



Department of Theatre & Dance

A Handbook for Graduate Students

Department of Theatre & Dance

Murphy Hall

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<http://theatredance.ku.edu/>

This handbook is for informational purposes and does not constitute a contract. Degree requirements currently enforced appear in the KU [catalog](#) under the Theatre & Dance section.

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Unit Directory

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University Offices

Your unit's Director of Graduate Studies or Graduate Academic Advisor is your first stop for any questions related to graduate study or requirements. If you would like to research an issue in advance of speaking with your department or if you still have questions, the following offices can provide assistance:

[College Office of Graduate Affairs \(COGA\)](#)

COGA oversees graduate affairs and administers University policy for programs within the College of Liberal Arts and Sciences. The COGA website contains comprehensive information on requirements and processes pertaining to graduate education at KU. Most common questions can be answered with the information provided there, including questions regarding [enrollment changes or forms](#), University policies regarding [exams](#) and committee requirements, and University [graduation requirements](#). The College of Liberal Arts & Sciences' [Master's Hooding Ceremony](#) is coordinated by COGA.

COGA reviews all [student petitions of University and College policy, issuing decisions on behalf of the College or](#) referring as required to a faculty committee and/or the Office of Graduate Studies. The more common student petitions relate to [Enrollment, Leave of Absence, and Time Limit Extensions](#).

COGA is a resource if you have questions about petitions or graduation requirements that your department is unable to answer. Refer to the COGA website for current staff contact information.

[Office of Graduate Studies](#)

Graduate Studies is the office of the Dean of Graduate Studies at KU. The Executive Council of Graduate Studies sets policies and regulations governing graduate study, and offers various programs for graduate students throughout the year. While COGA should be your first stop for

any questions your department cannot answer, you may be referred to Graduate Studies for certain matters, especially for questions about [GTA/GRA/GA appointments and policies](#).

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

[International Student Services \(ISS\)](#)

Contact ISS for questions related to international students, including enrollment requirements, international student insurance, obtaining a social security card, I-20 questions, and any issue related to student visas. While other offices on campus such as the AEC, Human Resources, or the Registrar may also handle related matters, because the students' legal status in the country may be affected, it is recommended that students contact ISS first.

[Center for Teaching Excellence \(CTE\)](#)

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

General Department Policies & Procedures

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.

English Proficiency Requirements

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

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

Official scores from an English proficiency standardized test (e.g. TOEFL, IELTS-Academic, or PTE), sent by the testing agency to the University of Kansas. Official scores must be less than two years old.

Applicants that do not meet the minimum scores should review the English Proficiency Chart, provided via the link above, for information about provisional admission and petition processes based on exceptional circumstances

Applicants should submit their scores directly to the Office of Graduate Studies:

Office of Graduate Studies
213 Strong Hall
1450 Jayhawk Blvd.
Lawrence KS 66045-7535

Related Policies and Forms:

- [English Proficiency Requirements for Admission to Graduate Study](#)
- [Spoken English Language Competency of Faculty and Graduate Teaching Assistants, Kansas Board of Regents Policy](#)
- [Graduate Credit](#)

Provisional Admission

On occasion the department 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. Materials can be mailed to the The Department of Theatre & Dance Murphy Hall, 1530 Naismith Drive, Lawrence, KS 66045.

Your Application Form, Application materials and Application Fee should be submitted online through Graduate Studies website: <http://graduate.ku.edu/application-process> .

Grades and Graduate GPA

Students should carefully review the University's grading policy, found under [Grading](#) in the University Policies and Degree Requirement section of their website. This includes the policies for Credit/No Credit, Incomplete Grades, and Graduate GPA. The Department of Theatre has no department specific polices 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](#))

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 [Requirement](#)

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. Please see more information in the PhD requirements.

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 M.A./M.F.A./Ph.D. 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: [ECompliance](#). 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](#). 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, and 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](#).

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 DGS and/or their faculty advisor.

Advising & Mentorship

Students work with the DGS 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. **During their first year, students must meet with the DGS once per semester. Returning students will meet one time during the year with the DGS 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.

Under some circumstances, graduates student may elect to be paired with a new faculty mentor. These situations may come about for varied reasons, including changes in thematic focus, need for additional expertise, departure or retirement of the faculty mentor, or incompatibility of student and mentor. Students can initiate this process at any time by contacting the Director of Graduate Studies and/or the Department Chair. Successful change in

mentorship will be contingent upon the identification of an appropriate new mentor, the willingness of the prospective new mentor to assume the responsibilities and the distribution of mentoring duties among faculty. To avoid delays, the Director of Graduate Studies can act as the student's advisor during the transition process to a new advisor. Students can also consult extra-departmental resources such as the University Ombudsman and/or Office of Multicultural Affairs who can provide support in the process. Graduate faculty members can help guide the student through the change, which can include help in identifying a new mentor, communicating with the original mentor, and assisting in the transition. If a student wishes to continue a project that was initiated with the original mentor, details of transferring the project should be worked out in consultation with the Chair, who can mediate the process with the original mentor. Proposed changes in mentorship assignments will be ultimately approved by the Director of Graduate Studies through completion of a Mentoring Agreement and must be signed by both the student and the new mentor(s).

For more information regarding College policies and university degree requirements, refer to relevant sections of this catalog or contact [Julia Reilly](#) and 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 & Dance 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 DGS 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 & Dance 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 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's petitions [website](#) provides additional information regarding University petitions, including supplemental documentation that may be required by the University. Additional information regarding the more common University petitions and [policies](#), such as Leave of Absence, Enrollment requirements, and Time Limit Extensions may also be found in the University Policies & Degree requirements section of this document.

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

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

General Information for Graduate Teaching and Research Assistants

GTA's and GRA's 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 relating 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 and available in the [catalog](#).

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 the department, the M.A. Exam is held concurrently with the Thesis Defense. 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 M.A. curriculum. M.A. Students should make an appointment with the DGS in the first semester of their second year to complete a *M.A. Thesis worksheet* to determine the topic of their thesis, to identify a mentor to aid in the M.A. 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 & Dance (faculty who hold joint appointments between our department and another unit are acceptable). Please see the college's policy on [Master's Student Oral Exam Committee Composition](#) for more information (current Graduate Faculty status is listed in the Unit Directory, please use the [Graduate Faculty Appointment policy](#) for information on who can serve as chair, etc.). The chair of a student's M.A. 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. M.A. committee members must also be members of the Graduate Faculty. (Members of the Graduate Faculty are listed on The Office of Graduate Studies [website](#) (under Program Management). 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.
 - THR 800 Introduction to Theatre,
 - 1 credit hour of THR 801 Professional Development,
 - THR 899 Thesis hours
- MFA, Theatre MFA Students:
 - THR 703 Directed Reading in Theatre,
 - 1 credit hour of THR 801 Professional Development,
 - THR 899 Thesis hours

F. Thesis

1. Enrollment—Students earning a master’s thesis degree must have completed three hours 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 DGS. 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. 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. The college provides formatting [guidelines](#).

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 is that it engages broader conversations in the discipline.

An excellent thesis contributes to the field through the development of new ideas or discovery of new knowledge that speaks to the broader conversations in the field. In depth and significance of argumentation, such a thesis is roughly comparable to two or three publishable articles.

4. Final Defense— all M.A. theses must undergo an oral defense. Barring extraordinary circumstances, thesis defenses should not be scheduled between Spring Commencement and the first day of Fall classes, nor should they be scheduled over Fall, Winter, or Spring Break periods. Defenses must be scheduled through the Graduate Academic Advisor, Julia Reilly, after the student has received approval from the DGS, 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*.
 - a. The KU Libraries houses all theses in an online [database](#). 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.

- b. [Instructions to Candidates for Master's Degrees and Electronic Submission of Thesis](#). Go to www.graduate.ku.edu/ETD/ for information that includes: Background, Important Dates/Preparing Your Manuscript/ Responsible Research/Formatting Instructions and Title and Acceptance Pages/ Creating PDF Version of Your Manuscript/ Submitting Your Thesis Electronically, Thesis Binding Instructions, and Helpful Links.

5. 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. Please visit the [Master's Degree Program Time Restraints](#) policy for more information.

J. Candidate for Degree

All graduate students enrolled in master's graduate programs must be enrolled the semester they complete the degree. Please visit the [Master's Enrollment Requirements](#) policy for more information.

DEGREE REQUIREMENTS Doctoral Degree

A. Departmental Course Requirements are available in the [catalog](#).

B. Graduate Course Listings

Comprehensive course list: available [online](#)

Per semester course offerings: To see which graduate courses are offered each semester check in Enroll & Pay, or in the [Schedule of Classes](#) . 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.

D. Failure to Maintain Academic Standing

Upon falling below a cumulative graduate grade-point average of B, the student is placed on [academic 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 and 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: [Research Skills Requirement, Doctoral](#)

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:

- THR 800 Introduction to Theatre (3 credit hours in 1st semester),
- 3 credit hours of THR 801 Professional Development,
- THR 999 Dissertation hours
- 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 DGS for more information about fulfilling your Theatre research skills and responsible scholarship requirements.

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](#).

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. While preparing for the examination, students must enroll in THR 998 Investigation and Conference (for Doctoral Students). This course may be taken twice for a total of 6 credit hours.

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 DGS, students complete a Comprehensive Exam worksheet, 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 Graduate Academic Advisor 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. 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.
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 DGS. 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 DGS 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. Please visit the Graduate Policy on [Doctoral Student Oral Exam Committee Composition](#) and [Graduate Faculty Appointments](#) to ensure your committee meets college requirements (current Graduate Faculty statuses are available in the Unit Directory). 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. The Graduate Academic Advisor will distribute a Doodle Poll to your committee and aid in reserving a meeting room. 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 Ph.D. 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 Ph.D. coursework. Students must complete a comprehensive exam worksheet with the DGS 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 DGS must approve your readiness to complete the comprehensive exam in concert with your principal faculty advisor. You must notify the acting DGS 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 Academic Advisor 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 2018-2019 the last day for doctoral students seeking to graduate in May 2019 will be May 17.

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 advance 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 DGS, 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 Ph.D. 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 Ph.D. 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 and university facilities.

I. Dissertation

1. Dissertation Committee

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 & Dance (faculty who hold joint appointments between ours and another unit are acceptable). The chair of a student's Ph.D. 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. (Please visit the Graduate Policies on [Graduate Faculty](#)

[Appointments](#) and [Doctoral Student Oral Exam Committee Composition](#) to ensure your committee is qualified. A current listing of each faculty member's Graduate Faculty status is in the Unit Directory.) Any 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 and committee chair for a prospectus outline as you complete the Comprehensive Exam Worksheet.

4. Requirements

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.

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 Academic Advisor, 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

The College Office of Graduate Affairs provides a [checklist](#) for the documentation required from Doctoral Graduates.

J. 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 to participate in the Hooding Ceremony. (Dates for registration are typically in early March). Only doctoral candidates who have fulfilled all of their degree requirements by this date will be allowed to participate in the

Doctoral Hooding Ceremony.

University Policies & Degree Requirements

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

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

GENERAL POLICIES

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

Admission

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

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

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

Related Policies and Forms:

- [Admission to Graduate Study](#)

Enrollment

For graduate students in the College, advising on enrollment and course selection take place at the department level. While units within the College may define full-time enrollment more stringently, the University defines it as follows:

Fall and Spring semesters:

- Enrollment in 9 credit hours;
- Enrollment in 6 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 6 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s). *See Doctoral post-comprehensive enrollment.

Summer sessions:

- Enrollment in 6 credit hours;
- Enrollment in 3 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 3 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s).

Graduate students are not normally permitted to enroll for more than 16 hours a semester or more than 8 hours in summer session.

While these are KU's definitions of full-time enrollment, other institutions may have different definitions. Be sure to consult with your financial aid and/or health insurance providers before making enrollment decisions.

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

Students who wish to leave their graduate program should inform the department of such plans in writing so that a Voluntary Withdrawal form may be submitted on their behalf. Deadlines for adding, changing, dropping, or withdrawing from courses entirely, as well as any fines associated with the change, are set by the University. **Deadlines vary from year to year. Students should carefully review the current [Academic Calendar](#).**

The College Office of Graduate Affairs' (COGA) website has a very useful [Enrollment Changes Guide](#), which provides comprehensive guidance on the forms and endorsements required for different enrollment situations, including late enrollment changes after the published deadlines.

You may also wish to consult the Registrar's page on [Effects of Dropping or Withdrawing on your Transcript](#).

Related Policies:

- [Discontinued Enrollment](#)
- [Enrollment](#)
- [Enrollment Regulations](#) (CLAS)
- [Full-time Enrollment for Graduate Students](#)
- [Graduate Coursework Expiration Dates](#)
- [Master's Enrollment Requirements](#)

[Graduate Credit \(Including Transfer Credit\)](#)

The Office of Graduate Studies [policy](#) on Graduate Credit defines KU's conditions for the following:

- Definition of graduate credit for the purposes of a course "counting" towards a graduate degree or graduate certificate at KU;
- Transfer of graduate credit to KU from an outside institution;
- Reduction in the required number of graduate hours for Master's students;
- Counting credit hours taken as non-degree seeking student towards a later graduate degree at KU;
- Counting credit hours taken as a certificate seeking student toward another graduate degree.

Transfer Credit

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

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

Reduced Credit Hour Degree

KU policy defines 30 hours as the minimum for master's degrees. Departments may petition for a reduced hour degree Master's degree for individual students in cases where they may provide evidence that the student entered the program especially well-prepared to complete a graduate-

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

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

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

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

Count Toward Degree

The [Count Toward Degree form](#) is an Office of the Registrar Form that allows graduate credit hours taken at KU as a non-degree seeking student to count towards a later degree at KU.

As with transfer credit and reduced hour degrees, restrictions apply, so students should carefully review the information in the link above and the related policies below, and consult with their DGS.

Related Policies:

- [Graduate Credit](#)
- [Count Toward Degree Form](#)
- [Co-enrollment](#)
- [MA and MS Degrees](#) (on Reduced Hour Master's Degree)

Credit/No Credit

The University supports and encourages interdisciplinary study, which may include graduate students enrolling in coursework at the graduate level that is outside of their primary discipline. The Credit/No Credit (CR/NC) is an option for graduate students who are taking a course that is not required for their degree or certificate and who do not wish to have the course grade reflected in their overall graduate GPA. Rather than a grade appearing on the transcript, the student receives a designation of CR or NC, which does not factor in the GPA.

No course graded CR/NC will count toward the satisfaction of any graduate degree or certificate requirement. This includes, but is not limited to, courses taken to fulfill the Research Skills and Responsible Scholarship requirement for doctoral students.

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

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

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

Related Policies and Forms:

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

[Probation & Dismissal](#)

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

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

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

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

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

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

Related Policies:

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

Grading

The Office of Graduate Studies' [Grading policy](#) governs requirements for the grading of graduate students above those described in [Article II](#) of the University Senate Rules and Regulations. Additionally, individual schools, departments, or programs may have grading policies that are more stringent than those of Graduate Studies. Students should review the [College-specific grading information](#) and consult their adviser and the departmental section of this handbook for additional information that may affect them.

At minimum, for all graduate students at KU, at least a B average is required on course work counted toward any of the master's degrees at KU, and only courses graded A, B, or C (excluding C-) may be counted. Course work counted toward a doctorate, including that for a master's degree if obtained at KU, should average better than a B.

Additional information pertaining to graduate grading can be found on COGA's pages for [Retroactive Withdrawal](#), [Incomplete Grades](#), and [Graduate GPA](#). The Registrar's Office's also offers information on the [Credit/No Credit](#) option.

Related Policies:

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

Time limits

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

doctorate together in six-seven (6-7) years of study.

Students who anticipate exceeding these targets should review the information in the link above and in the policies below, as well as consult with their program advisor to create a timeline for degree completion. In order to support this process, COGA offers departments and students a [Mentoring Agreement Template](#) to use and/or adapt to their own needs. The template may be used with students in danger of going beyond the program's expected time limits, or simply as an advising tool for all their students. It is especially useful for students in the dissertation or thesis phase.

Related Policies and Forms:

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

Leave of Absence

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

Requesting a Leave of Absence is done via a University petition. University petitions must first be approved and supported at the program level, so students wishing to initiate the petition process should first consult with their Director of Graduate Studies and review their department's internal petition procedures. Units or the Director of Graduate Study may request documentation to support the student's need for a leave of absence; however, the only document that the College requires for the petition is the Leave of Absence form, linked below. Students on Leave of Absence are automatically reactivated after their leave is over and are eligible to enroll for their intended semester back during the normal enrollment periods. See the KU [Academic Calendar](#) for exact dates that enrollment begins.

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

Related Policies and Forms:

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

Oral Exams

All graduate students must complete one or more exams as part of their degree requirements. In addition to department or program guidelines, the University has several policies pertaining to the following exams:

- Master's Exam/Thesis Defense for Master's degree
- Doctoral Comprehensive Oral Exam
- Doctoral Final Exam/Dissertation Defense

Before a student is allowed to sit for any of these three exams, pre-approval from the College is required in advance of the exam date. The College verifies that the student has fulfilled University requirements. The full list of these requirements may be found via the link in the heading above. Students should work with their departments well in advance of their planned exam date, to schedule their exams in a timely fashion and to ensure that all University policies relating to oral exams are being followed.

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

The following are University policies pertaining to these oral exams:

Oral Exam Committee Composition

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

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

Oral Exam Attendance (Physical Presence)

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

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

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

Related Policies and Forms:

- [Master's Student Oral Exam Committee Composition](#)

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

DOCTORAL DEGREE REQUIREMENTS

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

Residency Requirement

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

Related Policies and Forms:

- [Doctoral Program Time Constraints](#)

Continuous Enrollment for Post-Comprehensive Students

During the semester in which the comprehensive exam is completed and each fall and spring semester follows, doctoral candidates must enroll in at least 6 credit hours per semester until all requirements for the degree are completed OR until 18 post-comprehensive hours have been completed, whichever comes first. At least one of these credit hours each semester must be a dissertation hour (or an approved dissertation equivalent).

During the semester in which the student will complete this requirement, enrollment may be dropped to only the number of hours required to complete the 18. For example, if a student is entering the fall semester having completed 15 post-comprehensive hours, only 3 credit hours (which must include at least 1 dissertation hour) is needed for that fall.

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

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

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

Post-comprehensive enrollment requirements also apply to students with GTA/GRA/GA appointments, but these students must be certified to drop their enrollment levels. Departments are responsible for tracking student enrollment will submit the certification form on the student's behalf **at least two weeks prior** to the beginning of the semester in which the enrollment will drop below 6 hours. Students who are certified to reduce hours continue to meet the University's definition of full time enrollment, as well as the enrollment requirements of their employment contract.

Related Policies and Forms:

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

GRADUATE CERTIFICATE REQUIREMENTS

The University offers a variety of [Approved Graduate Certificate Programs](#) to encourage current graduate students to pursue interdisciplinary study. Certificate programs also provide an option for a coherent course of advanced study for those not ready to commit to a full degree program. There are certain restrictions on the timing of admissions to a Graduate Certificate program and the granting of credit for courses completed. Students whose interests or career goals may be served by a Graduate Certificate should familiarize themselves with the University's policies relating to Certificate programs (found below) early in their graduate career, in addition to individual certificate program requirements.

Related Policies and Forms:

- [Graduate Certificate Programs: Eligibility and Admission Criteria](#)
- [Policies & Procedures for Graduate Certificate Programs](#)

GRADUATION REQUIREMENTS (M.A. & Ph.D.)

In addition to all program requirements, students [planning to graduate](#) must complete all University graduation requirements **prior to the published Graduation Deadline** in a given semester. Students should consult the current [Academic Calendar](#) for the published Graduation Deadline, which varies by semester.

COGA's graduation checklists contain a comprehensive list of all University requirements for graduation and should be used by every graduating master's or doctoral student in the College:

[M.A. DEGREE GRADUATION CHECKLIST](#)

[PH.D. DEGREE GRADUATION CHECKLIST](#)

Submission of the final draft of the thesis or dissertation is done electronically. Students must comply with all University requirements for [formatting](#) and [electronic submission](#) of the thesis

or dissertation. There is no University requirement that students provide a bound or printed copy of the draft.

Students who have concerns or questions about fulfillment of graduation requirements may arrange for a Graduation Appointment with the [College Office of Graduate Affairs](#) (COGA) following the defense or final exam and in advance of the applicable Application for Graduation deadline. While this appointment is not a requirement, it can be useful to review all degree requirements with a COGA staff member, verify that the Application for Graduation and Thesis/Dissertation submissions have been completed, and receive guidance on any pending items.

GRADUATE STUDIES FUNDING OPPORTUNITIES

The Office of Graduate Studies offers [funding opportunities](#) in several different categories. Students interested in applying should direct inquiries to the department's Director of Graduate Studies or to the Office of Graduate Studies. Some of the available funding includes:

Dissertation Fellowships: intended for doctoral students who have passed their comprehensive examinations; for one academic year, non-renewable.

Summer Fellowships: intended primarily for doctoral students.

Graduate Scholarly Presentation Travel Fund: intended for graduate students presenting a paper at a national or regional meeting of a learned or professional society. A student may receive an award (\$500) only once, and funds are available on a first-come, first-served basis.

Doctoral Student Research Fund: Designed to support KU doctoral students who need assistance to carry out research that advances progress toward the degree. Applications for this fund are accepted only for a limited time as funding is available. Students should check the link above for additional information and restrictions.

[Appendices](#)

A. Ph.D. Program requirements checklist

Ph.D. Comprehensive Exam Form

Ph.D. Dissertation Defense Form

B. M.A. Program requirements checklist

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

Appendix A. Ph.D. Program requirements checklist

Doctor of Philosophy Degree (Ph.D.) in Theatre Worksheet

<i>Student:</i>	<i>Admit term:</i>	
<i>Requirement description</i>	<i>List semester & year fulfilled</i>	<i>Notes:</i>
<p>Core Requirements (12 hours)</p> <p>THR 800 in 1st semester recommended.</p> <p><i>Departmental courses in theatre history, dramatic lit, theory, and criticism.</i></p> <p><i>Students should study in the department for the first year of study taking all classes offered.</i></p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	
<p>Elective Requirements (9 hours)</p> <p><i>Courses should be balanced with courses in methods and theory.</i></p> <p><i>Students should select these courses with principal advisor.</i></p>	<p>1.</p> <p>2.</p> <p>3.</p>	
<p>Secondary Field Requirements (9 hours)</p> <p><i>Students choose 9 hours at the graduate level from outside the department to assist them in writing the dissertation.</i></p> <p><i>Courses are related to the student's proposed specialization</i></p>	<p>1.</p> <p>2.</p> <p>3.</p>	
<p>Production Courses (6 hours)</p> <p><i>Directing: THR 609, 715, or 815</i></p> <p style="text-align: center;">OR</p>	<p>1.</p> <p>2.</p>	

<p>Scenography: THR 516, 517, 518, 519, 618, 619, 620</p> <p>OR</p> <p>Dramaturgy: THR 702</p>	<p>3.</p>	
<p>RS2 (Responsible Scholarship and Research Skills)</p> <p>Foreign language, if required by advisor, goes here.</p>	<p>1. THR 800-</p> <p>2. THR 801-</p> <p>2. THR 801-</p> <p>3. THR 801-</p> <p>Foreign language:</p> <p>1.</p> <p>2.</p>	
<p>Comprehensive Exam (6 hours)</p>	<p>1.</p> <p>2</p>	
<p>Dissertation (18 hours) (Candidates must enroll in 6 credits fall & spring/3 in summers until 18 hours have been taken; then in 1 credit every semester until degree is completed)</p>	<p>1.</p> <p>2.</p> <p>3.</p>	
<p>Total Hours (not including language proficiency): 60 hours</p>		

Ph.D. 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_____

Ph.D. 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. M.A. Program requirements checklist

Master's Degree in Theatre Worksheet

<i>Name</i>	Admit term: Completion term:	Defense Date:
<i>Requirements</i>	<i>course & Semester taken</i>	
<p><i>Core Requirements (9 hours)</i></p> <p>TH 800 in 1st semester</p> <p><i>6 credits from Department in theatre history, dramatic lit, theory, and criticism.</i></p>	<p>1. THR 800-</p> <p>2.</p> <p>3.</p>	
<p><i>Production Courses (6 hours)</i></p> <p><i>A. Directing: THR 609, 715, or 815</i></p> <p style="text-align: center;"><i>or</i></p> <p><i>B. Scenography: THR 516, 517, 518, 519, 618, 619, 620</i></p> <p style="text-align: center;"><i>or</i></p> <p><i>C. Dramaturgy: THR 702</i></p>	<p>1.</p> <p>2.</p>	
<p><i>General Theatre Studies Electives (15 hours)</i></p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>	

<i>Foreign Language or Research Skills if required by advisor</i>		
<i>Thesis (3 hours)</i>	1. THR 899	
<i>Total Hours (not including language proficiency): 33 hours</i>		

March 2018

M.A. Thesis Form

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

M.A. Thesis Topic

M.A. Thesis Committee

Chair: 1.

2.

3.

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

M.A. Thesis submission Date:

M.A. 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:

M.A. Thesis Committee Chair

Signature/date: _____

Director of Graduate Studies Signature

Signature/date: _____

Appendix C. M.F.A. Program requirements checklist

Master of Fine Arts Degree in Scenography Worksheet

Name:	Admit term:	Completion term:
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<i>Requirements</i>	<i>Course & # of Credit Hours</i>	<i>Semester Taken</i>
<i>Core Requirements (3 hours)</i>		
THR 703 (3hrs): Directed Readings		
<i>Concentration Requirement (40 hours) All courses are 3 credit hours unless indicated.</i>		
THR 518: Scenography and the Classic Script		
THR 519: Scenography and the Modern Script		
THR 618: Scenography and the Musical Theatre		
THR 619: Scenography and the Contemporary Script		
THR 620: Scenography and the Experimental Production		
THR 719 (6 credits): Production Seminar		
THR 801 (1 credit): Professional Development Seminar		

THR 819 (6 credits): Advanced MFA Production Seminar		
THR 898 (6 credits): Investigation and Conference		
Thesis		
THR 899 (1-6 hours) <i>defense date:</i>	1.	
Electives (min. of 15 hours) Courses in Theatre are recommended , specifically 520, 521, 525, 526, or 599 as needed		
THR	1.	
THR	2.	
THR	3.	
THR	4.	
Total Hours: 60 hours		

2018 MFA worksheet

M.F.A. Thesis Form

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

M.F.A. 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 (2or all design areas) Production title and semester

M.F.A. Thesis Topic _____

M.F.A. Thesis Committee

Chair: 1.

2

3.

4. *(outside member if recommended by committee faculty chairperson)*

M.F.A. Thesis Presentation and Defense Dates:

Presentation: _____ Defense: _____

M.F.A. 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:**

M.F.A. 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 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 fourth 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 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.
<p>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.</p>

Components of Doctoral Scholarship and their Characteristics at Different Quality Levels

Components	Outcome Quality Levels			
	Excellent – 4	Very Good – 3	Good – 2	Unacceptable – 1
Frame	<p>focuses the study sharply with a problem, question, thesis or a purpose that is central to the scholarship in a field,</p> <p>positions the research as intellectually adventurous; i.e., as an attempt to lead (rather than simply participate in) a</p>	<p>offers a focusing statement that clearly sets forth an important purpose, problem, question or thesis,</p> <p>positions the research project as a distinct contribution to an ongoing scholarly conversation,</p>	<p>focuses the project clearly by means of a question, problem, thesis or purpose that pertains demonstrably to a field,</p> <p>positions the project as</p> <p>a contribution to an ongoing scholarly conversation,</p>	<p>does not focus the research project specifically enough,</p> <p>unintelligible to its intended audience,</p> <p>errors in spelling, grammar and syntax,</p>

	particular scholarly conversation, written in a style that is comparable to the best writing in the field and with a regard for interdisciplinarity,	sets a high standard for the writing style for the rest of article or essay,	exhibits writing that is correct, clear and direct,	
Grounding in Pertinent Research	demonstrates a thorough and sophisticated understanding of conclusions, methodologies and arguments from scholarship and other resources important to the project, achieves a sophisticated and original grouping of previous scholarship according to similarities and dissimilarities among methodologies, sources, evidence and/or argumentative strategies	demonstrates a advanced understanding and appreciation of the conclusions, methodologies and arguments typically used in scholarship and resources important to the project, skillfully groups previous scholarship according to similarities and dissimilarities among methodologies, sources, evidence, argumentative strategies,	demonstrates a normative understanding of conclusions, methodologies and arguments in scholarship and other resources important to the project,	lacks a useful understanding of prior studies or other useful resources,
Evidence and Methodology	develops a new methodology or significantly modifies an existing methodology,	makes skillful use of previously developed methodologies,	uses a methodology that is customary for the type of study being undertaken,	unclear methodology, with questionable

	<p>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,</p> <p>discovers new evidence or makes innovative use of evidence already familiar to the field,</p> <p>offers a clear and original analysis of evidentiary sources</p>	<p>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,</p> <p>succeeds in gathering evidence, the sufficiency of which exceeds models found in discipline-specific published research,</p> <p>offers a clear analysis of evidentiary sources,</p>	<p>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,</p> <p>offers evidence of sufficient quality and quantity to meet the professional norms of the discipline,</p> <p>offers a clear analysis of evidentiary sources</p>	<p>pertinence to the study,</p> <p>reveals inadequate evidence and/or a poor understanding of the evidence,</p> <p>does not develop a clear and effective methodology,</p>
Results and Discussion	<p>solves the problem, answers the question, demonstrates the hypothesis or achieves the purpose set forward in the introduction,</p> <p>sets forth new discoveries or new</p>	<p>solves the problem, answers the question, demonstrates the hypothesis or achieves the purpose set forward in the introduction,</p>	<p>coherent and clearly written,</p> <p>accomplishes most of what is promised in the introduction</p>	<p>confusing to a reader in the field,</p> <p>inconsistent with the evidence and the methodology</p>

	interpretations of former discoveries that change the direction of research and/or the assumptions on which it is based	expands or develops but does not significantly change a field or discipline,		accomplishes little or none of what is promised in the introduction,
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 results.	consistent with the results and the methodology	insufficiently significant, strained or unclear relationship to the results and/or introduction.
Overall	Alters the field in a significant way, provides awareness or perspective that can alter the way readers live their lives, earns a recommendation to publish from the faculty member who assigned the project.	offers a definite contribution to an important scholarly "conversation," earns a recommendation to revise and publish from the faculty member who assigned the project.	shows an advanced understanding of how scholarship is conducted in a specific field earns a recommendation to revise along lines that can lead to publication.	falls below the standards set forward in the first three columns, receives a "fail" from the faculty member who assigned the project.

*Adapted from Barbara Lovitts' *Making the Implicit Explicit: Creating Performance Expectations for the Dissertation*, 2007.

G. Doctoral Learner Outcome Dissertation Rubric

Graduate Learner Outcomes Evaluating the Dissertation

Dissertation Rubric Fall 2016

School:	Department:
School of the Arts	Theatre

Components of a Dissertation and their Characteristics at Different Quality Levels

Components	Outcome Quality Levels			
	Excellent – 4	Very Good – 3	Good – 2	Unacceptable – 1
Introduction	<p>focuses the study sharply with a problem, question, thesis or a purpose that is central to the scholarship in a field,</p> <p>positions the dissertation as intellectually adventurous; i.e., as an attempt to lead (rather than simply participate in) a particular scholarly conversation,</p> <p>written in a style that is comparable to the best writing in the field and with a regard for interdisciplinarity</p>	<p>offers a focusing statement that clearly sets forth an important purpose, problem, question or thesis,</p> <p>positions the dissertation as a distinct contribution to an ongoing scholarly conversation,</p> <p>sets a high standard for the writing style for the rest of the dissertation,</p>	<p>focuses the study clearly by means of a question, problem, thesis or purpose that pertains demonstrably to a field,</p> <p>positions the dissertation as a contribution to an ongoing scholarly conversation,</p> <p>exhibits writing that is correct, clear and direct</p>	<p>does not focus the study specifically enough,</p> <p>unintelligible to its intended audience,</p> <p>errors in spelling, grammar and syntax</p>

<p>Grounding in Pertinent Research</p>	<p>demonstrates a thorough and sophisticated understanding of conclusions, methodologies and arguments from scholarship and other resources important to the dissertation,</p> <p>achieves a sophisticated and original grouping of previous scholarship according to similarities and dissimilarities among methodologies, sources, evidence and/or argumentative strategies</p>	<p>demonstrates a advanced understanding and appreciation of the conclusions, methodologies and arguments typically used in scholarship and resources important to the dissertation,</p> <p>skillfully groups previous scholarship according to similarities and dissimilarities among methodologies, sources, evidence, argumentative strategies</p>	<p>demonstrates a normative understanding of conclusions, methodologies and arguments in scholarship and other resources important to the dissertation</p>	<p>lacks a useful understanding of prior studies or other useful resources,</p>
<p>Evidence and Methodology</p> <p>Evidence and Methodology (continued)</p>	<p>develops a new methodology or significantly modifies an existing methodology,</p> <p>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</p>	<p>makes skillful use of previously developed methodologies</p> <p>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</p>	<p>uses a methodology that is customary for the type of study being undertaken,</p> <p>clearly states the assumptions that determine (1) what shall be regarded as evidence, (2) how it shall be gathered, (3) the</p>	<p>unclear methodology,</p> <p>with questionable pertinence to the study,</p> <p>reveals inadequate evidence and/or a poor understanding of the evidence,</p>

	<p>distributed within central arguments,</p> <p>discovers new evidence or makes innovative use of evidence already familiar to the field,</p> <p>offers a clear and original analysis of evidentiary sources</p>	<p>and(4) the norms for deciding how evidence shall be used to make persuasive arguments,</p> <p>succeeds in gathering evidence, the sufficiency of which exceeds models found in discipline-specific published research,</p> <p>offers a clear analysis of evidentiary sources</p>	<p>norms for interpreting it and (4) the norms for deciding how evidence shall be used to make persuasive arguments,</p> <p>offers evidence of sufficient quality and quantity to meet the professional norms of the discipline,</p> <p>offers a clear analysis of evidentiary sources</p>	<p>does not develop a clear and effective methodology</p>
Results and Discussion	<p>solves the problem, answers the question, demonstrates the hypothesis or achieves the purpose set forward in the introduction,</p> <p>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</p>	<p>solves the problem, answers the question, demonstrates the hypothesis or achieves the purpose set forward in the introduction,</p> <p>expands or develops but does not significantly change a field or discipline</p>	<p>coherent and clearly written,</p> <p>accomplishes most of what is promised in the introduction</p>	<p>confusing to a reader in the field,</p> <p>inconsistent with the evidence and the methodology</p>
Conclusion	<p>explains changes to the field explicit and implicit in the results</p>	<p>reassesses the field of research or the discipline in light of the</p>	<p>consistent with the results and the methodology</p>	<p>insufficiently significant,</p>

		expansions and amendments offered in the introduction.		strained or unclear relationship to the introduction
Overall	<p>Alters the field in a significant way,</p> <p>provides awareness or perspective that can alter the way readers live their lives,</p> <p>earns a "honors" from the dissertation committee</p>	<p>offers a definite contribution to an important scholarly "conversation,"</p> <p>earns a "satisfactory" from the dissertation committee</p>	<p>shows an advanced understanding of how scholarship is conducted in a specific field</p> <p>earns a "satisfactory" from the dissertation committee</p>	<p>falls below the standards set forward in the first three columns,</p> <p>receives a "fail" from the dissertation committee</p>

*Adapted from Barbara Lovitts' *Making the Implicit Explicit: Creating Performance Expectations for the Dissertation*, 2007.

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.

[Black Board](#) 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 317 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 paper work, 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.

Approved: Department Chairperson, 3-26-10

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 in 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.
21. The chair of the committee shall have the authority and responsibility to keep order, rule on questions of evidence and relevance, and shall possess other reasonable powers necessary for a fair and orderly hearing.
22. The hearing shall not be governed by the rules of evidence, but the chair of the committee may exclude information he or she deems irrelevant, unnecessary, or duplicative. Statements or admissions made as part of the mediation process are not admissible.
23. The committee will make an audiotape of the hearing but not of the deliberations of the committee. The audiotape will be available to the parties, their authorized representatives, the committee and the Dean. If a party desires a copy of the audiotape or a transcript of the tape, that party will pay for the cost of such copy or transcript. In the event of an appeal, the audiotape will be provided to the appellate body as part of the record of the case.
24. After the presentation of evidence and arguments, the committee will excuse the parties and deliberate. The committee's decision will be a written recommendation to the Dean. The committee shall base its recommendations solely upon the information presented at the hearing.

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

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.