Studies, seeking their assistance in the interpretation of graduate policy, providing verification and documentation of degree completion, and providing feedback on processes and practices within the College.

The School of the Arts (SOTA)

Housed within the College of Liberal Arts and Sciences, the School of the Arts was created from a reorganization of KU’s fine arts programs. The School of the Arts is home to four departments; Dance, Film & Media Studies, Theatre, and Visual art. As part of the largest academic unit on campus, the School of the Arts has the opportunity to inspire and increase participation in the arts among the Lawrence and KU community. This partnership also offers fresh possibilities for collaboration between the arts and the broad disciplines of the College, paving the way for unique innovations and ideas. As a new participant in the arts in Lawrence, the School of the Arts is eager to use its resources to help promote the arts across the community and KU.
The Department of Theatre

The master's and doctoral programs in theatre combine rigorous study of theory, criticism and history with production work in a collegial atmosphere. Students can expect to develop expertise in current methodologies, such as those derived from or applicable to contemporary historiography, semiotics, post-structuralism, performance studies, post-modernism and cultural studies. The research of our faculty ranks us in the top ten among a selection of major institutions in the 2005 Faculty Productivity Index by Academic Analytics. The department is an organizational member of the Association for Theatre in Higher Education and home to the prestigious *Journal of Dramatic Theory and Criticism*.

The M.F.A. in Scenography is a three-year integrated program of study leading to a Master of Fine Arts degree, the terminal degree for professionals working in design for theatre, film, and television. Scenography classes are at the core of the curriculum and students will develop a portfolio in a wide variety of theatrical and performance genres. Students will design in both the large Crafton-Preyer proscenium stage and the Inge black box theatre. Opportunities exist to work with new technologies in theatre design, including Virtual Realities.

Important People to Know

A. Office of Graduate Studies

Thomas Heilke has been Dean of Graduate Studies since January, 2012. Prior to becoming Dean, he served for two years as Director of the Center for Global and International Studies, and for six years before that in a variety of roles in International Programs at KU, including Interim Co-Associate Vice Provost when he co-directed the office. A professor of political science, he teaches and publishes in the history of political thought, religion and politics, and international relations. He received his Ph.D. from Duke University in 1990.

Roberta Pokphanh, Assistant Dean, serves as the unit contact in the areas of student services, fellowships, graduate appointments, data collection and dissemination, and communications. Roberta received her Ph.D. in Art History from the University of Kansas in 2009.

Austin Fitts, Policy Coordinator, is a resource for Graduate students, faculty, and staff regarding academic deadlines, degree requirements, and KU policy. He is responsible for collecting materials from academic units to manage the Graduate Catalog, graduation/degree lists, and information submitted through KU's Progress Toward Degree (PTD) system. Austin is also a key organizer of the annual Doctoral Hooding Ceremony and meetings of the Executive Council of Graduate Faculty.

Amanda Ostreko, Director of Graduate Enrollment, the Director of Graduate Enrollment. She manages processes within the Graduate Application Processing Center and oversees the progress to degree form process. Amanda received her PhD in Educational Leadership and Policy Studies from the University of Kansas in 2012.

Rochelle Bass-Montgomery, Administrative Professional, is an Administrative Professional, responsible for coordinating and maintaining staff member calendars, provides assistance for student group visits to campus, and support duties involved with programs, workshops and ceremonies.
B. The College of Liberal Arts and Sciences
Dean Danny Anderson began leading the College of Liberal Arts & Sciences at the University of Kansas on July 1, 2010. Anderson is a longtime Jayhawk faculty member and administrator (serving since 1988 in successively responsible roles). He also is a KU alumnus who earned his doctorate in Spanish in 1985. As interim provost and executive vice chancellor, Anderson led during a time of change. He collaborated with former Chancellor Robert Hemenway, Interim Chancellor Barbara Atkinson and Chancellor Bernadette Gray-Little to ensure continuity. Anderson began his academic career in 1985 at the University of Texas-Austin, after earning his doctorate in Spanish from KU. He joined KU in 1988 as an assistant professor in Spanish and was named a full professor in 2003. He served as chair of the Department of Spanish and Portuguese, associate dean in the College for interdisciplinary programs and area studies centers and vice provost for academic affairs.

C. School of the Arts
Liz Kowalchuk, Associate Dean of the School of the Arts and Associate Professor of Visual Art Education, received her PhD in art education in 1992 at Ohio State University, Columbus; her MFA in painting in 1982 at the University of Illinois, Champaign-Urbana; and her BFA in drawing and painting in 1980 at the University of Georgia, Athens. Before coming to KU, Elizabeth taught at Buffalo State College, Ohio State University, Columbus, and in Palm Beach County, Fla. "My teaching broadly focuses on preparing individuals to be productive members of their community. As an art educator, this community includes people who shape and interpret our visual world and who teach others about art and design," she says. "My goal is for students to gain an understanding of how art and design interact with other forces to influence and enrich our lives. Consequently, the thrust of my instructional endeavors involves guiding art education students toward professional competence, where the importance of art and design in daily life is recognized and investigated."

Amanda McCoy, Administrative Assistant, joined the CLAS Dean’s office in February 2012. She is the assistant to Associate Deans Elizabeth Kowalchuk, Ann Cudd and Assistant Dean Erin Spiridigliozzi. She also provides support to the School of the Arts (SOTA) by assisting the Student and Faculty Advisory Boards, processing student travel fund and grant proposals, and planning the ceremony for graduating SOTA students in the spring. She earned her bachelor’s degree in business administration from Baker University.

D. Office of Graduate Studies (COGA)
Kristine Latta, Director of COGA, provides leadership to the COGA and serves as a principal point of contact between the College and Graduate Studies. She works closely with the Committee on Graduate Studies and serves as liaison to the Program, Policy and Awards Subcommittee. She tracks university initiatives and state and national issues that impact the College's graduate programs and students, and is increasingly gearing her own scholarly research interests to the many urgent challenges facing graduate education.

Cynthia Lynn, Program and Policy Coordinator and Graduate Affairs Coordinator, is a key member of the COGA team, providing graduate student services as well as support to faculty and departmental staff involved in graduate student advising. Cindy’s primary responsibilities are to provide administrative support for detailed processes related to admissions, enrollment, and
progress to degree milestones, provide administrative support for the governance work of the Committee on Graduate Studies, and coordinate the dissemination of the College’s graduate policy.

Courtney Barden, Student Services Coordinator, serves as the primary contact person for all matters relating to individual students and their progress to degree. She verifies the completion of graduate student milestones, processes enrollment forms and petitions, meets with student's visiting our office, and works with students and departments to document and certify all graduate degrees granted in the College.

Emily Dodson, Graduate Assistant, oversees the front desk operations in the COGA office, responding to questions and requests from students, faculty, and staff. She works with COGA staff on key administrative processes, including the processing of graduate student degrees, and collaborates with the COGA director on special projects to support best practices in graduate education.

D. Department of Theatre
Director of Graduate Studies John Gronbeck-Tedesco, Ph.D.
206 Murphy Hall, (785) 864-2655, tfdgs@ku.edu

Department Chair Mechele Leon, Ph.D.
356 Murphy, (785) 864-3511, mleon@ku.edu

Graduate Secretary
Karen Hummel, Administrative Associate Senior
356 Murphy, (785) 864-3511, khummel@ku.edu

For a full listing of the Theatre Faculty and Staff, please see additional forms or the Department’s website.

FINANCIAL OPPORTUNITIES
A. Graduate Student Travel Funds
There are three main opportunities for travel funding open to graduate students. Please note the criteria and links to application guidelines for the following travel funds. Students presenting papers are encouraged to apply for the Graduate Scholarly Presentation travel fund first.

1. Graduate Scholarly Presentation Travel Fund
http://www.graduate.ku.edu/-downloads/02-d1_GSPTF_app.pdf
This funding is only available for students at the Lawrence campus. Send completed request, along with a one-page abstract of the presentation and proof of acceptance to the address below, no later than four weeks before the date of the meeting. Applications will be processed on a routine basis, first-come/first-served until funds are exhausted. Late applications, with letter of explanation attached, will only be considered if serious extenuating circumstances made it impossible to comply with due dates.
The purpose must be to present their research or disciplinary equivalent at a national or regional meeting of a learned or professional organization held out-of-state.

Individuals must be certifiable as at least half-time students "Graduate Level Courses" at the time of travel. (See chart and attached exception guidelines.)

There is a limit of up to $500 for a one time award per applicant. The notification of award e-mail will include detailed regulations on how to use the award. Emergency medical insurance is covered by KU through Worldwide Assistance.

Contact information: Research & Graduate Studies, Attn: Patti Steffan, 2385 Irving Hill Rd., Youngberg Hall, Lawrence, KS 66045. Phone: 785-864-7243 – email: psteffan@ku.edu – Fax: 785-864-5025

2. School of the Art Travel Funds

http://sota.ku.edu/faculty_students/studenttravelfund/index.shtml

The University of Kansas School of the Arts provides travel funds to support the professional development of its students and to increase the visibility of its academic programs. Applicants should note that funding priority will be given to students who were selected to participate in professional programs, conferences and events on the basis of a peer review of their work (portfolio, audition tape, written proposal, etc.). There are three options for student travel funding:

Option 1: Up to $250 can be awarded to students who attend regional or national professional conferences directly related to their area of study. Students attending conferences as a group must still apply to Student Travel Fund individually.

Option 2: Up to $500 can be awarded for the following activities:

- Support for students to participate in regional, national or international conferences where they are performing or presenting papers, workshops, poster sessions, or other work.
- Students invited to perform, present, or exhibit at other regional, national, or international venues related to their area of study.
- Students attending a national conference when serving as elected officers of a related regional or national organization.

Option 3: Up to $750 may be awarded for travel expenses when studying in programs, organizations, and institutes beyond the KU campus leading to professional development in the arts. This component of the fund is highly competitive with a limited number of awards made each year. Travel for study
might include: Travel within the United States to participate in master classes, workshops, or residencies as appropriate within the arts disciplines in the School of the Arts; and travel outside the United States in study abroad programs lead by KU faculty. This fund does not cover participation in study programs such as internships or other travel activities undertaken as part of non-study abroad courses.

1 Depends on available funding

Applications and Procedures for the SOTA Student Travel Procedures and forms may be found on the School of the Arts Student Travel Fund website. Anticipated application deadlines are the Friday before fall break, and the second Friday in February for the fall and spring semesters. Students receiving funding for travel through the School of the Arts Student Travel Fund are required to submit a report of their travel within two weeks of their return. A form will be sent to students with their award notification. Students who fail to submit a report will not be eligible for future support from the SOTA Student Travel Fund. If you have any difficulty with these files, please email amccoy@ku.edu for the file in question.

3. Department of Theatre Graduate Travel Awards
Graduate students are eligible for University-wide and College-specific travel awards to conduct research or attend professional conferences. The Department of Theatre helps students with additional support based on the availability of funds, student need, and merits of the project. These Department Funds are limited and are available on a first come, first serve basis each semester. Requests for departmental funding are accepted on a rolling basis and should be submitted using the designated proposal and budget form (found on department website) and submitted to the Department Chair.

B. Graduate Teaching Assistantships in the Department of Theatre
Graduate Teaching Assistantships (GTAs) are assigned by the faculty. Early in the Spring semester, the Department will solicit applications from current students interested in GTA positions for the following academic year. All new incoming students are automatically considered for GTA positions. The faculty rank the students. When ranking students, the faculty will first seek to award GTAs to current students in good standing to honor funding guarantees. Following that, students are selected based on factors including merit (includes GPA and other indicators of academic performance as well as skills and experience that may be needed for certain GTA assignments), need, and number of semesters already funded. Students working towards a terminal degree (M.F.A. or Ph.D.) are ordinarily given priority over non-terminal degree (M.A.) students. Though the faculty will attempt to accommodate student requests for specific GTA assignments, departmental staffing needs have priority over student desires.
Summer GTA: There is no formal application process for Summer GTAs. The faculty member who teaches the Summer course that employs the GTA selects a candidate for the position, subject to approval of the Chair. Graduate students may submit request to teach an summer course. No commitments will be made until faculty is given the opportunity to teach.

Collective Bargaining: minimum salaries and other terms of the GTA contract are determined by collective bargaining between the University of Kansas and the Kansas Association of Public Employees, the union representing GTAs at KU. The latest agreement regarding these terms can be found at http://www.humanresources.ku.edu/files/documents/gta_moa.pdf.

C. Fellowships, Research Grants, Scholarships and Awards
   1. The Office of Graduate Studies
For information regarding University-wide fellowships, scholarships, and awards administered by The Office of Graduate Studies please see http://www.graduate.ku.edu/awardsandfunding.shtml

b. Fellowships
The Office of Graduate Studies anticipates distributing approximately $1,000,000 in university graduate fellowship (UGF) funding to doctoral programs for the 2013-2014 academic year. The intent is to support departmental efforts that are aligned with the strategies and action items identified in strategic goal 2 of Bold Aspirations of the University’s strategic plan—“Prepare doctoral students as innovators and leaders who are ready to meet the demands of the academy and our global society.” A complete description of the strategic plan is available at the Office of the Provost.

The Office of Graduate Studies has available a number of fellowship awards to recognize academic accomplishment and to assist meritorious students in the timely completion of their degree programs. The number of fellowships awarded each year depends upon available funds. Applicants for admission to The Office of Graduate Studies who wish to be considered for these awards must supply the required supporting materials to the proposed major departments. Graduate students interested in fellowships should consult their departmental or program advisors and request that formal nomination be made to the Graduate School. Nominations must be made on standard forms supplied by the Graduate School, accompanied by letters of recommendation, current official transcripts, and, if available, additional evidence of scholastic attainment. Each nominee must prepare a statement describing academic and professional goals and the effect that an award would have in attaining these goals. It is the responsibility of the nominee and department to provide all materials required for evaluation of the nominee’s qualifications. Applications must include Graduate Record Examination aptitude test scores. In some cases, scores from other nationally administered standardized tests for graduate admission may be substituted, but only if the program requires this test for admission.

b. Summer Research Fellowship
The Office of Graduate Studies is pleased to offer Summer Research Fellowships for the 2014 Summer Session. The stipend is $5,000. Nomination is by department only.

The factors which will be considered in awarding Summer Research Fellowships include (but are not be limited to): Academic performance; A clearly stated proposal with specific details of his/her research plan; Nominee is from an underrepresented student group; Recommendation from the department. Preference will be given to doctoral students who will have completed their comprehensive exams by the last day of class for the 2014 Spring semester. Enrollment in the Summer Session 2014 is required. It is expected that the summer research fellowship would be the student's primary form of support during the summer and
that the student would not hold a GTA/GRA/GA appointment concurrent with the award.

c. Graduate Scholarships
The Office of Graduate Studies provides fellowships, provides supplemental scholarship funds directly to up to five departments to help them be more competitive and attract top applicants to KU. For complete scholarship information go to Office of Graduate Studies website

d. Graduate Teaching Assistant Awards
The Office of Graduate Studies invites nominations for the Chancellor, Carlin and Outstanding GTA Award to recognize excellence in teaching by graduate students at the University of Kansas. Awardees receive monetary prizes, are recognized at the Graduate Student Award Ceremony, and are asked to participate in the University Commencement ceremony (participation in the University Commencement ceremony requires academic regalia). The Chancellor and the KU Endowment Association generously provide funding for these awards. Deadline for nomination is generally late March.

e. Distinguished Service Awards
The Office of Graduate Studies Graduate Student Award for Distinguished Service is presented annually to a graduate student who demonstrates a genuine commitment to serving the University of Kansas campus community while maintaining a high level of academic achievement. Students, faculty, and staff are encouraged to submit nominations for this award. Nominations include a letter of nomination (two page limit), a statement of activities, interests, and goals demonstrating service to KU from the nominee, (two page limit) and the student’s resume or CV. Deadline for nomination is 5:00 p.m., Monday March 3, 203. Contact 864-8040.

2. Department of Theatre Scholarships and Awards
a. Scholarships and Awards
The Department of Theatre awards a large number of scholarships and awards each spring. Many of these are open to graduate students. The Departmental scholarships and awards are listed on the department website. The application deadline for most Department of Theatre scholarships is March 1 of each year. Students being awarded Department scholarships or awards will be notified at the annual student recognition ceremony held at the end of the spring semester.

b. GTA Awards
The Department of Theatre also acknowledges graduate students who have demonstrated outstanding professional interaction with students and faculty during his or her GTA tenure, who have excellent teaching based on course evaluations; and who have garnered positive comments from students and faculty. Departmental GTA awards (3-4) annually are determined through faculty caucus. There is no formal application or nomination process.
4. The University Financial Aid Office
Please see http://financialaid.ku.edu/

The University Catalog
Graduation requirements and regulations for every major are provided in the catalogs. Degree requirements and course descriptions are subject to change. In most cases, you will use the catalog of the year you entered KU (see your adviser for details). The University Catalog is available online at http://catalog.ku.edu/201314/.

Advising
Advising of graduate students is primarily conducted within the graduate programs by program staff members and the individual faculty members who act as mentors and advisers. Students are encouraged to work with the director of graduate studies regarding course selections and individual program requirements to ensure that all program milestones are reached as expected by the program faculty and CLAS. The graduate studies director or coordinator is also responsible for the regular assessment of students in the program and should be the one to address questions regarding a student’s progress toward the degree.

For more information regarding College policies and university degree requirements, refer to relevant sections of this catalog or contact the College Office of Graduate Affairs, 108 Strong Hall, coga@ku.edu, for assistance.

Enrollment
KU defines full-time graduate enrollment as 9 credit hours and half-time as 5 hours. For summer session, full-time enrollment is 6 credit hours, while half-time enrollment is 3 credit hours. If a student is enrolled in fewer hours than half-time, then that student is considered to be enrolled part-time. 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-, part-, and half-time enrollment, financial aid providers may have different definitions. Be sure to consult with your financial aid provider before making enrollment decisions. Students with GTA appointments, GRA appointments, GI Bill funding, or dissertation hours are subject to different definitions of full-time and half-time enrollment.

Failure to enroll or delays in enrollment directly impact the student's enrollment status and can cause the student to incur additional expense. Students not enrolled by the first day of classes will be assessed a $150 late fee to enroll. Students who wish to leave their graduate program should inform the department of such plans in writing so that a Voluntary Discontinue form may be filed on his or her behalf. Students not enrolled by the 20th of classes will be automatically discontinued in Enroll & Pay.

Students who wish to apply for a temporary leave from the graduate program should contact the department to petition for a Leave of Absence https://clas.drupal.ku.edu/coga/degree/leave. Leaves of one to three semesters, including summer session, may be requested. A Leave of
Absence allows the student to temporarily suspend enrollment without discontinuing his or her place in the graduate program.

Full-Time Student Classification and Doctoral Residence Requirement
To be considered full-time a student is required to be enrolled in nine hours or six hours if they hold a half-time teaching or research appointment. Students must be in full-time status to qualify for most fellowship tenure, student loan deferment, other similar certification, and for meeting residence requirements for doctoral degrees. Be sure to consult with your financial aid provider before making enrollment decisions.

Grades and Graduate GPA
Graduate coursework in the College is typically graded on an A, B, C, D, or F (+/-) scale. The graduate GPA is calculated on a 4.0 scale. Only graduate courses taken by a graduate student are counted toward the graduate GPA. This means that the student in question must be enrolled as a graduate degree-seeking student; the course must be numbered 500 level or above and have been approved for graduate credit by the appropriate school/College; the instructor for the course must hold a current appointment to the Graduate Faculty; if the course has dual undergraduate/graduate enrollment, the student must have registered for the course under their graduate class number in Enroll & Pay.

P/F (pass/fail), S/U (satisfactory/unsatisfactory), Credit/No Credit (CR/NC) and I (Incompletes) are not factored into the graduate GPA. However, Incompletes revert to Fs after one calendar year if they are not cleared, at which point the F grade is included in the graduate GPA. Graduate students are required to maintain a 3.0 (B average) GPA in their graduate courses to maintain their good academic standing within the University. Students with graduate GPAs lower than 3.0 may be placed on academic probation. The letter P is used only to indicate progress in thesis, dissertation, and research enrollments, and in the first semester of a two-semester course. An instructor may give a grade in any semester, and when the research project, thesis, or dissertation is complete, a letter grade is assigned in the last semester of enrollment to characterize the overall quality of the project.

Course Credit/Transfer Credit
A. Pass/Fail— is not used by the Graduate School.
B. Audit— A student may receive permission from an instructor to audit a course, but the audit does not appear on the transcript.
C. S/U— (satisfactory/unsatisfactory) may be used for workshop, continuing education, and institute courses upon the recommendation of the department offering the course. No more than six graduate S hours may count toward a degree. Courses numbered 800 or above may also use S/U grading but authorization must be requested by the department ahead of offering the course, and approved by the Graduate Division and the Office of Graduate Studies.
D. Transfer Credit— allows master’s students to count graduate coursework completed at another institution toward their KU degree. Students can transfer in up to 6 credit hours toward their master’s degrees, or up to 8 hours if the student earned his or her undergraduate degree at KU. Both the department and COGA must approve the transfer request. Some restrictions apply to what non-KU graduate courses can be
Only courses taken for graduate credit and graded B or higher (3.0 on a 4.0 scale or higher) can be transferred. The courses in question cannot have counted toward any previously completed undergraduate or graduate degrees. KU does not accept transfer credit for educational institutes, workshops, or work/life experience. Courses must be approved by the student’s department as fulfilling a specific, regular degree requirement (including elective coursework) and should be equal in rigor to KU’s graduate coursework, as reflected in the course description and syllabus. To begin the transfer process, students should contact their departments to submit the required transfer materials, including a transcript reflecting the courses to be transferred as well as descriptions and/or syllabi for the courses in question.

E. Credit by Exam—The Office of Graduate Studies does not accept credit by examination.

F. Credit Counted Toward Another 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.

G. Credit/No Credit—is not authorized for graduate student’s enrollments. This also includes courses taken to fulfill the research skills requirements, undergraduate deficiencies, etc.

H. Distance Education—Enrollment in Continuing Education/distance-learning courses may not be used to fulfill the doctoral residency requirement. Enrollment, during the last semester before a degree is awarded, should not be in Continuing Education/distant learning courses.

I. Retroactive Graduate Credit—may not be awarded for course work after a semester has ended or after completion of a distance-learning course.

J. Incomplete Grades- Instructors may submit an I (Incomplete) grade for any course to indicate that some part of a student's work has not been finished. A student who has an I posted for a course must make up the work by the date established by the instructor (in consultation with the student) and in accordance with University policy. All I grades must be assigned a letter grade within one calendar year or before the last day of the student's graduation term, whichever comes first. (One calendar year is calculated from the original grade due date from the semester in which the class was initially taken.) If an instructor fails to enter a new grade within this time frame, the I will convert to an F (or to the lapse grade assigned by the course instructor). Graduate students preparing to graduate should make every effort to have all I grades resolved prior to completing degree requirements to ensure that these do not convert to an F grade. This is especially important for students with GPAs close to 3.0 for whom an F grade may jeopardize their good academic standing and therefore their receipt of the degree.

Progress to Degree (PTD) Form
This is an online form processed and usually initiated by the Graduate Director and the Graduate Secretary. The PTD form is the official form recognized by The Office of Graduate Studies to handle the following changes:

• change admission status from master’s programs to doctoral programs (in some instances),
• change a major,
• report master’s degree credit transfer as approved by the major department and the Office of Graduate Studies,
• report residence requirement,
• report fulfillment of FLORS (Foreign Language or Research Skills) requirements,
• request approval from The Office of Graduate Studies to take an oral or final examination,
• report the results of an oral or final examination,
• report master’s, specialist, and doctoral oral and final examinations.

If a change is reported in admission status, master’s degree credit transfer, and residency requirement, the signature of the Director of Graduate Studies is needed. The signature of the Chairperson of the student’s committee is also needed if a request to schedule an examination or report the completion of an examination is submitted. If you think you need a PTD form processed, please contact Karen Hummel.

Academic Requirements Tracking (Enroll and Pay)
Currently enrolled students with a KU Online ID may track their academic requirements with their departmental graduate advisor. The University of Kansas does not provide an unofficial transcript. Current students can get summaries of course work via the Advising Report or Degree Progress Report found in the Advising Tool in the Kyou Portal. In addition, an Academic Summary can be produced using Enroll & Pay (how-to guide). These documents are not official and should be used only for your informational purposes. Transcript requests are usually processed between one and three business days after the Office of the University Registrar receives the request, unless expedited service is requested. Expedited transcript requests are available to order. You will be notified by email when the transcript has been processed and is available. No orders will be processed when the Office of the University Registrar is closed. A credit or debit card is required to order a transcript. Discover, Mastercard and Visa are accepted. If you do not have one, contact the Office of the University Registrar. Please visit the Office of the University Registrar’s website. Transcript FAQ’s can be found at http://www.registrar.ku.edu/transcript-faqs.

MASTER’S DEGREE
Master of Arts in Theatre and Master of Fine Arts in Theatre Design- Scenography Concentration
A. Departmental Course Requirements: http://www2.ku.edu/~distinction/cgi-bin/programs65
B. Failure to Maintain Academic Standing—Upon falling below a cumulative graduate grade-point average of B, the student is placed on probation by the graduate division of the school or The Office of Graduate Studies. If the overall graduate average has been raised to B by the end of the following semester, the student returns to regular status. If not, the student will not be permitted to reenroll unless the Graduate Division of The Office of Graduate Studies acts favorably on a departmental recommendation for the student to continue study.
C. Exams—In Theatre, the MA Exam is held concurrently with the Thesis Defense (see “Final Defense” below). What this means in practice is that during the Thesis Defense,
students may be asked questions about material that, though not specifically addressed in the thesis, is covered within the MA curriculum.

D. Master’s Exams/Defenses are administered by a committee of at least three regular full-time faculty members of the Department of Theatre (faculty who hold joint appointments between Theatre and another unit are acceptable). The chair of a student’s MA committee is the student’s primary advisor on the thesis, and the terms “thesis advisor” and “committee chair” are used interchangeably in this handbook and elsewhere. MA committee members must also be members of the Graduate Faculty. (Members of the Graduate Faculty are listed on The Office of Graduate Studies website at www.graduate.ku.edu.) Depending on the topic, it is sometimes advisable (though not required) to have a fourth committee member from outside the Department. The examination is held during the last semester of the student’s enrollment when the thesis has been substantially completed. The department’s request to schedule the examination must be made by the PTD online form process on or before the date set by the graduate division, normally a minimum of two weeks before the examination.

E. Thesis

1. Enrollment—Students earning a master’s thesis degree must have completed three hours (Theatre) of thesis enrollment (THR 899) before the master’s degree can be awarded. All graduate students enrolled in master’s graduate programs must be enrolled in at least one hour of THR 899 during the semester they complete the master’s degree requirements. Master’s students who complete all degree requirements during the first week of summer session or within the first two weeks of the fall or spring semester are not required to be enrolled for that term unless they were not enrolled during the previous semester.

2. Preparation – Prior to enrolling in THR 899, students are expected to submit a prospectus for the thesis project to their advisor and their committee. For specifics about what should be included in the prospectus, please consult your committee chair. Occasionally, students may enroll for up to or 3 hours (Theatre) of THR 899 while working on the thesis prospectus.

3. Requirements

The Master’s Thesis is a work of original research and writing (typically, 60-85 double-spaced pages, but this may vary according to the nature and scope of the student’s research project) that explores in depth a particular, carefully delimited subject related to the student’s area of emphasis. The experience of researching and writing a Master’s Thesis may serve as a capstone to an academic career that ends with the Master of Arts degree, or as preparation (or “rehearsal”) for the rigors of completing a doctoral dissertation. In Theatre, the typical Thesis is done over the course of a student’s second and final year in the Master’s program; the Fall Term is spent primarily in research, and the Spring Term is spent primarily in writing and revising. This varies widely, however, and it is common (though not desirable) for students to take three or four semesters to complete the project.

Though the thesis topic often develops from an earlier research project, the Thesis is more than an extended seminar paper or a cluster of term papers around the same topic: the Thesis should demonstrate independent research and sustained argumentation to a significantly greater degree than is ordinarily possible within the scope of a course
project. All theses must have a clear argument, which should be outlined in the introduction. All theses must be written in standard English, and must conform to the norms of the student’s field vis-à-vis citations, bibliography, and other scholarly apparatus.

In addition:
A minimally acceptable thesis summarizes existing knowledge or theory about a particular subject and successfully applies it to a particular case study or studies. A fair thesis synthesizes existing knowledge and theory about the subject and successfully applies it to a particular case study or studies. A strong thesis builds on existing knowledge and theory about the subject through the exploration of a particular case study or studies. Another hallmark of the strong thesis is that it engages broader conversations in the discipline. An excellent thesis contributes to the field through the development of new ideas or discovery of new knowledge that speaks to the broader conversations in the field. In depth and significance of argumentation, such a thesis is roughly comparable to two or three publishable articles.

4. Final Defense— all M.A. theses must undergo an oral defense. Barring extraordinary circumstances, thesis defenses should not be scheduled between Spring Commencement and the first day of Fall classes, nor should they be scheduled over Fall, Winter, or Spring Break periods. Defenses must be scheduled through the Graduate Secretary, and should be scheduled at least two weeks in advance. It is expected that the candidate will provide each member of the thesis committees with a hard-copy, “final” draft of the thesis at least two weeks prior to the defense.

5. Examples: Past theses since 2012 submitted in the Department are archived in 356 Murphy Hall and may be browsed or checked out by permission of the Graduate Secretary. The KU Libraries houses all theses. Link to recent KU theses http://kuscholarworks.ku.edu/dspace/handle/1808/1260. KU Scholarworks is an electronic database holding dissertations and theses authored by University of Kansas students. Current works are posted here in fulfillment of graduation requirements.


In addition to the electronic submission of the thesis to the Graduate School, the Department requests that one bound copy of the thesis be submitted to the Departmental Office, 356 Murphy, for archival purposes.

I. Time Limits to Complete Degree—Normal expectations are that most master’s degrees should be completed in two years of full-time study. However, master’s degree students are allowed seven years for completion of all degree requirements. For example, if you entered the program in Fall 2007, you would have until Fall 2014 to complete the degree.

J. Candidate for Degree—All graduate students enrolled in master’s graduate programs must be enrolled the semester they complete the degree.
DOCTORAL DEGREES,
Doctor of Philosophy in Theatre
A. Department Course Requirements:
   http://theatre.ku.edu/academics/graduate.shtml
B. Graduate Course Listings
   http://catalog.ku.edu/201314/schools/arts/departments/thr/courses
C. Residency requirement—A minimum of two semesters, which may include one summer session, must be spent in resident study at KU. During this period, the student must be involved full time in academic and professional pursuits, which may include a half appointment for teaching or research if it is directed specifically toward degree objectives. The student must be enrolled in a minimum of 6 credit hours per semester, and the increased research involvement must be fully supported and documented by the dissertation supervisor as contributing to the student’s dissertation or program objectives. Research must be performed under the direct supervision of the major adviser if on campus, or with adequate liaison if off campus. Enrollment in Continuing Education/distance learning courses may not be used to fulfill the doctoral residency requirement. http://catalog.ku.edu/201314/schools/arts/requirements.
D. Failure to Maintain Academic Standing—Upon falling below a cumulative graduate grade-point average of B, the student is placed on probation by the graduate division of the school or the Graduate School. If the overall graduate average has been raised to a B by the end of the following semester, the student returns to regular status.
E. FLORS (foreign language and research skills) requirement in the Department of Theatre: The student must demonstrate
   • Proficiency in 1 foreign language or
   • Competence in 2 foreign languages.
   For 1 of the languages under the second option, the student may substitute a specific skill pertinent to the specialty (e.g., computer language, American Sign Language). Note: Contact your department or program for more information about research skills and responsible scholarship, and the current requirements for doctoral students. Current policies on Doctoral Research Skills and Responsible Scholarship are listed in the KU Policy Library. https://documents.ku.edu/policies/Graduate_Studies/doctoralresearchskills.htm.

Specific research skills requirements vary with departments and programs, but all reflect The Office of Graduate Studies’ expectation of a significant research skill component distinct from, but strongly supportive of, the dissertation. Many departments require foreign language and computer science competences and The Office of Graduate Studies has formal procedures that have been established for demonstration of these competences. When the aspirant has met the requirements for research skills recommended by the program and approved by the school, the department must report this fact 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 from the program, completion of each requirement should be reported immediately to the Graduate Division so that it may be recorded on the student’s permanent record. A student whose native language is not
English may use the native language to fulfill the language requirement only if the language is considered an adequate research tool for the program.

F. Written or preliminary examinations. Comprehensive Examination
The comprehensive examination (6 credit hours) is an essential element of the doctoral program, providing an opportunity for students to focus and consolidate the diverse strands of their graduate coursework, to demonstrate competence for teaching in particular subject areas, and to establish a strong foundation for moving on to the dissertation. It consists of 3 parts:

1. A written examination, which covers 4 or 5 areas of expertise. Ordinarily, each area corresponds to a member of the student’s committee.
2. Submission of 2 publishable papers of article length (5,000 to 8,000 words) that demonstrate the student’s ability to research and write original scholarship at a level appropriate to the field. Publishable papers may be revised versions of papers submitted in KU courses. Publishable papers must be submitted on the first day of the written examination.
3. An oral examination, given 2 to 4 weeks after the written examination. The oral examination lasts about 90 minutes and may revisit material covered in the written examination, the publishable papers, and/or other material as deemed appropriate by the committee. While preparing for the examination, students may enroll twice in THR 998 Investigation and Conference (for Doctoral Students).

G. Doctoral Committee for the (Comprehensive) Oral Examination—The committee for the comprehensive oral examination must consist of at least five members, all of whom must be members of the Graduate Faculty. (To learn who is a member of the Graduate Faculty go to www.graduate.ku.edu.) Its members are appointed by the Graduate Division of the school or college on the basis of nominations submitted by the department. In the Department of Theatre, four members, including the committee chair, must be full-time members of the department (faculty who hold joint appointments between Theatre and another unit are acceptable). At least one member must be from a department other than Theatre but within the University of Kansas. This member is appointed by and represents The Office of Graduate Studies and must be a regular member of the Graduate Faculty. The Office of Graduate Studies representative is a voting member of the committee, has full right to participate in the examination, and reports any unsatisfactory or irregular aspects of the examination to the committee chair, department chair, Graduate Division, and The Office of Graduate Studies. The examination may be scheduled provided that at least five months have elapsed from the time of the aspirant’s first enrollment at KU.

H. Admission to Candidacy—Upon passing the comprehensive oral examination, the student becomes a candidate for the doctorate. If it has not begun before, the traditional, close student-mentor apprenticeship relationship comes into being. The student is expected to learn by both precept and example of the mentor, and often in collaboration. The chosen field of scholarship is explored using acquired research tools.

I. Post-comprehensive Enrollment—After passing the comprehensive oral examination, the candidate must be continuously enrolled, including summer sessions, until all the requirements for the degree are completed, and each enrollment must reflect as accurately as possible the candidate’s demands on faculty time and university facilities. During this time, until all requirements for the degree are completed (including the filing
of the dissertation) or until 18 post-comprehensive hours have been completed (whichever comes first), the candidate must enroll for a minimum of six hours a semester and three hours in the summer session. Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive oral examination has been passed. If after 18 hours of post-comprehensive enrollment the degree is not completed, the candidate must continue to enroll each semester and each summer session until all degree requirements have been met. The number of hours of each enrollment must be determined by the candidate’s advisor and must reflect as accurately as possible the candidate’s demands on faculty time and university facilities.

J. Dissertation

1. Dissertation Committee—After completion of the comprehensive oral examination, the Graduate Division of the appropriate school designates the candidate’s dissertation committee based on the recommendations of the candidate’s major department. The dissertation committee must consist of at least four regular full-time faculty members of the Department of Theatre (faculty who hold joint appointments between Theatre and another unit are acceptable). The chair of a student’s PhD committee is the student’s primary advisor on the dissertation, and the terms “dissertation advisor” and “committee chair” are used interchangeably in this handbook and elsewhere. At least one member of the committee must be from a department other than Theatre but within the University of Kansas. This member is appointed by and represents The Office of Graduate Studies and must be a regular member of the Graduate Faculty. The Office of Graduate Studies representative is a voting member of the committee, has full right to participate in the examination, and reports any unsatisfactory or irregular aspects of the examination to the committee chair, department chair, Graduate Division, and the Graduate School. All members of the committee must be chosen from the Graduate Faculty, and the chair must, in addition, be authorized to chair doctoral dissertations. A prospective member of the committee from outside the university must have gained appointment as an Ad hoc member of the Graduate Faculty before appointment to the committee.

2. Guidelines—The candidate must present a dissertation showing the planning, conduct, and results of original research and scholarly creativity. The purpose of the dissertation is to encourage and ensure the development of broad intellectual capabilities as well as to demonstrate an intensive focus on a problem or research area. The dissertation itself should be an evident product of the candidate’s growth and attainment of the ability to identify significant problems; organize, analyze, and communicate scholarly results; and bring to bear on a useful area of interest a variety of research skills and scholarly or creative processes. It must show some original accomplishment, but it should also demonstrate without doubt the candidate’s potential to make future contributions to knowledge and understanding.

The dissertation is to be a coherent scholarly work, not a collage of separated distinct pieces. Its unity of theme and treatment may still accommodate several subtopics by demonstrating their relationships and interactions. If previously published material by other authors is included in the dissertation, it must be quoted and documented. It should be noted that prior publication does not
guarantee acceptance of the dissertation by the dissertation committee. Final acceptance of the dissertation is subject to the approval of the dissertation committee. The dissertation—or one or more substantial portions of it, often rewritten—is expected to be publishable and indeed to be published.

3. Preparation
Prior to enrolling in THR 999 Dissertation, students are expected to submit a prospectus for the dissertation project to their advisor and their committee. The dissertation committee chair will then schedule an oral defense of the prospectus. When the prospectus has been defended and (if necessary) revised to the committee’s satisfaction, the student may enroll in THR 999 Dissertation. For specifics about what should be included in the prospectus, please consult your committee chair. Occasionally, students may enroll for up to 3 hours THR 999 while working on the dissertation prospectus.

4. Requirements:
In the Department of Theatre, the Dissertation is expected to take the form of a book-length scholarly study. For more specific expectations, please consult your committee chair. Past dissertations are archived by the KU Libraries and may be browsed or checked out.

5. Committee for the Final Oral Examination/Defense—The committee for the final examination must consist of at least five members -- the members of the dissertation committee that approved the prospectus. If any member from the original dissertation committee is unavailable to serve, the committee chair shall appoint a replacement in consultation with the candidate and the Director of Graduate Studies. Remember that one member must be from a department other than the major department, and will be appointed by The Office of Graduate Studies. This member represents The Office of Graduate Studies and must be a regular member of the Graduate Faculty. Before the examination, the Graduate Division provides a list of responsibilities to The Office of Graduate Studies representative. The Office of Graduate Studies’ representative is a voting member of the committee, has full right to participate in the examination, and provides a written report on any unsatisfactory or irregular aspects of the examination to the committee chair, department chair, Graduate Division, and The Office of Graduate Studies.

6. Tentative approval of the dissertation is followed promptly by the final oral examination (“dissertation defense”), and the examination is followed promptly by electronic submission of your dissertation with assurance that all degree requirements have been met. All doctoral defenses in the Department of Theatre are open to the public, and will be publicized in the Department newsletter and/or other appropriate venues. Barring extraordinary circumstances, dissertation defenses should not be scheduled between Spring Commencement and the first day of Fall classes, nor should they be scheduled over Fall, Winter, or Spring Break periods. Defenses must be scheduled through the Graduate Secretary, and should be scheduled at least two weeks in advance. It is expected that the candidate will provide each member of the dissertation committee with a hard-copy, “final” draft of the dissertation at least four weeks prior to the defense. It is common for dissertation committees to require revisions to a dissertation
following the oral defense. Students are therefore encouraged to schedule their defenses well in advance of the filing deadline for the semester in which they plan to graduate. The College Office of Graduate Affairs’ filing deadlines are earlier than the deadlines for The Office of Graduate Studies. Both offices update filing deadlines on their respective websites.


K. Time Limits to Complete Degree—After being admitted to the doctoral program at KU, a student must complete all degree requirements in eight years. In compelling cases where the degree has not been finished, the Graduate Division has the authority to grant a one-year extension on the written advice of the department and dissertation committee. Students who complete the master’s degree at KU and subsequently begin doctoral studies have a maximum total enrolled time of ten years to complete both degrees.

L. Leave of Absence for Doctoral Students--A doctoral student may petition his or her 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. Leaves of absence also may be granted because of illness or other emergency. Ordinarily a leave of absence is granted for one year with the possible extension upon request. After an absence of five years, however, a doctoral candidate loses status as such and to continue, must apply for readmission to the graduate division.

M. Doctoral Hooding Ceremony--This event recognizes those individuals who have successfully completed all the necessary doctoral degree requirements. Information about this event is sent to the eligible doctoral students, graduate faculty members, and departments and graduate divisions each spring semester. Doctoral candidates must have completed all degree requirements and filed their dissertation and all supporting paperwork with their respective graduate division by early May (see exact date in the Graduate Catalog) to participate in the Hooding Ceremony. Only doctoral candidates who have fulfilled all of their degree requirements by this date will be allowed to participate in the Doctoral Hooding Ceremony.

Theatre dissertations submitted since 2012 are archived in 356 Murphy Hall and may be browsed or checked out by permission of the Graduate Secretary. The KU Libraries houses all dissertations on an electronic database named KU Scholarworks. It holds dissertations and theses authored by University of Kansas students. Current works are posted here in fulfillment of graduation requirements. Link to KU dissertations http://kuscholarworks.ku.edu/dspace/handle/1808/1260.

International Students
The University of Kansas believes that the increasing interdependence of the nations of the world makes any kind of isolationism undesirable. Personal interactions among
qualified international students and U.S. students and faculty can help all those involved to eliminate prejudices and cross-cultural misunderstandings. The experience should create a healthy appreciation of the world’s cultures, ideas, and nationalities.

A. Immigration Support is a critical service that the International Student & Scholar Services (ISSS) offers to non-immigrant students and their academic units at KU. ISSS advisors offers an accurate and thorough understanding of immigration regulations that govern F-1, J1, and numerous status categories to more than 2,000 international students from more than 100 countries currently enrolled. Any immigration-related inquiries should be addresses at the ISSS office at any time.

B. Enrollment— All F-1 and J-1 international students are required by U.S. Federal law to pursue a full course of study every fall and spring semester. Generally speaking nine hours is considered full time for graduate students. Students with a 50% Graduate Teaching or Research Assistantship are considered full time with six hours. Once a student has completed his or her post-comprehensive exam, the student must enroll in the number of hours required by The Office of Graduate Studies. If in less than nine hours (or six hours + 50% assistantship), the student will need to complete paperwork in International Student and Scholar Services (ISSS) to be considered full time for immigration purposes. If for any reason, you do not meet these requirements or are planning to drop below the minimum hours required, you must first speak with an ISSS advisor, or you will risk falling out of status. Please contact ISSS. Enrollment is only required in the summer if it is the student’s first or final term. Summer enrollment need not be full time.

C. Dropping a course/course— Dropping enrollment below full-time status puts you at risk of falling out of status. All F-1 and J-1 international students must get permission from International Student and Scholar Services (ISSS) before dropping below full time.

D. Withdrawal from the university— All F-1 and J-1 international students must get permission from International Student and Scholar Services (ISSS) before withdrawing from the university.

E. Change in degree program— F-1 students should always have an I-20 which accurately reflects their degree program (major and level). Any changes will necessitate a new I-20. Likewise all J-1 students should be in possession of a DS-2019 accurately reflecting their current degree program.

Student Services and Resources

A. Facilities—campus maps are available online:
   - Main Campus map: http://www.ur.ku.edu/KU/mapmain.pdf
   - West Campus map: http://www.ur.ku.edu/KU/mapwest.pdf
   - Edwards Campus map: http://www.edwardscampus.ku.edu/AboutKUEC/map.html

B. ID Cards—the KU Card is the official University of Kansas identification for students, faculty, staff, and other members of the KU community. The KU Card provides access to university facilities, services, cash convenience, and more. To obtain the student card:
   - Students must be enrolled.
• Bring a valid, government-issued photo ID. One of the following will be accepted (no exceptions): driver's license, passport, military ID, or State ID.
• Your official name, as it appears in the university student records system, will print on your card. The name on the photo ID you present to the Card Center staff for verification must match.
• Bring your class schedule (if available).
• Ten dollars will be charged to your student account for tuition and fee assessment.

PLEASE NOTE: For your convenience, the Edwards Campus is also set up to take your photo for the KU Card. Feel free to contact the KU Card Center at 785-864-5845 or the Edwards Campus at 913-897-8400 for more information.

C. Email—KU Email service includes email, calendaring, task management, and shared folders, and is provided at no charge to students. Students may sign up or register a different email address with KU (students must have an email address on file to receive official communications from the university) at http://technology.ku.edu/personal-accounts

D. Computer facilities—Many computer labs, wireless zones, and network express stations (NESTS) are available on campus. For locations check http://technology.ku.edu/computer-labs

E. DEPARTMENTAL SERVICES AND FACILITIES: [INFORMATION TO COME]

F. Libraries—The KU Libraries are committed to supporting the teaching, research, and outreach efforts of the university and to serving the state of Kansas, the nation, and the world through the acquisition, preservation, application, and dissemination of knowledge. For descriptions of each library and its location, see http://www.ku.edu/libraries/

G. Recreation Services—At its new facility south of campus, KU Recreation Services offers aerobic workouts; indoor rock climbing; gymnasiums; a martial arts center; racquetball/squash courts; a walking track; and facilities for basketball, badminton, handball, football, soccer, water polo, and rugby. Additional facilities and programs are available at Robinson Fitness Center and Burge Union. For more information, see http://www.recreation.ku.edu/

H. Health Services—Student Health Services at Watkins Memorial Health Center is committed to the delivery of high quality, affordable services, and innovative programs that promote student/campus/community health and support the student's learning experience. Health services are provided to all currently enrolled students. For more information, see http://www.studenthealth.ku.edu/

I. Career Services—University Career Center’s mission is to educate students about the career development, planning, and implementation process; connect students with employment and experiential educational opportunities; and develop partnerships with administrators, faculty, alumni, and employers on projects that enhance career opportunities for KU students. For more information, see http://www.ucc.ku.edu/

J. Legal Services for Students—The University of Kansas Student Senate has made a commitment to provide enrolled students with assistance on commonly occurring legal issues. Student Senate, through the student activity fee, funds a law firm on campus - Legal Services for Students. The purpose of the program is to encourage
students to seek the advice of an attorney in order to prevent legal difficulties and to provide assistance when they anticipate or encounter legal problems. A Legal Services for Students attorney (or law student working under the supervision of an attorney) will interview and advise a student on nearly any type of legal concern. The office provides three major services: educational programs, advice, and representation. For more information, see http://www.legalservices.ku.edu/

K. University Ombudsmen—If you are a student, staff, or faculty member, and find yourself in a disagreement or dispute within the university, you can turn to the University Ombuds Office. The role of the Ombuds Office is to ensure that staff, students, and faculty receive fair, equitable, and just treatment within the university system. An Ombuds considers all sides in an impartial and objective way in order to resolve problems and concerns raised by members of the university community. The name of the person requesting help can only be used in the investigation of the matter with the visitor's permission. Contact and communication with the office are also confidential. The Ombuds Office does not keep records on behalf of the university. If you have a reason for not wanting to go through official channels, a talk with an Ombuds may help to identify alternative courses of action. For many problems, a normal procedure or route of appeal is set out in university policies and procedures. Academic advisors, department chairpersons, deans, and directors are all, by virtue of their office, experts at handling specific types of problems, and should normally be consulted first. If you don't know whether there is a procedure that fits your situation, see http://www2.ku.edu/~ombuds/ for contact information.

L. Family Resources—KU offers several resources for students with families. Married students or students with children may choose to live in the Stouffer Place apartments, a convenient on-campus housing complex with on-site staff and family-friendly programs (http://housing.ku.edu/you-belong-here/apartments-and-towers/stouffer/) If students need daycare, KU’s Hilltop Child Development Center is an option. Hilltop’s primary mission is to provide convenient, high-quality care for the children of KU families, especially for KU students (http://www.hilltop.ku.edu/).

M. Research and Outreach—KU’s constituents are not only students, faculty, staff, and alumni but also the citizens of the state, the nation, and the world. The phrase "Kansas roots, global reach" best captures the university's mindfulness of its obligations. This commitment to public service stems directly from its expertise in teaching and research. Research Centers address developmental, emotional, and behavioral disorders; speech, hearing, and language disabilities; and human and animal biology and ecology. For more information, see http://www.ku.edu/outreach/index.shtml

N. Study Abroad—Since the 1950s, The University of Kansas has promoted international exchange as a vital link in education. A national leader in providing low-cost, high-quality study abroad programs, the University of Kansas offers semester, academic year, summer, winter break, and spring break programs in over 50 countries throughout the world. These vary in structure from exchanges and individually arranged programs to group programs led by KU faculty members. For more information about programs, see http://www.studyabroad.ku.edu/

O. Professional Development—The graduate student experience is one of transitions and new roles. Between orientation and graduation, a graduate student learns not only
the content of the discipline in the classroom, but also transition from student to a producer of knowledge and a full-fledged researcher, teacher and/or professional. A variety of resources exist to assist with this journey.

• The Graduate Student TRAC. The Office of Graduate Studies has assembled informational materials and sponsors professional development workshops for graduate students in the categories of Teaching, Research, Academics, and Career development (TRAC). See their guide for information, resources, and workshop offerings in each category. Unless noted, registration is required for all workshops. For more information, contact the Office of Graduate Studies at graduate@ku.edu or visit our website at www.graduate.ku.edu.

• The Office of Graduate Studies currently offers workshops, a graduate level seminar, and a PFF Fellows program. The seminar, GS 800: Preparing Future Faculty, covers many of the topics concerned with gaining academic employment upon completion of a graduate degree. The departments and scholars were selected in partnership with the PFF Advisory Board, The Office of Graduate Studies staff and the program’s partner institutions. See the PFF handbook online at http://www.graduate.ku.edu/PDFS/PFF_PFPConference.pdf

• Preparing Future Professionals Events. The events sponsored by The Office of Graduate Studies for preparing future faculty and professionals are posted on their website. http://www.graduate.ku.edu/upcoming-events

The Office of Graduate Studies will work directly with various departments and graduate programs, university student support and administrative agencies, business and industry, and scholars and experts in the area of professional development for graduate students.

Student Life

A. Graduate Student Organizations—Many graduates belong to a graduate student organization (GSO). These organizations provide graduate students an opportunity for involvement and professional development within their particular department. Representatives from each GSO are involved with the Graduate & Professional Association (GPA). The mission of the GPA is to serve the graduate and professional students at KU by promoting the important role graduate students play within the university’s three core functions: teaching, research, and public service. GPA is led by three paid graduate student staff members and is responsible for providing financial support to the various graduate student organizations within various academic departments, assisting the University by providing representatives to the various university communities, and co-sponsoring with The Office of Graduate Studies the graduate student paper presenter fund which is used to support those graduate students who wish to present their research at national and international conferences.

The Department of Theatre has a Graduate Student organization, TGS. The group permits an open forum for theatre graduate students to communicate ideas, provide support, and consider possibilities to enhance the graduate experience.

B. Graduate Involvement in Student Government—the KU Student Senate works to enhance the learning experience of all KU students, both in and out of the classroom, furthering
their cultural, social, and political growth. For more information, see 
http://www.studentsenate.ku.edu/

C. Other Student Organizations—there are 499 student groups currently registered at KU.  
For a complete listing, see http://www.ku.edu/students/organizations.shtml

Guidelines for Good Practice
Research is a major focus of graduate education, so no discussion of Good Practices is complete 
without a discussion of graduate education on ethics and responsible conduct for research (RCR). 
Working in collaboration with the KU Center for Research, KU’s graduate ethics program 
focuses on curriculum reform, as well as faculty, staff, student, and administrator training on 
issues pertaining to ethical conduct of research and scholarship. For more information, go to 
www.graduate.ku.edu/RCR or contact Assistant Dean Joy Koesten at jkoesten@ku.edu or (785) 
864-6161.

Responsible Scholarship is essential for all involved with the discovery, application and 
dissemination of knowledge. Responsible Scholarship encompasses professional behaviors and 
practices in the design, implementation and reporting of academic scholarship.

Please see attachments to see a list that contains links to online tutorials, recommended 
textbooks, and audio-visual materials available for checkout from Research Integrity

Student Rights and Responsibilities
All graduate students are responsible for informing themselves of The Office of Graduate 
Studies requirements as stated in the most recent issue of The Office of Graduate Studies Catalog 
(http://www.ur.ku.edu/Acadpub/gradcat/). They are also expected to be familiar with the 
regulations and requirements of their Graduate Divisions and departments and of their graduate 
programs. Members of the Graduate Faculty and of the staffs of the Graduate Divisions and The 
Office of Graduate Studies are ready to answer questions and offer counsel.

The Code of Student Rights and Responsibilities describes exactly what the title implies— 
protected rights of each and every student and responsibilities or expectations for student 
conduct. As such, it forms a significant part of the rules of the campus community. Included are 
rights to free speech, expression, assembly, pursuit of educational goals, privacy, and due 
process. It outlines how students and campus organizations may operate. The Code also 
describes non-academic misconduct such as threats and violence against persons, theft, 
vandalism, hazing, carrying firearms, falsely reporting bomb threats, forgery, fake IDs, 
disrupting University classes and events, and hearings when violations occur. The complete text 
of the Code of Student Rights and Responsibilities is available online at 
http://www.ku.edu/~vcstuaff/rights.shtml. The Code is also available in the offices of the Vice 
Provost for Student Success and the Dean of Students.

University regulations concerning academic misconduct can be found in Article II, Section 6 of 
the Rules and Regulations of the University Senate. This is available online at 
http://www.ku.edu/~unigov/usrr.html#art2sect6

Student Grievance Procedure
A. Department of Theatre Grievance Procedure
Approved by the Faculty on November 19, 2009

These procedures have been reviewed by the Office of the General Counsel and are effective March 26, 2010.

Pursuant to Article XIV of the University Senate Code and Articles V and VI of the University Senate Rules and Regulations (USRR) of the University of Kansas, Lawrence, the Department of Theatre establishes the following procedure to hear grievances arising within the Department of Theatre. Appeal of a grievance heard at the department level is to the Judicial Board. This procedure shall not be used to hear disputes assigned to other hearing bodies under USRR Article VI.

For disputes involving alleged academic misconduct or alleged violations of student rights, the initial hearing normally will be at the unit level. There is an option to hold an initial hearing at the Judicial Board level if both parties agree, or either party petitions the Judicial Board chair to have the hearing at the Judicial Board level and the petition is granted. The petition must state why a fair hearing cannot be obtained at the unit level; the opposing party has an opportunity to respond to the petition (USRR 6. 4.3.1).

Except as provided in USRR 6.5.4., no person shall be disciplined for using the grievance procedure or assisting another in using the grievance procedure. The Department of Theatre shall provide a copy of this procedure to anyone who requests it.

1. To start the grievance process, the complainant must submit a written grievance to the Department Chair. The complaint shall contain a statement of the facts underlying the complaint and specify the provision(s) of the Faculty Code of Conduct, University Senate Code, the University Senate Rules and Regulations, the Code of Student Rights and Responsibilities, or other applicable rule, policy, regulation, or law allegedly violated. The complaint shall also indicate the witnesses or other evidence relied on by the complaining party, and copies of any documents relevant to the complaint shall be attached to the complaint.

2. At the time the complaint is submitted to the Department Chair, the complaining party shall provide a copy of the complaint, with accompanying documents, to the respondent(s).

3. Upon receipt of the complaint, the Department Chair shall contact the respondent to verify that the respondent has received a copy of the complaint and to provide the respondent with a copy of these procedures.

4. Pursuant to University Senate Code 14.2.d, a respondent has the privilege of remaining silent and refusing to give evidence in response to a complaint. The respondent also has the right to respond and give evidence in response to the complaint.

5. The respondent shall submit a written response to the Department within 14 calendar days of receiving the complaint. The response shall contain the respondent's statement of the facts underlying the dispute as well as any other defenses to the allegations in the complaint. The response shall also identify the witnesses or other evidence relied on by the respondent and shall include copies of any documents relevant to the response. The respondent shall provide a complete copy of the response to the complaining party.
6. Upon receipt of the response, the Department Chair shall contact the complaining party to verify that a copy of the response has been provided.

7. Upon receiving the complaint and response, or if the respondent fails to respond within the 14-day time period, the Department Chair shall appoint a committee to consider the complaint. The committee members shall be disinterested parties who have not had previous involvement in the specific situation forming the basis of the complaint; the chair for a grievance hearing will be appointed by the Chair of the Department. Faculty members involved in a particular grievance will be replaced for that grievance by another faculty member appointed by the Chair of the Department.

8. Pursuant to USRR 6.8.4.2, the chair of the committee may contact other hearing bodies within the University to determine whether a grievance or complaint involving the underlying occurrence or events is currently pending before or has been decided by any other hearing body.

9. Time limits. To use this procedure, the complainant must file the written complaint with the Department within six months from the action or event that forms the basis of the complaint. The six-month time period shall be calculated using calendar days (including weekends and days during which classes are not in session).

10. Upon receiving the complaint, if the chair of the committee determines that any of the following grounds exist, he or she may recommend to the Department Chair that the complaint be dismissed without further proceedings. The grounds for such dismissal are: (a) the grievance or another grievance involving substantially the same underlying occurrence or events has already been, or is being, adjudicated by proper University procedures; (b) the grievance has not been filed in a timely fashion; (c) the Department Chair lacks jurisdiction over the subject matter or any of the parties; (d) the grievance fails to allege a violation of a University rule; (e) the party filing the grievance lacks standing because he or she has not suffered a distinct injury as a result of the challenged conduct and has not been empowered to bring the complaint on behalf of the University; or (f) the party filing the grievance has been denied the right to file grievances pursuant to USRR 6.5.4.

11. If the chair of the committee determines that a grievance on its face properly should be heard by another body, the chair will recommend that the Department Chair send the grievance to the appropriate hearing body without further proceedings in the Department. The Department Chair will send a copy of the referral to the complainant(s) and any responding parties.

12. Prior to scheduling a hearing, the parties shall participate in mediation of the dispute unless either party waives mediation. Mediation shall be governed by USRR 6.2.3.

13. If mediation is successful, the mediator will forward to the Department Chair, the committee chair, and all parties a letter describing the outcome of the mediation and the terms upon which the parties have agreed to resolve the dispute. This letter shall be a recommendation to the Department Chair. The Department Chair will notify the mediator, the committee chair, and the parties that the recommendation has been accepted, modified, or rejected.

14. If mediation is not successful, the mediator will notify the Department Chair, the committee chair, and the parties that mediation has terminated. If mediation is not successful, or if it is waived by either party, the grievance committee will schedule a hearing no later than 30 calendar days from the written submission of the complaint. The 30-day period may be extended for good cause as determined by the chair of the committee. The 30-day period shall be suspended during the mediation process. The hearing will be closed unless all parties agree that it shall be public.
15. Each party may represent himself or herself or be represented by an advisor or counsel of his or her choice.
16. Each party has the right to introduce all relevant testimony and documents if the documents have been provided with the complaint or response.
17. Each party shall be entitled to question the other party's witnesses. The committee may question all witnesses.
18. Witnesses other than parties shall leave the hearing room when they are not testifying.
19. The chair of the committee shall have the right to place reasonable time limits on each party's presentation.
20. The chair of the committee shall have the authority and responsibility to keep order, rule on questions of evidence and relevance, and shall possess other reasonable powers necessary for a fair and orderly hearing.
21. The hearing shall not be governed by the rules of evidence, but the chair of the committee may exclude information he or she deems irrelevant, unnecessary, or duplicative. Statements or admissions made as part of the mediation process are not admissible.
22. The committee will make an audiotape of the hearing but not of the deliberations of the committee. The audiotape will be available to the parties, their authorized representatives, the committee and the Department Chair. If a party desires a copy of the audiotape or a transcript of the tape, that party will pay for the cost of such copy or transcript. In the event of an appeal, the audiotape will be provided to the appellate body as part of the record of the case.
23. After the presentation of evidence and arguments, the committee will excuse the parties and deliberate. The committee's decision will be a written recommendation to the Department Chair. The committee shall base its recommendations solely upon the information presented at the hearing.
24. The committee will send its written recommendation to the Department Chair and the parties as soon possible and no later than 14 calendar days after the end of the hearing.
25. Within 14 calendar days of receiving the committee recommendation, the Department Chair will notify the parties of the acceptance, modification, or rejection of the recommendation. The Department Chair will advise the parties of the procedure available to appeal the decision.

Approved: Department Chairperson, 3-26-10

These procedures have been reviewed by the Office of the General Counsel and are effective March 26, 2010.

B. The Office of Graduate Studies Grievance Procedures
Pursuant to Article XIV of the University Senate Code and Articles V and VI of the University Senate Rules and Regulations of the University of Kansas, Lawrence, The Office of Graduate Studies establishes the following procedures to hear the individual grievances of graduate students. A graduate student who believes himself or herself to be unfairly or unlawfully treated in an academic matter may present a grievance to the academic department or program chair. Each academic unit and all Graduate Divisions have established grievance policies and procedures. Appeals of a grievance heard at one of these levels goes to the Judicial Board. These procedures shall not be used to hear disputes assigned to other hearing bodies under USSR Article VI, Section 4.
The Office of Graduate Studies has established a set of guidelines for petitions from graduate students that fall into certain categories that may not be under the jurisdiction of other hearing bodies. The Executive Committee of the Graduate Council has identified two categories as the purview of the Graduate School:

1. Cases involving the Graduate Divisions of two or more schools or colleges;
2. Cases involving the interpretation of The Office of Graduate Studies policy as it pertains to the Graduate Division of a school or college.

For disputes involving alleged academic misconduct or alleged violations of student rights, the initial hearing will normally be at the unit level. There is an option to hold an initial hearing at the Judicial Board level if both parties agree, or either party petitions the Judicial Board chair to have the hearing at the Judicial Board level and the petition is granted. The petition must state why a fair hearing cannot be obtained at the unit level; the opposing party has an opportunity to respond to the petition (USRR 6.4.3.1).

Except as provided in USRR 6.5.4, no person shall be disciplined for using the grievance procedure or assisting another in using the grievance procedure. The Office of Graduate Studies shall provide a copy of this procedure to anyone who requests it.

1. The Standing Committee on The Office of Graduate Studies Fellowships, Scholarships, and Student Affairs is charged to “establish policies governing the handling of individual grievances of graduate students brought to the attention of The Office of Graduate Studies and to carry out or delegate the investigation of individual grievances presented to the Graduate School,” and to “make and report final recommendations to the Dean of The Office of Graduate Studies with respect to individual grievances.” Since the committee has the responsibility to adjudicate and hence to hear grievances, it cannot function to develop evidence on behalf of either complainant or respondent. It is appropriate, however, for the Office of Graduate Studies office, in its administrative capacity, to look into complaints prior to scheduling a grievance hearing, to interview parties, to secure documents, and to seek a conciliatory solution. Before pursuing formal grievance procedures, a grievant should ordinarily attempt to resolve the matter informally through direct or indirect consultation with the other party, through discussions with supervisory personnel or through informal mediation. If the problem is not solved in this fashion, the Dean shall refer the complainant to the committee or, if appropriate, to another appropriate unit charged with jurisdiction to resolve the dispute. If it is referred to the committee, The Office of Graduate Studies office shall make available to the committee what it has learned that bears on the complaint. This shall not be construed, however, to deny the right of a student to file a complaint directly with the committee.

2. To start the grievance process, the complainant must submit a written grievance to The Office of Graduate Studies. The complaint shall contain a statement of the facts underlying the complaint and specify the provision(s) of the Faculty Code of Conduct, University Senate Code, the University Senate Rules and Regulations, the Code of Student Rights and Responsibilities, or other applicable rule, policy, regulation, or law allegedly violated. The complaint shall also indicate the witnesses or other evidence
relied on by the complaining party, and copies of any documents relevant to the
complaint shall be attached to the complaint.
3. At the time the complaint is submitted to the Graduate School, the complaining party
shall provide a copy of the complaint, with accompanying documents, to the
respondent(s).
4. Upon receipt of the complaint, The Office of Graduate Studies shall contact the
respondent to verify that the respondent has received a copy of the complaint and to
provide the respondent with a copy of these procedures.
5. Pursuant to University Senate Code 14.2.c, a respondent has the privilege of remaining
silent and refusing to give evidence in response to a complaint. The respondent also has
the right to respond and give evidence in response to the complaint.
6. The respondent shall submit a written response to The Office of Graduate Studies within
14 calendar days of receiving the complaint. The response shall contain the respondent’s
statement of the facts underlying the dispute as well as any other defenses to the
allegations in the complaint. The response shall also identify the witnesses or other
evidence relied on by the respondent and shall include copies of any documents relevant
to the response. The respondent shall provide a complete copy of the response to the
complaining party.
7. Upon receipt of the response, The Office of Graduate Studies shall contact the
complaining party to verify that a copy of the response has been provided.
8. Upon receiving the complaint and response, or if the respondent fails to respond within
the 14-day time period, The Office of Graduate Studies shall appoint a committee to
consider the complaint. Normally, a complaint shall be heard by a subcommittee of three,
appointed by the chairperson of the Standing Committee on The Office of Graduate
Studies Fellowships, Scholarships and Student Affairs from among the members of the
committee. However, the complainant may request a hearing before the full committee.
The committee members shall be disinterested parties who have not had previous
involvement in the specific situation forming the basis of the complaint. In the summer, if
the complainant requests a hearing before the full committee he or she must waive the
right to timely hearing (see 11 below) and a hearing date will be scheduled early in the
fall.
9. Pursuant to USRR 6.8.4.2, the chair of the committee may contact other hearing bodies
within the University to determine whether a grievance or complaint involving the
underlying occurrence or events is currently pending before or has been decided by any
other hearing body.
10. Time limits. To use this procedure, the complainant must file the written complaint with
The Office of Graduate Studies within six months from the action or event that forms the
basis of the complaint. The six-month time period shall be calculated using calendar days
(including weekends and days during which classes are not in session).
11. Upon receiving the complaint, if the chair of the committee determines that if any of the
following grounds exist, he or she may recommend to the Dean that the complaint be
dismissed without further proceedings. The grounds for such dismissal are: (a) the
grievance or another grievance involving substantially the same underlying occurrence or
events has already been, or is being, adjudicated by proper University procedures; (b) the
grievance has not been filed in a timely fashion; (c) The Office of Graduate Studies lacks
jurisdiction over the subject matter or any of the parties; (d) the grievance fails to allege a
violation of a University rule; (e) the party filing the grievance lacks standing because he or she has not suffered a distinct injury as a result of the challenged conduct and has not been empowered to bring the complaint on behalf of the University; or (f) the party filing the grievance has been denied the right to file grievances pursuant to USRR 6.5.4.

12. If the chair of the committee determines that a grievance on its face properly should be heard by another body, the chair will recommend that the Dean send the grievance to the appropriate hearing body without further proceedings in The Office of Graduate Studies. The Dean will send a copy of the referral to the complainant(s) and any responding parties.

13. If not previously attempted, prior to scheduling a hearing, the parties shall participate in mediation of the dispute unless either party waives mediation. Mediation shall be governed by USRR 6.2.3.

14. If mediation is successful, the mediator will forward to Dean, the committee chair, and all parties a letter describing the outcome of the mediation and the terms upon which the parties have agreed to resolve the dispute. This letter shall be a recommendation to the Dean. The Dean will notify the mediator, the committee chair, and the parties that the recommendation has been accepted, modified, or rejected.

15. If mediation is not successful, the mediator will notify the Dean, the committee chair, and the parties that mediation has terminated. If mediation is not successful, or if it is waived by either party, the grievance committee will schedule a hearing no later than 30 calendar days from the written submission of the complaint. The 30-day period may be extended for good cause as determined by the chair of the committee. The 30-day period shall be suspended during the mediation process. The hearing will be closed unless all parties agree that it shall be public.

16. Each party may represent himself or herself or be represented by an advisor or counsel of his or her choice.

17. Each party has the right to introduce all relevant testimony and documents if the documents have been provided with the complaint or response.

18. Each party shall be entitled to question the other party’s witnesses. The committee may question all witnesses.

19. Witnesses other than parties shall leave the hearing room when they are not testifying.

20. The chair of the committee shall have the right to place reasonable time limits on each party’s presentation.

21. The chair of the committee shall have the authority and responsibility to keep order, rule on questions of evidence and relevance, and shall possess other reasonable powers necessary for a fair and orderly hearing.

22. The hearing shall not be governed by the rules of evidence, but the chair of the committee may exclude information he or she deems irrelevant, unnecessary, or duplicative. Statements or admissions made as part of the mediation process are not admissible.

23. The committee will make an audiotape of the hearing but not of the deliberations of the committee. The audiotape will be available to the parties, their authorized representatives, the committee and the Dean. If a party desires a copy of the audiotape or a transcript of the tape, that party will pay for the cost of such copy or transcript. In the event of an appeal, the audiotape will be provided to the appellate body as part of the record of the case.
24. After the presentation of evidence and arguments, the committee will excuse the parties and deliberate. The committee’s decision will be a written recommendation to the Dean. The committee shall base its recommendations solely upon the information presented at the hearing.

25. The committee will send its written recommendation to the Dean and the parties as soon possible and no later than 14 calendar days after the end of the hearing.

26. Within 14 calendar days of receiving the committee recommendation, the Dean will notify the parties of the acceptance, modification, or rejection of the recommendation. The Dean will advise the parties of the procedure available to appeal the decision.

FAQ
None at this time.