KU Department of Theatre  
Graduate Student Handbook  
MA, MFA, and PhD in Theatre  

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Introduction and How to Use This Guide

This handbook provides information about the policies and procedures of the MA, MFA, and PhD programs in the Department of Theatre at the University of Kansas. This document should not be interpreted as constituting new policy or requirements; instead it is intended to serve as an explanation of already existing University policies that most commonly affect graduate students.

The Graduate Student Handbook was written to provide a general knowledge of the rules and regulations of the Department of Theatre’s graduate degree programs and to give references to important offices such as The Office of Graduate Studies (GS), The College Office of Graduate Affairs (COGA), International Students Services (ISS), and other university offices that cover the details of pursuing and completing a graduate degree program at the University of Kansas. We updated the guide in summer 2017 in order to provide existing and incoming graduate students with the most recent program information that has taken place since Fall 2017. All new inserts to this guide have a color-coded date of 7-2017 to alert previous readers to the change and new readers to highlighted areas. 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: http://www.ku.edu/academics/catalogs/

It is important to understand that this document will not attempt to restate policies and procedures housed in these other offices. The Office of Graduate Studies policies and procedures 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 university 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 studies director (DGS)/faculty advisor or department chair for further departmental information.

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.

Unit Directory – Key Offices at KU

**Department of Theatre (THR)**
The Department of Theatre is a vibrant community in which faculty scholar/artists, students, and professional staff gather to study and create theatre. Our interdisciplinary approach to practice and research includes stagecraft, directing, performance, design, dramatic literature, dramaturgy, and theatre pedagogy, as well as the historical, literary, and cultural basis of theatre and performance. The University Theatre, our laboratory for the teaching, artistic, and research missions of the Department, is a treasured cultural resource serving the needs of the KU, Lawrence, and regional communities.

Department Chair, Dr. Nicole Hodges Persley
302 Murphy Hall, (785) 864-2820, hodgespersley@ku.edu

Director of Graduate Studies, Dr. Jane Barnette
206 Murphy Hall, (785) 864-6532, jane@ku.edu

Department Administrative Associate, Karen Hummel
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.
http://theatre.ku.edu/administration

**The School of the Arts (SOTA)**
Housed within the College of Liberal Arts and Sciences, KU’s School of the Arts, combines the personal, hands-on training of an art school with the resources and opportunities of a world-class research university. Across the departments of Dance, Film & Media Studies, Theatre and Visual Art, there are more than 600 students and 55 faculty members who value creativity, excellence, intelligence and collaboration. You will develop your creative potential by working closely with nationally recognized artists and scholars and benefit from a dynamic, worldwide network of Jayhawks in the creative industries.
The College of Liberal Arts and Sciences (CLAS)
The College takes pride in furthering the liberal arts and sciences tradition at KU. From liberal arts and sciences' origins 1,600 years ago to now, one idea has remained constant: all citizens must have a broad base of knowledge to succeed. The liberal arts and sciences is an important educational foundation for all. The College is part of most KU students' experience. We teach all general education requirements. We also enroll about 60% of all students on the Lawrence campus - more than any other school.

College Office of Graduate Affairs (COGA)
COGA oversees graduate affairs and administers University policy for programs within the College of Liberal Arts and Sciences. The COGA website contains comprehensive information on requirements and processes pertaining to graduate education at KU. Most common questions can be answered with the information provided there, including questions regarding enrollment changes or forms, University policies regarding exams and committee requirements, and University graduation requirements. The College of Liberal Arts & Sciences' Master’s Hooding Ceremony is coordinated by COGA. COGA reviews all student petitions of University and College policy, issuing decisions on behalf of the College or referring as required to a faculty committee and/or the Office of Graduate Studies. The more common student petitions relate to Enrollment, Leave of Absence, and Time Limit Extensions. COGA is a resource if you have questions about petitions or graduation requirements that your department is unable to answer. Refer to the COGA website for current staff contact information.

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

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

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

Financial Aid
Contact KU Financial Aid for questions related to the disbursement of scholarships, fellowship award, loans, and FAFSA. As of Fall 2015, all admits to the MA, MFA and PHD program must complete a FAFSA report to determine fellowship and scholarship needs.

International Student Services (ISS)
Contact ISS for questions related to international students, including enrollment requirements, international student insurance, obtaining a social security card, I-20 questions, and any issue related to student visas. While other offices on campus such as the Applied English Center (AEC), Human Resources, or the Registrar may also handle related matters, because the students’ legal status in the
country may be affected, it is recommended that students contact ISS first. ISS is here to advise you on
issues related to your legal status. Accepted Please find their pre-arrival guide and mandatory orientation
information for all international Students.

**Applied English Center (AEC)**
All international students must have their English proficiency evaluated by the AEC. *Approximate completion
time: 2 hours if testing is required.* Bring your original TOEFL, IELTS scores, or an original diploma from an
English-based institution, if you have them. If testing is required, you must register for the test by 3 p.m. the
business day before a test date. You need to be in the U.S. for 24 hours before you can take the AEC test. It may
take up to two weekdays to get your test results.

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

**General Admission Policies & Procedures**

**Minimum Requirements & Prerequisites Department of Theatre**
To be considered for admission, prospective graduate students are expected to meet the
following minimum standards:

- an overall undergraduate GPA of no less than 3.2.
- an overall GPA of no less than 3.5 in the major and in previous graduate studies.

**Application Deadlines, Department of Theatre**
To apply for Fall admission into the M.A., M.F.A. and Ph.D. programs, please submit all application materials no
later than: January 1 (to be considered for admission with financial support) or February 15 (for admission
consideration without financial support). The Department does not admit new students for the Spring or Summer
terms.

**Non-Native Speakers of English**
The Office of Graduate Studies and the Kansas Board of Regents determine what may serve as proof of English
proficiency for non-native speakers for the purpose of admission and for employment with KU. Also, it is
important to note that the requirement to prove English proficiency is not just for international students, but for
any student, including American citizens, whose native language is not English. See “admissions” under the
University Requirements and Policies section of this document for more information regarding the University’s
requirements for providing proof of English proficiency.

**International Students**
International students must provide TOEFL scores (at the time of application) and the international I-20 Request
Form (to be submitted later if the student is admitted to the program). International students must have a Test of
Spoken English (TSE) Score of 50 or above for Graduate Teaching Assistantship consideration.
Provisional Admission
On occasion the Department of Theatre may recommend an applicant who does not meet the University's minimum requirements for provisional admission. This may occur, for example, if a student's overall undergraduate GPA is deficient but the major GPA, GRE scores, and admissions essay suggest strong potential for success in graduate study. All recommendations for provisional admission are contingent on approval by the College and University.

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

Application Materials & Procedures, Department of Theatre

Required Application Materials for M.A. and Ph.D.
• Graduate Record Examination (GRE) scores should be sent directly from the Educational Testing Service. For routing, our institution code is 6871; our department code is 2403. Check with your GRE Examination Center to be certain your scores will arrive at KU by the application deadline.
• An official transcript, sent directly to KU, from your baccalaureate granting institution, and transcripts from all institutions attended post-baccalaureate.
• Three (3) recent letters of recommendation, two of which should be from your current or former teachers. Completed letters with accompanying forms should be submitted online by your recommenders.
• A current resume of academic and artistic experiences.
• A statement of personal goals that explains why you want to pursue graduate study in theatre.
• A writing sample (no more than 15 pages) that demonstrates your ability to theorize, analyze, and synthesize scholarly information. (Please do not send theses, CDs, DVDs, or video tapes.) (Submit online with your application.)

Required Application Materials for M.F.A. Applicants
• An official transcript, sent directly to KU, from your baccalaureate granting institution, and transcripts from all institutions attended post-baccalaureate.
• Three (3) recent letters of recommendation, two of which should be from your current or former teachers and/or those able to recommend you on the basis of professional design experience. Completed letters with accompanying forms should be submitted online by your recommenders.
• A current resume of academic and artistic experiences.
• A comprehensive statement of your theatre design philosophy and the objective you hope to achieve through graduate study.
• Applicants are encouraged to bring their portfolios to campus for an interview and tour of the theatre facilities. Please contact Professor Mark Reaney, Head of Design, to schedule an interview.
• Portfolio-CDs, DVDs, Websites and/or a comprehensive 35mm slide portfolio (including a slide information sheet with name, number of each corresponding slide, title, and date) of your undergraduate and/or professional work must be submitted if you do not visit the program. The portfolio may consist of realized designs, class work or paper projects, drafting and other technical preparation, art or illustration work, or photographs of models. Evidence of CAD is desirable.
• A self-addressed return mailer, including return postage, must be submitted or the materials will not be returned.

Your Application Form, Application materials and Application Fee should be submitted online through Graduate Studies website: [http://graduate.ku.edu/application-process](http://graduate.ku.edu/application-process)
Department of Theatre Graduate Handbook, July 2017

Department of Theatre Admissions Contact Information:
Graduate Administrative Associate
University of Kansas, Department of Theatre, 356 Murphy Hall
1530 Naismith Drive, Lawrence, KS 66045-3140
Phone: 785-864-3511
Email: kuthr@ku.edu

General Guidelines

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. Ph.D. students should consider grades below a B a warning about your academic progress to degree. If you receive a grade lower than a B, please make an appointment with the Director of Graduate Studies to discuss your grade immediately.

Students should carefully review the University’s grading policy, found under Grading in the University Policies and Degree Requirement section of their website http://clas.ku.edu/grading. This includes the policies for Credit/No Credit, Incomplete Grades, and Graduate GPA. The Department of Theatre has no department specific policies outside of these guidelines.

Academic Integrity & Misconduct
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. It is in the purview of each department to determine the research and responsible scholarship skills necessary to perform doctoral level research. Research skills may include: Knowledge of a language(s) significant to the field, research methodology, methods of qualitative and quantitative data analysis, computer programming necessary for the field, laboratory skills and techniques necessary for the discipline.

Academic integrity also means that work on examinations and assignments must be carried out by authorized means. Students are subject to sanctions by the University of Academic Misconduct if they violate these principles. Academic misconduct by a student is specifically defined in the policy but in general involves dishonesty in research (plagiarizing another’s work, knowingly misrepresenting the source of any academic work, threatening behavior, etc.). Academic Misconduct policy: http://policy.ku.edu/governance/USRR#art2sect6

The department requirements on Research Skills and Responsible Scholarship vary per degree (M.A., M.F.A., Ph.D.). The specific requirements are listed below within each degree requirements.

Research Skills Requirements
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.

**KU Human Subject Review (IRB)**
The IRB is a committee established to review and approve applications for research projects involving human subjects. The primary purpose of the IRB is to protect the rights and welfare of the human subjects. The following information is vital for all students using any data for MA/MFA/PhD that involves the following components listed on the University website for Research Integrity:

- Research involving humans
- Research involving animals
- Conflict of time and of interest
- Restricted research
- Responsible Conduct of Research training
- Scholarly misconduct

All undergraduate and graduate students must file IRB for any research that involves the above must go through IRB training. Please consult the DGS as you begin to conduct any research on the above that you plan to use for your final thesis or dissertation projects. The information collected will not be valid at all unless the research project is 1) approved by the DGS to submit for IRB approval; 2) the project is then approved by the KU Office of Research Integrity’s IRB approval process and assigned a project number. For more information please consult the DGS and the following website before conducting any research that you plan to use for your final thesis or dissertation: [https://research.ku.edu/compliance](https://research.ku.edu/compliance). No IRB approval, no research. Better safe than sorry.

**Student Rights and Responsibilities**
All graduate students are responsible for informing themselves of the requirements of The University, The Office of Graduate Studies, and the College Office of Graduate Services (COGA), and their department as stated in the most recent version of the Academic Catalog [http://catalog.ku.edu/arts/#graduatetext](http://catalog.ku.edu/arts/#graduatetext). The office staff is there to help you locate the information you wish to find if you cannot locate it.

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://policy.ku.edu/sites/policy.ku.edu/files/Code_of_Student_Rights_11.14.pdf](http://policy.ku.edu/sites/policy.ku.edu/files/Code_of_Student_Rights_11.14.pdf).
Good Standing

Evaluation of graduate student academic standing includes, but is not limited to, consideration of performance in and progress through a graduate program according to program expectations.

Performance:
Graduate students must maintain an expected level of performance throughout their program. Criteria for evaluating satisfactory performance include, but are not limited to:

a. A minimum cumulative grade point average (GPA) of 3.0 or higher. Graduate programs may have more stringent GPA requirements;

  b. Academic and scholarly integrity (for more information, see related policies section);

  c. Compliance with academic policies at the University, school, and departmental level; and

  d. Satisfactory progress toward completion of the degree.

The Department of Theatre evaluates students at least annually to assess progress toward a degree. Progress may be determined by factors including:

  i. Completion of coursework, milestones, exams, or other program components on a specified timeframe and

  ii. Official time to degree and total time in program.

Failure to maintain an expected level of performance will result in a student not being in good academic standing. Lack of good academic standing will result in the graduate program placing the student on probation or in dismissal from the program (for more information, see policies on academic probation and dismissed enrollment).

Students concerned about their standing are advised to make an appointment with the Director of Graduate Studies and/or their faculty advisor.

Advising & Mentorship

Students 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 Director of Graduate Studies 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. Students meet at least once a semester with the Director of Graduate Studies to determine progress to degree. Advising of graduate students within the graduate programs is also conducted by individual faculty members who act as mentors and advisers of students who have interest in their specialty research areas. Students are encouraged to take the courses offered in the department and to make a conscious effort to study with as many faculty as possible in order to gain a holistic viewpoint about the different approaches to theater scholarship and production that are available to them in the program.

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, 102 Strong Hall, coga@ku.edu, for assistance.
Grievance Procedures

All units within the College of Liberal Arts and Sciences have established grievance procedures approved by the University. The Department of Theatre advises that graduate students attempt to resolve issues, especially matters concerning in grades, directly with the instructor or party involved, or with the department chair. If a grievance arises that cannot be resolved directly with the Director of Graduate Studies and/or Department Chair, or if the student does not feel comfortable attempting to resolve the issue with the department chair, the student should then follow the departments’ official grievance procedure, which has been approved by the University and which address how to handle any dispute involving alleged academic misconduct or alleged violations of student rights.

Department of Theatre Grievance Procedure can be found at the following link and is Appendix II (page 50) within the Department’s By Laws. The most recent version is November 2009.
http://theatre.ku.edu/sites/theatre.drupal.ku.edu/files/docs/Other/ByLaws_Nov_2009_wAttachments.pdf

Petitions

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

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

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

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

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

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

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

General Information for Graduate Teaching and Research Assistants

GTAs and GRAs are oriented to the responsibilities of their positions by their supervising faculty member. They will discuss information about the job expectation, number of hours required, office hours, responsible conduct of research and interactions with students, and specific rules and procedures
related to the appointment. Please see Information for GTA/GRA General Information and GTA Evaluation Procedure in the Appendix.

**DEGREE REQUIREMENTS MASTER’S DEGREE**

**Master of Arts in Theatre**  
**Master of Fine Arts in Scenography**

A. Departmental Course Requirements:  
http://theatre.ku.edu/curriculum-7B.

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 College Office of Graduate Affairs 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 College Office of Graduate Affairs 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 their thesis, is covered within the MA curriculum. MA Students should make an appointment with the Director of Graduate Studies in the first semester of their second year to complete a MA Thesis worksheet (see attachment) to determine the topic of their thesis, to identify a mentor to aid in the MA prospectus outline, and to form their committee.

D. Master’s Exam/Defense Committee  
Master’s Exams and 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 http://graduate.ku.edu/faculty-staff-resources.) 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 College Office of Graduate Affairs, normally a minimum of two weeks before the examination.

E. Master’s Research Skill and Responsible Scholarship Requirement  
• M.A.  
  o THR 800 Introduction to Theatre,  
  o 1 credit hour of THR 801 Professional Development,  
  o THR 899 Thesis hours  
• MFA, Theatre MFA Students:  
  o THR 703 Directed Reading in Theatre,  
  o 1 credit hour of THR 801 Professional Development,  
  o THR 899 Thesis hours

F. 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 approved committee. For specifics about what should be included in the prospectus, please consult the Director of Graduate Studies. Occasionally, students may enroll for up to or 3 hours of (Theatre) THR 899 while working on the thesis prospectus. If a student acquires an I (incomplete) in a graduate course, the incomplete must be satisfied with a satisfactory grade before the student can proceed to schedule or complete the thesis and thesis defense.

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 Administrative Associate, Karen Hummel, after the student has received approval from the Director of Graduate Studies., ¹ 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: 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.

¹ added 7-15-16

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.

DEGREE REQUIREMENTS Doctoral Degree
Doctor of Philosophy in Theatre

A. Department Course Requirements: http://theatre.ku.edu/curriculum-7

B. Graduate Course Listings
Comprehensive course list: http://theatre.ku.edu/all-courses#tab2name
Per semester course offerings: To see which graduate courses are offered each semester check in Enroll & Pay, or in the Schedule of Classes https://classes.ku.edu/Classes/ExternalDisplay.action. In the Schedule of Classes you can enter in a mix of criterion to find graduate courses in a number of departments, including Theatre.

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/arts/#graduatetext.

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 College Office of Graduate Affairs or the Office of Graduate Studies. If the overall graduate average has been raised to a B by the end of the following semester, the student returns to regular status. If a student acquires an I (incomplete) in a graduate course, the incomplete must be satisfied with a satisfactory grade before the student can proceed to complete the comprehensive exam and/or dissertation defense.

E. Doctoral Research Skills and Responsible Scholarship (RS2)
Current university policies on Doctoral Research Skills and Responsible Scholarship are listed in the KU Policy Library. https://documents.ku.edu/policies/Graduate_Studies/doctoralresearchskills.htm. General information on RS2 is above in the section “Academic Integrity.” The Department of Theatre Doctoral Research Skills and Responsible Scholarship requirements is met by fulfilling the following:
  o THR 800 Introduction to Theatre (3 credit hours in 1st semester),
o 3 credit hours of THR 801 Professional Development,
o THR 999 Dissertation hours
o Foreign language skills (previously called FLORS) by:
   Proficiency in 1 foreign language; with a preferred competence in 2 foreign
    languages. This second option may substitute a specific skill pertinent to the
    specialty (e.g., computer language, American Sign Language).

As mentioned above, for one 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 faculty advisor or Director of Graduate Studies for more information about fulfilling your
Theatre research skills and responsible scholarship requirements. Current university policies on Doctoral
Research Skills and Responsible Scholarship are listed in the KU Policy Library.  
[https://documents.ku.edu/policies/Graduate_Studies/doctoralresearchskills.htm](https://documents.ku.edu/policies/Graduate_Studies/doctoralresearchskills.htm).

COGA information on Doctoral Research Skills and Responsible Scholarship (RS2) can be found on this
website: [http://clas.ku.edu/coga/degree/RS2](http://clas.ku.edu/coga/degree/RS2).

RS2 Resources: Links to online tutorials, recommended textbooks, and audio-visual materials on
responsible scholarship and academic integrity are available for checkout from Research Integrity
[http://research.ku.edu/responsible_scholarship/](http://research.ku.edu/responsible_scholarship/).

**F. Doctoral Written or Preliminary Comprehensive Examination Procedures**
The Comprehensive Examinations (“Comps”) are an essential element of the doctoral program. They provide an opportunity for students to focus and consolidate the diverse strands of their graduate coursework, to demonstrate competency suitable for teaching in particular subject areas, and to establish a strong foundation for moving on to the doctoral dissertation.

**The Exams**
The Comps actually consist of multiple parts:

1. **A written exam**, which covers 4 areas of expertise. Ordinarily, each exam area corresponds to a
   member of the student’s desired areas of expertise in research and/or teaching. In consultation with
   the Director of Graduate Studies, students complete a Comprehensive Exam worksheet (see attached
   in the appendices here and on website), which requires the student to describe each field and to
   identify a faculty member to lead that field of reading, and questioning for the comprehensive exam.
   Fields can be divided amongst the faculty members to serve the research interests of the student.
   Students are advised to spend at least one full semester preparing for the comprehensive exam reading
   and processing each of the four fields of expertise. Students are examined on one area per day for 4
   consecutive days. The comprehensive exam is open book and open note and is taken at home or in a
   location that the student chooses. Students have from 9am to 12midnight to complete the answer to
   each question(s). They must return the completed, proofed document via email to the current Theatre
   Administrative Assistant by midnight each exam day. The subsequent question will be released via
   email by 9am each morning until each of the four fields is completed. The format of the exam is to
   answer one question or each field (4-) over 4 days. This is an “open book” exam, and answers must
   be written using original scholarship created by the student. Students should be advised that papers
   will be checked for plagiarism.

2. Submission of **one publishable paper**. This paper is of article-length (5,000 – 8,000 words) and
   demonstrates the student’s ability to research and write original scholarship at a level appropriate to
   their field. The publishable paper may be revised versions of papers submitted in KU courses. The
   publishable paper must be submitted on the first day of the written comprehensive exams. The
student is advised to begin identifying and circulating a publishable paper at least one semester before they begin preparing for exams to allow time to complete recommended changes.

3. Submission of a dissertation prospectus draft. Students will be expected to submit the dissertation prospectus 2 weeks before their oral exam. Students begin to develop the dissertation prospectus outline in the process of completing the Comprehensive Exam Worksheet with their expected dissertation chair as well as the Director of Graduate Studies. Because of the time that it takes to develop the prospectus, it is recommended that the student have a draft idea of their dissertation project before they meet to discuss the comprehensive exams. The Director of Graduate Studies recommends that the student begin drafting the outline of the prospectus at least one month before they approach the DGS to begin to prepare for comprehensive exams. It is fine if the student does not have a fully developed dissertation idea, but the student should have a strong base for their project at the end of spring semester of the second year.

4. An oral exam, given two to four weeks following the written exam. All five (four department- one outside) members of the exam committee must be present at the oral exam. Because the Office of Research and Graduate Studies requires two weeks advance notice of Comprehensive Oral Examinations, you must have a confirmed date scheduled for your oral exam prior to taking the written exam. Thus, schedule them at the same time. At the time of this graduate handbook update, a recommended way to do this is to use a Doodle poll in consultation with the dissertation chair and the DGS. The oral exam lasts about 90 minutes, and may revisit material covered in the written exam, the publishable paper, and/or dissertation prospectus draft as well as other material as deemed appropriate by the exam committee.

5. Students must pass all three parts of the Comps to advance to Candidacy (“to become ABD”- All But Dissertation)

Timing

Students are encouraged to take their Comps as soon as possible after completing full-time coursework. Ordinarily, this means the sixth semester in the PhD program, (or spring semester of your third year) though this may vary according to the student’s rate of progress. Students should begin to identify potential areas of specialization and potential Exam Committee members early in their second year of PhD coursework. Students must complete a comprehensive exam worksheet with the Director of Graduate Studies to determine readiness for the comprehensive exam (see form). Once this form is completed and approved by the DGS, the student may proceed to solicit committee members and a chair of the comprehensive exam committee. Untenured professors may not serve as comprehensive exam chairs. Only tenured faculty members can serve as a dissertation committee chair.

- NOTE: students must complete all degree requirements before taking their COMPS which includes: enrolled in degree plan for which the exam is being completed; has a GPA of 3.0 or above; is enrolled for the current term (unless exam will be completed prior to the early graduation deadline); has no waiting or incomplete grades; has not exceeded the time limit for degree completion; has met the residency requirement; has completed the department’s approved Research Skills and Responsible Scholarship requirements.
- NOTE: Students must complete the department language requirement before taking their Comps.
- NOTE: Deferring the Comps for too long after completion of coursework may jeopardize your academic standing, GTA funding, etc.

Scheduling

- The Director of Graduate Studies must approve your readiness to complete the comprehensive exam in concert with your principal faculty advisor. You must notify the acting DGS (Director of Graduate Studies) of your intent to take the Comps no later than the last day of the semester before the semester you take the Comps.
• Your committee chair will work with you and the Graduate Administrative Assistant to schedule your exam.
• The examination may be scheduled provided that at least five months have elapsed from the time of the aspirant’s first enrollment at KU.
• Barring extraordinary circumstances, oral exams 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. This means that written exams should not be scheduled later than the 14th week of the Fall or Spring semesters.
• Please note the last day to complete all degree requirements as stated by COGA’s Graduation Calendar each academic year. For example, in 2017-2018 the last day for doctoral students seeking to graduate in May 2018 will be May 11, which is the last day of Sp18 finals.

The Exam Committee

It is recommended that you begin to think about assembling your Exam Committee, in concert with your primary advisor, 6 months to one year before the semester you plan to take the exams.

Membership. The doctoral exam committee must consist of at least five members all of whom must be tenured/tenure-track faculty holding regular or dissertation graduate faculty status in the candidate’s department/program of study. Tenured/tenure-track faculty members who are appointed as courtesy faculty within the program/department are considered (for the purposes of committee composition) to be faculty of that program/department.

In the Department of Theatre, four members, including the committee chair, must be full-time members of the department.

A fifth member must meet the requirements for serving as the Graduate Studies representative. A faculty member from a different department with a courtesy appointment in the student’s department may serve as the Graduate Studies representative or in fulfillment of the committee majority, but cannot serve in both roles at the same time. This representative 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.

Beyond the majority requirement, any additional committee member may hold any graduate faculty status, including regular, dissertation, or special status. They can be, need not be, a member of the candidate’s department/program.

In consultation with the committee chair, the student identifies 4 exam areas. Ordinarily, each exam area corresponds to a member of the student’s exam committee, and vice versa. For each exam area, the student should develop a reading list in consultation with the faculty member leading the particular field of study. The length and content of the reading list are at the discretion of the exam committee, but it is the student’s responsibility to make sure that all members of the committee have approved of all reading lists no later than the last day of the semester prior to the semester in which they take the exam.

Grading

The exam committee grades the publishable paper, reviews the written exams after receiving them and the dissertation prospectus prior to the oral exam. Following the oral exam, the student is informed of their grades (Honors, Satisfactory or Unsatisfactory) on written and oral exams, one publishable paper and the dissertation prospectus. To earn an overall grade of Satisfactory, all written exam areas, the oral exam, and the publishable paper and dissertation prospectus must be judged Honors or Satisfactory by four of
five committee members. To earn an overall grade of Honors, all written exam areas, the oral exam, and the publishable paper and the dissertation prospectus must be judged worthy of Honors by all five committee members. Committee members will also discuss the quality of the dissertation prospectus and make suggestions for revision before a prospectus defense can be scheduled. In the event that the prospectus is satisfactory, the student may proceed to schedule a prospectus defense after which they will proceed to the dissertation writing stage of the program.

- Some exam committees may assign lettered or numbered grades to portions of the exam as an aid to their deliberations. The only grades considered official by the Department and the Office of Graduate Studies are the Honors, Satisfactory, or Unsatisfactory assigned by the committee at the end of the process.

If the student earns an overall grade of Honors or Satisfactory, they advances to candidacy for the doctorate, and will be permitted to enroll in dissertation hours (see “Post-Comprehensive Enrollment”).

In the event that a student does not pass one or two part(s) of the Comps, they have a maximum of 3 months from the date of the oral exam in which to pass these areas satisfactorily (this period may, by approval of the Director of Graduate Studies, be extended by up to one month to avoid scheduling the retake during summer or winter breaks). Specifically, if the student fails the written or oral exams, they have up to three months to study before retaking the unsatisfactory portions. If the publishable paper and/or prospectus are deemed unsatisfactory, the student has up to three months in which to re-write it to the satisfaction of the committee. If, after three months, the student again earns a grade of Unsatisfactory, they will be placed on probation and will be required to retake the Comps in their entirety the following semester. Note that students on probation may not hold GTA positions. If, on the second try, the student does not earn an overall grade of Honors or Satisfactory for the Comps, they will be dismissed from the PhD program.

If the student receives a grade of Unsatisfactory on all three parts of the Comps, there is no rewrite option: they will be placed on probation and will be required to retake the Comps the following semester. If, on the second try, the student does not earn an overall grade of Honors or Satisfactory for the Comps, they will be dismissed from the PhD program.

G. 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.

H. Post-comprehensive Enrollment
After passing the comprehensive oral examination, the candidate must be continuously enrolled (excluding 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 each fall and spring semester. 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 fall and spring semester 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.
I. Dissertation

1. Dissertation Committee

After completion of the comprehensive oral examination, the College Office of Graduate Affairs designates the candidate’s dissertation committee based on the recommendations of the candidate’s major department. Dissertation committees are composed of a minimum of five voting members. At least four regular full-time faculty members must be from 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. The fifth member of the committee must be from a department other than Theatre but within the University of Kansas and must meet the requirements for serving as the Graduate Studies representative. A faculty member from a different department with a courtesy appointment in the student’s department may serve as the Graduate Studies representative or in fulfillment of the committee majority, but cannot serve in both roles at the same time. 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, College Office of Graduate Affairs, and the Office of Graduate Studies. 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. If a student wants to have more than five members to a dissertation committee due to a specialty area that cannot be covered by KU faculty in or outside the department, that choice must be approved by the department as well as the College.

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 have completed the comprehensive exam process, which includes an oral defense of the written documents, one publishable paper and dissertation prospectus. The defense of the prospectus is included in the larger comprehensive exam defense. After the student passes the oral defense of the comprehensive exam, the student may enroll in THR 999 Dissertation, as the student will have achieved ABD (All But Dissertation) status. For specifics about what should be included in the prospectus, please consult the DGS (Director of Graduate Studies) and committee chair for a prospectus outline as you complete the Comprehensive Exam Worksheet.
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 the DGS and 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 plus other members of the Graduate Faculty recommended by the committee chair and the department and appointed by the College Office of Graduate Affairs. 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 serve as the representative for The Office of Graduate Studies and must be a regular member of the Graduate Faculty. Before the examination, the College Office of Graduate Affairs 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, College Office of Graduate Affairs, and The Office of Graduate Studies.

6. Final Oral Examination of the dissertation
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 Administrative Associate, 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.

7. Electronic Submission
Instructions to Candidates for Doctoral Degrees and Electronic Submission of Instructions
Go to www.graduate.ku.edu/ETD/ for complete information. Information includes (1) General Process Guidelines for Preparing and Submitting Your Dissertation, Instructions for Formatting Your Dissertation, Instructions for Converting Your Dissertation to PDF, Publication Requirements: Instructions for Submitting Your Dissertation, Copyright Option, Degree Requirements to Be Submitted to the University of Kansas, Title Page Format, Title Page Format to Copyright, and Acceptance Page Format. The DGS highly recommends that you review all formatting before you begin writing the dissertation.
COGA provides a Degree Checklist for both Masters and Doctoral degrees that guides students through the final stages of degree completion. All students should use this worksheet early in the semester in which they plan to graduate. COGA Doctoral Degree Checklist, COGA Masters Degree Checklist.

J. 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 College Office of Graduate Affairs 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.

K. Leave of Absence for Doctoral Students
A doctoral student may petition their 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, emergency, family responsibilities, financial hardship, military deployment, or full-time activities related to long-range professional goals. 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 their place in the graduate program. It is expected that the student is temporarily ceasing work toward the degree and is in no way utilizing University resources during the period of leave. After an absence of five years, however, a doctoral candidate loses status as such and to continue, must apply for readmission to the College Office of Graduate Affairs.

L. 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 the College Office of Graduate Affairs 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 housed in The KU Libraries 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.

University Policies & Degree Requirements

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/. Look in the Arts (in CLAS) section.
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 defined by half-time enrollment, they are 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 their behalf. **Students not enrolled by the 20th day 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](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 their place in the graduate program.

Doctoral Full-Time Student Classification
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.

Doctoral Residence Requirement
The Doctoral Residency Requirement is 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 or professional pursuits, which may include an appointment for teaching or research if it is directed specifically toward degree objectives. Enrollment in approved distance-learning courses offered through KU cannot be used to meet the doctoral residence requirement. The student must be enrolled in a minimum of 6 credit hours a 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 advisor if on campus, or with adequate liaison if off campus.

Residency Definition
Resident tuition classification is determined by criteria found in Kansas statutes and regulations of the Kansas Board of Regents. Students are responsible for providing information sufficient to support their applications for resident classification. This is a general overview of the procedures and criteria used to determine resident status. It does not replace or supersede the statutes or Regents’ regulations which contain the detailed requirements that must be met in order to prove resident status.

For students 18 years or older residency is determined based on their ability to document clearly and convincingly that they meet the criteria established by the statutes and regulations summarized below. The residency status of
students younger than 18 years is determined by the residence of their custodial parent or the parent who provided the preponderance of the support for 365 days prior to the first day of classes.

The definition of residence (K.A.R. 88-3-2 - see below) contains criteria which can be grouped together into three basic categories: 1. Continuous physical residence in the state of Kansas for a year prior to the start of classes. 2. Reliance upon Kansas sources of support and 3. Intent to make Kansas your permanent home indefinitely. It is possible to change classification status while attending the University, however, you will be required to document that you have met the criteria, as outlined in K.A.R. 88-3-2 for a year prior to the first day of classes. Demonstrating that you have met these criteria while attending school can be difficult. Each application is assessed relative to the regulations based on the individual's situation as presented in the application. Note - If you have lived in Kansas within the past five (5) years and were a resident for tuition purposes and plan to return to Kansas, please contact the assistant registrar. This information is available in the Residency Brochure.

Residency Application Procedures
Applications for a change in resident tuition classification may be obtained from the Office of the University Registrar, 121 Strong Hall on the Lawrence campus, 3001 Student Center for the Kansas City Campus, or a printable residency application form is available. Completed applications may be submitted to the Office of the University Registrar as early as 75 days prior and as late as 30 calendar days after to the first day of classes for the semester for which the change is being requested.

International Students and Residency
International students who are not citizens of the United States must meet the same criteria as a citizen in order to gain resident classification. However, intent to remain indefinitely in the state of Kansas, and the United States, generally cannot be demonstrated unless the student possesses Permanent Resident Alien status and has been in that status for twelve months prior to the first day of classes. Marriage to a U.S. citizen does not change the criteria an individual must meet.

Initial Classification
The initial resident tuition classification is made by the Office of Graduate Studies for graduate students. If the student disagrees with the initial classification, the student should contact the Office of the University Registrar before enrolling in classes and submit an application for resident tuition classification. The current semester submission deadlines can be found be on the academic calendar on the website of the Office of the University Registrar. Students are responsible for providing information sufficient to support their applications for resident tuition classification.

Progress to Degree (PtD) Form
The Graduate PtD form is an online form that enables the university to track and collect vital information about graduate students’ progress to degree. The PtD form is usually initiated by the Graduate Director and submitted by the Graduate Administrative Associate. 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,
- change in Academic Status (good standing, probation, voluntary discontinue, and dismissal),
- report the completion of Responsible Scholarship and Research Skills including any required Foreign language, if required by advisor.
- 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,
• request a time limit extension
• request a Leave of Absence
• and other miscellaneous petitions and requests.

Many of these reports and changes require supporting forms or documents and the signature of the student, Director of Graduate Studies and/or Chairperson. If you think you need a PTD form processed, please contact the Graduate Administrative Associate.

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.

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. The office of International Student Services (ISS) provides a wide range of services and programs to help international students.

A. New International students are required to attend the ISS Orientation. Please note that ISS advising is often available by appointment only prior to the start of a semester. Their normal office hours are 8:00am-5:00pm, Monday-Friday. ISS has great information for new and returning international students at http://iss.ku.edu. 

B. New international students should be sure to work with the ISS Pre-Arrival guide provided on their website http://iss.ku.edu/arrival-timeline. Immigration Support is a critical service that the International Student Services (ISS) 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, J-1 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.

C. Important Health Information. http://iss.ku.edu/important-health-information International students who are enrolled at KU with an F-1, F-2, or J-1 immigration status are required to have health insurance. They are also required to compete a Watkins Health Services Check-In after their arrival to Lawrence.

D. International Student 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 their post-comprehensive exam, the student must enroll in the number of hours required by The Office of Graduate Studies. If enrolled in less than nine hours (or six hours + 50% assistantship), the student will need to complete paperwork in International Student and Scholar Services (ISS) 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 ISS advisor, or you will risk falling out of status. Please contact ISS. Enrollment is only required in the summer if it is the student’s first or final term. Summer enrollment need not be full time.

E. 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 Services (ISS) before dropping below full time. Withdrawal from the university— All F-1 and J-1 international students must get permission from International Student Services (ISS) before withdrawing from the university.

F. 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.

### Appendices

A. PhD Program requirements checklist
   PHD Comprehensive Exam Form
   PHD Dissertation Defense Form
B. MA Program requirements checklist
   MA Thesis Form
C. MFA Program requirements checklist
   MFA Thesis Form
D. Plan of Study timelines
E. PhD Comp Exam procedures
F. Graduate Scholarship Learner Outcomes Doctoral Rubric
G. Doctoral Learner Outcomes Dissertation Rubric
H. Department of Theatre Office Procedures
I. MA, MFA and PhD Annual Self-Evaluation Form
J. GTA General Information
K. GTA Evaluation Process
L. Theatre Grievance Procedure
Appendix A. PhD Program requirements checklist

*Department of Theatre Doctor of Philosophy Degree (PhD) in Theatre Worksheet*

<table>
<thead>
<tr>
<th>Requirement description</th>
<th>Admit term:</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Requirements</strong> (12 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THR 800 in 1st sem.</td>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>Departmental courses in theatre history, dramatic lit, theory, and criticism. Proposed: students should study in the department for the first year of study taking all classes offered.</td>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Elective Requirements</strong> (9 hours) Proposed: Courses should be balanced with courses in methods and theory. Students should select these courses with principal advisor.</td>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Secondary Field Requirements</strong> (9 hours) Proposed: Courses should help student identify teaching and research strengths. Elective and secondary courses should be the base for comps exam interest.</td>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Production Courses</strong> (6 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directing: THR 609, 715, or 815 OR Scenography: THR 516, 517, 518, 519, 618, 619, 620 Proposed: Additional courses for grad students interested in other types of theatre production.</td>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RS2 (Responsible Scholarship and Research Skills)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign language, if required by advisor, goes here.</td>
<td>1. THR 800-2. THR 801-3. THR 801- Foreign language:</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comprehensive Exam</strong> (6 hours)</td>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dissertation</strong> (18 hours) (candidates must enroll in 6 credits fall &amp; spring/3 in summers until 18 hours have been taken; then in 1 credit every semester until degree is completed)</td>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours (not including language proficiency): 60 hours</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PHD Comprehensive Exam Form
(must be completed by the student and signed by the comprehensive exam committee chair and the DGS)

Comprehensive Exam Fields
1.
2.
3.
4.
5. (not required)

Comprehensive Exam Committee
Chair: 1.
2.
3.
4.
5. (outside member-Graduate Studies Representative)

Comprehensive Exam Date:
____________________

Comprehensive Exam Defense Date:

Publishable Papers/Dissertation Prospectus Title and Abstract:

Has the candidate submitted a copy of the DPR documenting that s/he has completed all courses necessary for the completion of the degree? (to be completed by the committee chair and signed by the Director of Graduate Studies).

Yes__
No___ Explain:

Signature of Comprehensive Exam Committee Chair
_______________________________________

Signature of Director of Graduate Studies ________________________________
PHD Dissertation Defense Form
(must be completed by the student and signed by the comprehensive exam committee chair and the DGS)

Dissertation Title
1.

Dissertation Committee
Chair: 1.
2.
3.
4.
5. (outside member-Graduate Studies Representative)

Dissertation Defense Date:
____________________

Dissertation Abstract: (please submit in attachment)

Has the candidate filed all forms necessary for graduation at the College and departmental levels? (to be completed by the committee chair and signed by the Director of Graduate Studies).

Yes__
No___ Explain:

Signature of Dissertation Committee chair ________________________________

Director of Graduate Studies Signature ________________________________
### Appendix B. MA Program requirements checklist

**Department of Theatre**
**Master's Degree in Theatre Worksheet**

<table>
<thead>
<tr>
<th>Name</th>
<th>Admit term:</th>
<th>Completion term:</th>
<th>Defense Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Requirements

**Core Requirements (12 hours)**

- TH 800 in 1st sem.
- 6 credits from Department in theatre history, dramatic lit, theory, and criticism.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>course &amp; Semester taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Requirements (12 hours)</td>
<td>1. THR 800-</td>
</tr>
<tr>
<td></td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td>3.</td>
</tr>
<tr>
<td></td>
<td>4.</td>
</tr>
</tbody>
</table>

#### Production Courses (6 hours)

- A. Directing: THR 609, 715, or 815 or
- B. Scenography: THR 516, 517, 518, 519, 618, 619, 620

<table>
<thead>
<tr>
<th>Requirements</th>
<th>course &amp; Semester taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production Courses (6 hours)</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td>2.</td>
</tr>
</tbody>
</table>

#### General Theatre Studies Electives (15 hours)

<table>
<thead>
<tr>
<th>Requirements</th>
<th>course &amp; Semester taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Theatre Studies Electives (15 hours)</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td>3.</td>
</tr>
<tr>
<td></td>
<td>4.</td>
</tr>
<tr>
<td></td>
<td>5.</td>
</tr>
</tbody>
</table>

#### Foreign Language or Research Skills if required by advisor

<table>
<thead>
<tr>
<th>Requirements</th>
<th>course &amp; Semester taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Language or Research Skills if required by advisor</td>
<td></td>
</tr>
</tbody>
</table>

#### Thesis (3 hours)

<table>
<thead>
<tr>
<th>Requirements</th>
<th>course &amp; Semester taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis (3 hours)</td>
<td>1. THR 899</td>
</tr>
</tbody>
</table>

### Total Hours (not including language proficiency): 33 hours

---

March 2015

MA Thesis Form
(must be completed by the student and signed by the MA Thesis committee chair and the DGS)

**MA Thesis Topic**

__________________________

**MA Thesis Committee**

Chair: 1.

2.

3.

4. (Outside member if recommended by committee faculty chairperson)

**MA Thesis submission Date:**

__________________________

**MA Thesis Defense Date:**

Has the candidate completed and submitted a DPR documenting that s/he has completed all courses necessary for the completion of the degree? (to be completed by the committee chair and signed by the Director of Graduate Studies).

**Yes**

**No**

Explain:

__________________________

**MA Thesis Committee Chair**

Signature/date: ____________________________

**Director of Graduate Studies Signature**

Signature/date: ____________________________
Appendix C. MFA Program requirements checklist

**Department of Theatre**  
Master of Fine Arts Degree in Scenography Worksheet

<table>
<thead>
<tr>
<th>Name:</th>
<th>Admit term:</th>
<th>Completion term:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Course &amp; # of Credit Hours</th>
<th>Semester Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Requirements (3 hours)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>THR 703 (3hrs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Concentration Requirement (40 hours) All courses are 3 credit hours unless indicated.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>THR 518</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THR 519</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THR 618</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THR 619</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THR 620</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THR 719 (6 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THR 801 (1 credit)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THR 802 (6 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THR 819 (6 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THR 898 (6 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electives (min. of 15 hours)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>THR 1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THR 2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THR 3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THR 4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Thesis (2 hours)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>THR 899 (2 credits) defense date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours: 60 hours</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MFA Thesis Form (Proposed by DGS 3-24-15)

(must be completed by the student and signed by the MA Thesis committee chair and the DGS)

MFA Four Realized Productions in the University Theatre

Realized Lighting Production title and semester

_____________________________________________________________________________________

Realized Costume Production title and semester

_____________________________________________________________________________________

Realized Scenic Production title and semester

_____________________________________________________________________________________

Realized Combination (2 or all design areas) Production title and semester

_____________________________________________________________________________________

MFA Thesis Topic

_____________________________________________________________________________________

MFA Thesis Committee

Chair: 1.
2
3.
4. (outside member if recommended by committee faculty chairperson)

MFA Thesis Presentation and Defense Dates:

Presentation: ____________________________ Defense: ____________________________

MFA Thesis submission date: ____________________________

Has the candidate completed and submitted a DPR and this form documenting that s/he has completed all courses necessary for the completion of the degree? (to be completed by the committee chair and signed by the Director of Graduate Studies).

Yes___ No___ Explain:

MFA Thesis Committee Chair

Signature /date: __________________________________________________________________

Director of Graduate Studies

Signature /date: ___________________________________________________________________
Appendix D. Plan of Study timelines

Year 1- Begin to Complete Progress to Degree Sheet
This sheet will help you write down and log your classes and make certain that the classes you are selecting meet the degree requirements for the program. The first year, it is highly recommended that you spend time taking courses in the department, but students often elect to take one class outside in the spring semester of the first year to fulfill elective requirements. We strongly advise you to select courses in consultation with the DGS and/or your primary advisor. You should be able to identify a primary advisor by the second semester of your first year.

End of Year 1 Summer
Begin to think through course needs for Fall year 2 registration. Make sure you are consulting the Progress to Degree Sheet (on Department website as a PDF) for all requirements. Think about how you can use your summers to develop past seminar papers for publication, language requirements, and conferences for research contacts.

Year 2- Course Work Completion
Begin to work through your Progress to Degree form to see what holes you have in your research and teaching profile. You should plan to enroll for any outstanding hours in the fall of your 3rd year.

End of Year 2- Complete Comprehensive Exam Worksheet
In consultation with the DGS (To be completed end of Year 2 Spring semester for Fall/Spring exams year 3). Begin to think about what outside courses you need to take to help you fill in your research needs for the dissertation and teaching needs. You should spend the summer working through the outline of your dissertation prospectus. An outline for the Dissertation Prospectus is available on the Department website. All questions regarding the prospectus expectation should be directed to the DGS. At this, time, you should be thinking about professors you have taken courses with outside the department that may be great candidates to serve on your Comprehensive Exam and Dissertation committees.

End of Year 2 Summer
Begin to refine seminar papers so that you can solicit peer reviews for your publishable paper needed for the comprehensive exam. This is also a good time to submit to major journals for performance and book review opportunities for publication. You should have your four fields decided and at least two ideas for your dissertation. Begin to fill out a draft of your Comprehensive Exam Worksheet so that you can meet with the DGS in the Fall to discuss your plans for taking the exam and working through your prospectus outline and draft.

Year 3- Register for Comprehensive Exam Hours
If you have been approved to take Comprehensive Exams by the DGS, register for comprehensive exam study hours (THR 998) for the semester before you have decided to take the comprehensive exams. If you have a Fall Comprehensive Exam date for your third year, you would have registered for summer study hours at the end of the second year. If you have a spring Comprehensive Exam date in your third year, you register for Fall comprehensive exam hours in your 3rd year. You should begin to draft your dissertation prospectus to submit to the DGS when you return in the Fall of your third year.
Year 3- Comprehensive Exam/Dissertation Prospectus/Publishable Paper Defense
You should schedule your comprehensive exam dates no earlier than 2 weeks and no later than 4 weeks after your comprehensive exam date in the Fall or Spring of your 3rd year. If you have elected to take exams in your forth year, all of these steps apply, they are delayed one year. There are many cases in which a student chooses to prolong the comprehensive exam. A delayed date is determined in consultation with the DGS.

Year 4- ABD Status
After the successful completion of the Comprehensive Exam, Publishable Paper and Prospectus Defense (these happen at the same time), the student proceeds to research and write the dissertation. ABD status typically happens after comprehensive exams are completed and defended which normally occur in year 3 (see above) but can be delayed to the first or second semester of the 4th year. In some cases, students may be prepared to take exams earlier and this status will be awarded upon completion of the Comprehensive Exam/Publishable Paper/Dissertation Prospectus Defense. Please be advised that you still have to be enrolled in course hours while in ABD status.

Year 5- Dissertation Defense
The student must arrange a defense date in consultation with the DGS and the Chair of the dissertation committee. Once those dates have been agreed upon, the students must submit those dates to the Administrative Associate for the DGS so that they can be placed on the department calendar. Please be advised that you must also register for graduation with the College to participate in the larger University graduation ceremony. SOTA has a separate ceremony in which our students are hooded internally.
Appendix E. Exam procedures documents

Statement on PhD Comp Exam Procedures, Department of Theatre

The Comprehensive Examinations (“Comps”) are an essential element of the doctoral program. They provide an opportunity for students to focus and consolidate the diverse strands of their graduate coursework, to demonstrate competency suitable for teaching in particular subject areas, and to establish a strong foundation for moving on to the doctoral dissertation.

The Exams
The Comps actually consist of multiple parts:

1. A written exam, which covers 4 areas of expertise. Ordinarily, each exam area corresponds to a member of the student’s exam committee, and vice versa. In some instances, fields can be divided amongst the faculty members to serve the research interests of the student. Students are examined on one area per day for 4 consecutive days. Students have from 9am to 12 midnight to complete the answer to each question. They must return the completed, proofed document via email to the current Theatre Graduate Administrative Assistant by midnight each exam day. The subsequent question will be released via email by 9am each morning until each of the four fields is completed. The format of exam is to answer one question or each field (4-) over 4 days. This is an “open book” exam, and answers must be written using original scholarship created by the students. Students should be advised that papers will be checked for plagiarism.

2. Submission of one publishable paper. This paper is of article-length (5,000 – 8,000 words) and demonstrates the student’s ability to research and write original scholarship at a level appropriate to their field. The publishable paper may be revised versions of papers submitted in KU courses. The publishable paper must be submitted 2 weeks before their oral exam.

3. Submission of a dissertation prospectus draft. Students will be expected to submit the dissertation prospectus 2 weeks before their oral exam. A template for the dissertation prospectus is available in forms on the KU Theatre website under graduate forms.

4. An oral exam, given two to four weeks following the written exam. All five members of the exam committee must be present at the oral exam. Because the Office of Research and Graduate Studies requires two weeks advance notice of Comprehensive Oral Examinations, you must have a confirmed date scheduled for your oral exam prior to taking the written exam. The oral exam lasts about 90 minutes, and may revisit material covered in the written exam, the publishable paper, and/or dissertation prospectus draft other material as deemed appropriate by the exam committee.

Students must pass all three parts of the Comps to advance to Candidacy (“to become ABD”)

Timing
Students are encouraged to take their Comps as soon as possible after completing full-time coursework. Ordinarily, this means by the sixth semester in the PhD program, though this may vary according to the student’s rate of progress. Students should begin to identify potential areas of specialization and potential Exam Committee members early in their second year of PhD coursework. Students must complete a comprehensive exam worksheet with the Director of Graduate Studies to determine readiness for the comprehensive exam. Once this form is completed, the student may proceed to solicit committee members and a chair of the comprehensive exam committee. The student also works with the DGS to
shape a dissertation prospectus outline at this time. Untenured professors may not serve as comprehensive exam chairs. Only tenured faculty members can serve as a dissertation committee chair.

- **NOTE**: students must complete all degree requirements before taking their COMPS which includes: enrolled in degree plan for which the exam is being completed; has a GPA of 3.0 or above; is enrolled for the current term (unless exam will be completed prior to the early graduation deadline); has no waiting or incomplete grades; has not exceeded the time limit for degree completion; has met the residency requirement; has completed the department’s approved Research Skills and Responsible Scholarship requirements including the department language requirement
- **NOTE**: Deferring the Comps for too long after completion of coursework may jeopardize your academic standing, GTA funding, etc.

**Scheduling**

- The Director of Graduate Studies must approve your readiness to complete the comprehensive exam in concert with your principal faculty advisor (this is your Comprehensive Exam chair). You must notify the acting DGS (Director of Graduate Studies) of your intent to take the Comps no later than the last day of the semester before the semester you take the Comps.
- Your committee chair will work with you (in conversation with the Graduate Administrative Assistant to avoid department event dates) to schedule your exam. We suggest Doodle Polls as an effective tool to schedule exams.
- Barring extraordinary circumstances, oral exams 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. This means that written exams should not be scheduled later than the 14th week of the Fall or Spring semesters.
- Please note the last day to complete all degree requirements as stated by COGA’s Graduation Calendar each academic year. For example, in 2017-2018 the last day for doctoral student seeking to graduate in May 2018 will be May 11 which is the last day of Sp18 finals.

**The Exam Committee**

It is recommended that you begin to think about assembling your Exam Committee, in concert with the DGS and your primary advisor, 6 months to one year before the semester before. 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 chair, must be full-time members of the department (faculty who hold joint appointments between Theatre and another unit are acceptable as are Courtesy faculty appointments). At least one member must be from a department other than 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 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. The examination may be scheduled provided that at least five months have elapsed from the time of the aspirant’s first enrollment at KU
In consultation with the committee chair, the student identifies 4 exam areas. Ordinarily, each exam area corresponds to a member of the student’s exam committee, and vice versa. For each exam area, the student should develop a reading list in consultation with the faculty member leading the particular field of study. The length and content of the reading list are at the discretion of the exam committee, but it is the student’s responsibility to make sure that all members of the committee have approved of all reading lists no later than the last day of the semester prior to the semester in which they take the exam.

Grading
The exam committee grades the publishable paper, reviews the written exams after receiving them and the dissertation prospectus prior to the oral exam. Following the oral exam, the student is informed of their grades (Honors, Satisfactory or Unsatisfactory) on written and oral exams and the publishable paper. To earn an overall grade of Satisfactory, all written exam areas, the oral exam, and the publishable paper and dissertation prospectus must be judged Honors or Satisfactory by four of five committee members. To earn an overall grade of Honors, all written exam areas, the oral exam, and the publishable paper and the dissertation prospectus must be judged worthy of Honors by all five committee members. Committee members will also discuss the quality of the dissertation prospectus and make suggestions for revision before a prospectus defense can be scheduled. In the event that the prospectus is satisfactory, the student may proceed to schedule a prospectus defense after which s/he will proceed to the dissertation writing stage of the program.

- Some exam committees may assign lettered or numbered grades to portions of the exam as an aid to their deliberations. The only grades considered official by the Department and the Office of Graduate Studies are the Honors, Satisfactory, or Unsatisfactory assigned by the committee at the end of the process.

If the student earns an overall grade of Honors or Satisfactory, s/he advances to candidacy for the doctorate, and will be permitted to enroll in dissertation hours (see “Post-Comprehensive Enrollment”).

In the event that a student does not pass one or two part(s) of the Comps, s/he has a maximum of 3 months from the date of the oral exam in which to pass these areas satisfactorily (this period may, by approval of the Director of Graduate Studies, be extended by up to one month to avoid scheduling the retake during summer or winter breaks). Specifically, if the student fails the written or oral exams, s/he has up to three months to study before retaking the unsatisfactory portions. If the publishable paper is deemed unsatisfactory, the student has up to three months in which to re-write it to the satisfaction of the committee. If, after three months, the student again earns a grade of Unsatisfactory, s/he will be placed on probation and will be required to retake the Comps in their entirety the following semester. Note that students on probation may not hold GTA positions. If, on the second try, the student does not earn an overall grade of Honors or Satisfactory for the Comps, s/he will be dismissed from the PhD program.

If the student receives a grade of Unsatisfactory on all three parts of the Comps, there is no rewrite option: s/he will be placed on probation and will be required to retake the Comps the following semester. If, on the second try, the student does not earn an overall grade of Honors or Satisfactory for the Comps, s/he will be dismissed from the PhD program.
Appendix F. Graduate Scholarship Rubric (Scholarship Learner Outcomes)

Graduate Student Evaluation Rubric – General

Revised: Summer 2014

Outcomes: Describe the scholarship outcomes for graduate students in your department.

The Department of Theatre uses the traditional outcome designators: Excellent, Very Good, Good, Unacceptable. E. indicates that the faculty regards the student’s scholarship to be at a level commensurate with publications in upper-tier journals. VG. means a student’s scholarship is of superior quality and commensurate with publications in second-tier journals. G. means that the student’s scholarship, while not deemed publishable, has the potential to become so. Students whose scholarship remains unacceptable, after suitable attempts at remediation, are discontinued. It is normal for more advanced students to achieve a better rating on their scholarship than those just beginning.

Components of Doctoral Scholarship and their Characteristics at Different Quality Levels

<table>
<thead>
<tr>
<th>Components</th>
<th>Excellent – 4</th>
<th>Very Good – 3</th>
<th>Good – 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frame</td>
<td>focuses the study sharply with a problem, question, thesis or a purpose that is central to the scholarship in a field,</td>
<td>offers a focusing statement that clearly sets forth an important purpose, problem, question or thesis,</td>
<td>focuses the project clearly by means of a question, problem, thesis or purpose that pertains demonstrably to a field,</td>
</tr>
<tr>
<td></td>
<td>positions the research as intellectually adventurous; i.e., as an attempt to lead (rather than simply participate in) a particular scholarly conversation,</td>
<td>positions the research project as a distinct contribution to an ongoing scholarly conversation,</td>
<td>positions the project as a contribution to an ongoing scholarly conversation,</td>
</tr>
<tr>
<td></td>
<td>written in a style that is comparable to the best writing in the field and with a regard for interdisciplinarity,</td>
<td>sets a high standard for the writing style for the rest of article or essay,</td>
<td>exhibits writing that is correct, clear and direct,</td>
</tr>
<tr>
<td>Grounding in Pertinent Research</td>
<td>demonstrates a thorough and sophisticated understanding of conclusions, methodologies and arguments from scholarship and other resources important to the project,</td>
<td>demonstrates a advanced understanding and appreciation of the conclusions, methodologies and arguments typically used in scholarship and resources important to the project,</td>
<td>demonstrates a normative understanding of conclusions, methodologies and arguments in scholarship and other resources important to the project,</td>
</tr>
<tr>
<td></td>
<td>achieves a sophisticated and original grouping of previous scholarship according to similarities and dissimilarities among methodologies, sources,</td>
<td>skillfully groups previous scholarship according to similarities and</td>
<td>lacks a useful understanding of prior studies or other useful resources,</td>
</tr>
<tr>
<td>Evidence and Methodology</td>
<td>develops a new methodology or significantly modifies an existing methodology, clearly explains those assumptions that determine (1) what shall be regarded as evidence, (2) how it shall be gathered, (3) the norms for interpreting it and (4) the norms for deciding how evidence shall be distributed within central arguments, discovers new evidence or makes innovative use of evidence already familiar to the field, offers a clear and original analysis of evidentiary sources</td>
<td>makes skillful use of previously developed methodologies, clearly explains those assumptions that determine (1) what shall be regarded as evidence, (2) how it shall be gathered, (3) the norms for interpreting it and (4) the norms for deciding how evidence shall be used to make persuasive arguments, succeeds in gathering evidence, the sufficiency of which exceeds models found in discipline-specific published research, offers a clear analysis of evidentiary sources, uses a methodology that is customary for the type of study being undertaken, clearly states the assumptions that determine (1) what shall be regarded as evidence, (2) how it shall be gathered, (3) the norms for interpreting it and (4) the norms for deciding how evidence shall be used to make persuasive arguments, offers evidence of sufficient quality and quantity to meet the professional norms of the discipline, offers a clear analysis of evidentiary sources</td>
<td>unclear methodology, with questionable pertinence to the study, reveals inadequate evidence and/or a poor understanding of the evidence, does not develop a clear and effective methodology,</td>
</tr>
<tr>
<td>Results and Discussion</td>
<td>solves the problem, answers the question, demonstrates the hypothesis or achieves the purpose set forward in the introduction, sets forth new discoveries or new interpretations of former discoveries that change the direction of research and/or the assumptions on which it is based</td>
<td>solves the problem, answers the question, demonstrates the hypothesis or achieves the purpose set forward in the introduction, expands or develops but does not significantly change a field or discipline,</td>
<td>confusing to a reader in the field, inconsistent with the evidence and the methodology accomplishes little or none of what is promised in the introduction,</td>
</tr>
<tr>
<td>Conclusion</td>
<td>explains changes to the field explicit and implicit in the results.</td>
<td>re asseses the field of research or the discipline in light of the expansions and amendments offered in the results.</td>
<td>consistent with the results and the methodology insufficiently significant, strained or unclear relationship to the results and/or introduction.</td>
</tr>
<tr>
<td>Overall</td>
<td>Alters the field in a significant way, provides awareness or perspective that can alter</td>
<td>offers a definite contribution to an important scholarly &quot;conversation.&quot;</td>
<td>shows an advanced understanding of how scholarship is conducted in a specific field falls below the standards set forward in the first three columns,</td>
</tr>
<tr>
<td>the way readers live their lives, earns a recommendation to publish from the faculty member who assigned the project.</td>
<td>earns a recommendation to revise and publish from the faculty member who assigned the project.</td>
<td>earns a recommendation to revise along lines that can lead to publication.</td>
<td>receives a “fail” from the faculty member who assigned the project.</td>
</tr>
</tbody>
</table>

## G. Doctoral Learner Outcome Dissertation Rubric

Graduate Learner Outcomes Evaluating the Dissertation
Dissertation Rubric Fall 2016

<table>
<thead>
<tr>
<th>School:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of the Arts</td>
<td>Theatre</td>
</tr>
</tbody>
</table>

### Components of a Dissertation and their Characteristics at Different Quality Levels

<table>
<thead>
<tr>
<th>Components</th>
<th>Excellent – 4</th>
<th>Very Good – 3</th>
<th>Good – 2</th>
<th>Unacceptable – 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>focuses the study sharply with a problem, question, thesis or a purpose that is central to the scholarship in a field, positions the dissertation as intellectually adventurous; i.e., as an attempt to lead (rather than simply participate in) a particular scholarly conversation, written in a style that is comparable to the best writing in the field and with a regard for interdisciplinarity</td>
<td>offers a focusing statement that clearly sets forth an important purpose, problem, question or thesis, positions the dissertation as a distinct contribution to an ongoing scholarly conversation, sets a high standard for the writing style for the rest of the dissertation,</td>
<td>focuses the study clearly by means of a question, problem, thesis or purpose that pertains demonstrably to a field, positions the dissertation as a contribution to an ongoing scholarly conversation, exhibits writing that is correct, clear and direct</td>
<td>does not focus the study specifically enough, unintelligible to its intended audience, errors in spelling, grammar and syntax</td>
</tr>
<tr>
<td>Grounding in Pertinent Research</td>
<td>demonstrates a thorough and sophisticated understanding of conclusions, methodologies and arguments from scholarship and other resources important to the dissertation, achieves a sophisticated and original grouping of previous scholarship according to similarities and dissimilarities among methodologies, sources, evidence and/or argumentative strategies</td>
<td>demonstrates a advanced understanding and appreciation of the conclusions, methodologies and arguments typically used in scholarship and resources important to the dissertation, skillfully groups previous scholarship according to similarities and dissimilarities among methodologies, sources, evidence, argumentative strategies</td>
<td>demonstrates a normative understanding of conclusions, methodologies and arguments in scholarship and other resources important to the dissertation</td>
<td>lacks a useful understanding of prior studies or other useful resources,</td>
</tr>
<tr>
<td>Evidence and Methodology</td>
<td>develops a new methodology or significantly modifies an</td>
<td>makes skilful use of previously developed methodologies</td>
<td>uses a methodology that is customary for the type of study</td>
<td>unclear methodology, with questionable</td>
</tr>
</tbody>
</table>

39
| Evidence and Methodology (continued) | existing methodology, clearly explains those assumptions that determine (1) what shall be regarded as evidence, (2) how it shall be gathered, (3) the norms for interpreting it and (4) the norms for deciding how evidence shall be distributed within central arguments, discovers new evidence or makes innovative use of evidence already familiar to the field, offers a clear and original analysis of evidentiary sources | clearly explains those assumptions that determine (1) what shall be regarded as evidence, (2) how it shall be gathered, (3) the norms for interpreting it and (4) the norms for deciding how evidence shall be used to make persuasive arguments, succeeds in gathering evidence, the sufficiency of which exceeds models found in discipline-specific published research, offers a clear analysis of evidentiary sources | being undertaken, clearly states the assumptions that determine (1) what shall be regarded as evidence, (2) how it shall be gathered, (3) the norms for interpreting it and (4) the norms for deciding how evidence shall be used to make persuasive arguments, offers evidence of sufficient quality and quantity to meet the professional norms of the discipline, offers a clear analysis of evidentiary sources | pertinence to the study, reveals inadequate evidence and/or a poor understanding of the evidence, does not develop a clear and effective methodology |
| Results and Discussion | solves the problem, answers the question, demonstrates the hypothesis or achieves the purpose set forward in the introduction, sets forth new discoveries or new interpretations of former discoveries that change the direction of research and/or the assumptions on which it is based | solves the problem, answers the question, demonstrates the hypothesis or achieves the purpose set forward in the introduction, expands or develops but does not significantly change a field or discipline | coherent and clearly written, accomplishes most of what is promised in the introduction | confusing to a reader in the field, inconsistent with the evidence and the methodology |
| Conclusion | explains changes to the field explicit and implicit in the results | reassesses the field of research or the discipline in light of the expansions and amendments offered in the introduction. | consistent with the results and the methodology | insufficiently significant, strained or unclear relationship to the introduction |
| Overall | Alters the field in a significant way, provides awareness or perspective that can alter the way readers live their lives, earns a “honors” from the dissertation committee | offers a definite contribution to an important scholarly “conversation,” earns a “satisfactory” from the dissertation committee | shows an advanced understanding of how scholarship is conducted in a specific field earns a “satisfactory” from the dissertation committee | falls below the standards set forward in the first three columns, receives a “fail” from the dissertation committee |

H. Department of Theatre Office Procedures

DEPARTMENT ACADEMIC OFFICE
The Department of Theatre office is located in 356 Murphy Hall. There are mailboxes in 356 for the following people: All graduate students, the department Chair, and the Artistic Director. The Artistic Director also has a second mailbox in 317 Murphy. The Director of Graduate Studies has a mailbox in 317 Murphy.

Audiovisual equipment is also held in 356 and is available for classroom use by graduate students. Currently we have two Mac laptop computers with adaptors, one extra mac adaptor, 1 small digital camera & tripod. This equipment is prioritized for classroom use. It can be checked out on a daily basis and must be returned immediately after your class. The digital camera scan discs should be cleared of all data upon return of the equipment after use which means you should plan for download time. You may wish to consider purchasing your own scandisc, or discussing this with the department chair, should you need more than one day for downloading classwork videos.

General office supplies can be obtained in 356 Murphy. Please ask the staff working in the 356 Murphy Office (864-3511) or Karen Hummel (khummel@ku.edu), for more information on office supplies provided by the department.

BUILDING SECURITY
Murphy Hall is generally opened at 7 a.m. and locked up at 11 p.m. Monday through Friday. GTAs can be issued building keys that allow entrance after hours. Keys are issued by the Administrative Associate Kim Bohmann who is in 317 Murphy upon authorization from the department chair. We do not require a monetary deposit but we will ask that you sign a form indicating you are responsible for not losing the key and the cost of replacement should it not be returned.

COMPUTER AND INTERNET ACCESS
All graduate teaching assistant offices are equipped with a departmental computer with access to the Internet. Many areas of campus, including Murphy Hall, have wireless Internet access (for wireless availability see http://technology.ku.edu/wifi-overview). GTAs with any problems regarding access or other computer-related concerns should contact our department computer technology staff by email tsc_clas_sota@ku.edu or phone 785-864-8911. Either method will create a work ticket. Our Computer tech(s) are appointed through the College of Liberal Arts and Sciences and staff may change. Many processes are web based and supported by KU Information Technology (IT). The general website is Information Technology. You can reach KUIT by email itcsc@ku.edu or by phone 785-864-8080. On their website they also offer virtual service desk. But please try our tsc_clas_sota contacts first.

Blackboard support numbers are: BB Login Issues 785-864-8080; BB Support: 785-864-2600; and via email blackboardsupport@ku.edu.

HR/PAY system is the university’s Human Resource and Payroll system. Tech support: call 785-864-8080 or email itcsc@ku.edu. Theatre department staff can assist you in reaching the appropriate office if you are having any payroll issues.

DEPARTMENT MEETINGS
Graduate students are asked to elect one representative to attend THR department meetings at which department business is conducted. The meetings are held on Wednesdays at 4:00 – 5:45 p.m. Notice of the date and location of the meeting is given by the department chair. A number of votes equal to 25% of the number of faculty
members present will be accepted from the graduate students, except in personnel matters, on which graduate students may not vote. The graduate student vote will be no more than 20% of the total votes cast.

LETTERHEAD
Graduate Theatre students should see their advisers for department letterhead. Correspondence regarding department business should always be on department letterhead. Departmental letterhead is not to be used for personal business. THR letterhead is available in paper or electronic formats from the THR office administrative associate in 356 Murphy.

MAIL SERVICE
Stamps. We do not have stamps available for purchase. Department business mailing should be given to the Theatre administrative associate in 356 Murphy. Personal funds may not be used for department business.

Incoming U.S. mail and university campus mail is delivered daily. The 317 staff will distribute all mail daily to the 317 mailboxes and the 356 staff will distribute the mail daily for mailboxes located in 356 Murphy. The department Chair, the Artistic Direct and all graduate student mail boxes are located in 356 Murphy. Deliveries may occasionally be adjusted, for example, the last week of December.

Shared Service Center business & HR mail is picked up by currier daily from 317 Mur. For example, if you had a travel award and need to submit receipts and paperwork for reimbursement.

Outgoing mail with postage can be deposited in the U.S. or CAMPUS mail baskets located in 351 Murphy.

E-MAIL ACCOUNTS
A free e-mail account is provided to currently enrolled students by KU Internet Technology (KU IT). New students are assigned a generic alias that subsequently can be personalized. Visit the KU IT web site at www.technology.ku.edu/email.

OFFICE SPACE
Graduate Teaching Assistants (GTAs) are given department office space. Depending on the number of GTAs, offices are shared between two and three GTAs. The office space is small and office mates will need to arrange their office hours amongst themselves.

PHONES
GTA offices do not have a phone in their office. Business and Skype calls may be arranged with phones in the 356 MUR office, if needed, by contacting the 356 administrative staff.

OFFICE SUPPLIES
Purchases must be charged to a course, a grant, or a faculty member. Personal funds may not be used. For basic office supplies please ask the administrative associate in 356 Murphy.

ROOM SCHEDULING
The department has one small conference room in 356 MUR available for meetings, exams, review sessions, committee meetings, etc. It is scheduled through the administrative associate in 356 MUR. Priority is given to department administrative business and graduate student exams and defenses. Otherwise this space is available on a first-come, first-served basis. It is equipped with a data projector, hook ups for computer, a DVD player, and a TV.

If 356 MUR conference room is not available or does not suit your needs, you can look at availability at the Kansas Union, the KU Libraries have multiple locations and very nice conference space. The Music & Dance KU
Library is located in 240 Murphy Hall and has three small meetings spaces. You can reserve a group study rooms via their website http://calendar.lib.ku.edu/booking/music. If you cannot find a space please ask a departmental staff member to assist you with making a room reservation in another location.

Rehearsal space reservations in Murphy Hall. For Theatre Murphy room reservations please ask the staff in 317 Murphy. They will also issue you a key if your reservation is in the evening or over the weekend.

WEB SITE
The department’s web site is located at http://theatre.ku.edu/. The web contains the profiles of current graduate students, faculty and staff in THR. The educational background, research interests, and publications, are listed for all faculty and graduate students. Contact the departmental graduate administrative associate to update your graduate profiles including pictures.

PRINTING AND COPYING
- GTAs can print/copy from their office for a class they are teaching. These print jobs go to the office located in Murphy Hall 356. You can also make copies in 356 Murphy and scan documents to pdf that you can email to yourself and others.
- All Theatre graduate students get 100 FREE copies in Murphy Hall 356 for personal/homework purposes.
- When printing for a class you are enrolled in, you can also print in the Music and Dance Library.
- There is FREE printing for graduate students in the Watson Library Graduate Student Lounge. (1425 Jayhawk Boulevard)

PARKING AT KU
- Unless you live within in walking or riding distance of campus you may wish to purchase a parking pass. Go to http://www.parking.ku.edu/ to find out prices and specific information about parking.
- After 5:00 pm, you can park anywhere on campus for free except restricted lots. Read the signs.
- Because KU has a large athletics program, there will often be times when lots are closed for athletic parking (especially during basketball season). Be sure to read and follow the appropriate signage. Campus parking tickets are about 25 dollars.
Appendix I. MA, MFA, and PhD Annual Self-Evaluation Form

Graduate Annual Self-Evaluation Forms are fillable PDF forms and may be updated from year to year. Students will be asked to perform a self-evaluation annually over the questions noted below. It can be helpful to keep track of this information throughout the year as you build your resume/CV and annual evaluation information.

Who was your primary mentor and/or advisor on degree and post-degree work?
What classes did you take this year?
What faculty did you pursue research with this year?
In the areas of Research, Teaching, Service: For department, campus, and national award nominations, please briefly comment on your research.
Comprehensive Exams. When do you plan to take comprehensive exams? Sem./Year
Have you completed the necessary hours and met with the DGS to approve this time? Yes/No
Comprehensive Exam Categories (Pre-comps for PHD- 3rd year for MFA)
Please download the Comprehensive Exam Worksheet located on the Department website. You will complete this worksheet to the best of your ability and then work with the Director of Graduate Studies to define your comprehensive exam categories that you foresee, the dissertation abstract and the guiding questions that you have developed for the dissertation. After the DGS has approved the comprehensive exam worksheet, you can begin to circulate it to each committee members that you have identified for the comprehensive exam and begin to develop the comprehensive exam list with the professor. As you develop your comprehensive exam fields, we encourage you to think through each field with the DGS in relationship to your teaching and your research capacities.
(PhD students: identify four fields of expertise for your comprehensive exam. The fifth faculty member (outside) can lead/co-lead a field and/or just observe and question in the exam defense process

1
2
3
4
5 (Outside Graduate Studies Rep-for PhD only)

Dissertation Prospectus (Pre-comps complete if applicable)
At this point in the program, can you identify the top two topics that you may pursue for the dissertation?
Do you perceive any holes in your extant coursework that you need to fill before completing the comprehensive exams and dissertation? The DGS will use this information to help you identify resources and to help you create an outline for the draft of your prospectus.

Dissertation (for ABD students only)

What is the working title of your dissertation?
List the members of your committee.
1
2
3
4
5 (Outside-Graduate Studies Rep)
6 Other, if any:
When do you envision that you will defend this project?
What stage are you in? Research: In Progress/Complete
What stage are you in? Writing: In Progress/Complete

**MA/MFA- Thesis (2nd year)** MA/MFA Students should begin to explore their thesis topics by the end of their first year of study. MA/MFA students should also set a meeting with the DGS and their primary advisor to discuss the thesis by the first semester of the second year.
At this point in the program, can you identify the top two topics that you may pursue for the final thesis? We would like to use this information to help you identify resources.
1.
2.

Do you perceive any holes in your extant coursework that you need to fill before completing the thesis?

**(MA/MFA) Final Thesis**
What is the title (working or final) of your thesis?

List the members of your committee.
1.
2.
3.
4. *outside member if recommended by committee faculty chairperson*

When do you envision that you will defend this project?
What stage are you in? Research _____ (in progress/complete)
What stage are you in? Writing _____ (in progress/complete)

**Job Market Questions**
Do you plan to go on the job market after you defend the prospectus?
If so, do you plan to apply to Research 1 institutions?
If you do not plan to apply to R1s, where do you plan to apply? Explain:
If you are an MA or MFA student, do you plan to apply to academic jobs?

**Do you plan to apply to non-academic jobs? If so, please explain.**

**Do you feel that you have the tools to be a competitive applicant on the job market?** (yes/no)
CV
Dissertation/Thesis Abstract
Writing Sample
Creative Samples
Teaching Philosophy statements
Acting
Directing
Design Demos
Other:

Would you like to schedule a mock job talk? If so, please plan to schedule this with Karen Hummel as soon as you find out that you have a phone or on campus interview.

Additional Comments that you feel the DGS should have about your performance in the program?

Please rate your work this calendar year in the following areas: (Excellent/Very Good/Good/Unacceptable)

**Writing and Research Skills**
- Frame
- Grounding in Pertinent Research
- Evidence and Methodology
- Results and Discussion
- Conclusion
- Overall

**Growth this year**
- Intellectual Ability
- Analytical & Problem Solving
- Knowledge in the field
- Interpersonal Communication
- Academic Motivation
- Potential for leadership in profession
- Capacity for interdisciplinary work
- Overall Growth this year
Appendix J. GTA General Information

Graduate Teaching Assistants (GTAs) play an integral role at KU. As a Theatre GTA, you will interact with many offices on campus. The hiring process, although begun in the Theatre Department, comes to you via our Shared Service Center. Every year GTAs must visit the SSC to sign their contracts. If you do not sign your contract, your pay will not arrive! They will also provide campus onboarding information and handle the payroll paperwork, which includes a background check. So be sure to watch for and answer those emails! Should you need assistance in communicating with the Shared Service Center please ask the Theatre Graduate Administrative Associate in Murphy 356.

GTA appointments are governed by a Memorandum of Agreement (MOA) between the University of Kansas, Lawrence, the Kansas Board of Regents, and the Kansas Association of Public Employees.

New GTAs Mandatory Training Program. This is required for all new GTAs and is offered by the Center for Teaching Excellence. Please see the Graduate Studies’ page on GTA information including the required mandatory training for all new GTAs. http://graduate.ku.edu/gta-and-gra.

GTA Health Insurance. GTA health insurance information can be found via the benefits links is on the Graduate Studies page http://graduate.ku.edu/appointment-information-graduate-teaching-assistants. You will see GTA/GRA Health Insurance and Affordable Care Act (ACA) information.

The International Student Services office can advise International students working as a GTA on issues related to legal status. Please find the ISS pre-arrival guide and mandatory orientation information on the ISS website http://iss.ku.edu/arrival.

Applied English Center (AEC) http://www.aec.ku.edu/
All international students must have their English proficiency evaluated by the AEC. Bring your original TOEFL, IELTS scores, or an original diploma from an English-based institution, if you have them. If testing is required, you must register for the test by 3 p.m. the business day before a test date. You need to be in the U.S. for 24 hours before you can take the AEC test. It may take up to two weekdays to get your test results. Approximate completion time: 2 hours if testing is required

The Board of Regents policy on spoken English competency for graduate teaching assistants requires that non-native speakers of English demonstrate English proficiency by obtaining a minimum score of 50 on the SPEAK or TSE, a 22 on the speaking portion of the iBT, or an 8 on the IELTS and that the student must be interviewed by three institutional representatives to determine sufficient English proficiency. More information may be found in the Kansas Board of Regents Policy on Spoken English Language Competency of Faculty and Graduate Teaching Assistants.

Health insurance coverage is mandatory for all international students who are in:
- F-1 or F-2 status and enrolled in classes; or
- J-1 or J-2 status (regardless of enrollment) from program start date to program end date.

Please visit this page from the International Student Services office on campus for full information about International insurance. http://iss.ku.edu/insurance Your 50% GTA appointment will help cover this cost.
Appendix K. GTA Evaluation Process

In order to mentor GTAs in the acquisition of instructional skills, the appointing department must conduct a written performance evaluation of every GTA at least once every academic year during the GTA’s appointment. The assessment of performance will be based on job duties assigned to the GTA as articulated in a position description or on the GTA Appointment form. The deadlines for annual GTA evaluations are in early May of each academic year.

Performance evaluations for GTAs must include a minimum of two components: classroom observations (or its equivalent for field placements) documented in writing and a written performance evaluation from the evaluator. The evaluation must include the name and teaching department of the GTA being evaluated, the period covered by the evaluation (academic year, fall semester, or spring semester), an overall rating, and signatures of the evaluator and the GTA. GTA evaluation templates are provided by Human Resources, or Departments can create their own.

During the first year of a GTA’s appointment, a documented classroom observation must be conducted at least once during each semester of the academic year. For continuing GTAs, a documented classroom observation must be conducted at least once during the academic year. Departments will identify the appropriate individuals to conduct the classroom observations.

Unsatisfactory performance must be clearly stated on the evaluation form as an overall rating of “unsatisfactory.” An evaluation with an overall rating of “unsatisfactory” must include supporting documentation to substantiate the rating, e.g., letters/emails of counseling, documentation of unmet performance improvement goals.

Recommended components include a self-assessment from the GTA and performance goals. Written feedback from course evaluations should be used in the evaluation process whenever possible, though the timing of the course evaluation process may delay the use of the information until the next semester.

For the full university policy on GTA performance evaluations please see the policy library statement: http://policy.ku.edu/human-resources/performance-evaluation-GTA
Appendix L. Theatre Grievance Procedure

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 themselves or be represented by an advisor or counsel of their 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.

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

M. 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 themselves 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 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 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 themselves or be represented by an advisor or counsel of their 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.

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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.

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.