

# University of Kansas

## Department of French and Italian *GRADUATE PROGRAM HANDBOOK*



Last updated: 28 August 2025

## Contents

APPLICATION TO GRADUATE STUDIES IN FRENCH .....	4
Prerequisites.....	4
Required Supplemental Documents .....	4
Non-Native English Speakers.....	5
GRADUATE STUDIES AWARDS .....	5
TEACHING ASSISTANTSHIPS .....	6
Appointments and Stipend.....	6
Qualifications.....	6
Duties.....	7
Resources for GTAs.....	7
GENERAL DEPARTMENT POLICIES & PROCESSES .....	7
Grievance Procedures.....	8
MASTER OF ARTS IN FRENCH .....	8
Prerequisites for Admission.....	9
Course Requirements .....	9
Language Requirement.....	9
M.A. Examination.....	10
Current M.A. Reading List.....	11
Probation and Dismissal .....	11
University Degree Requirements .....	11
DOCTOR OF PHILOSOPHY IN FRENCH.....	11
General Qualifications.....	11
Particular Qualifications .....	11
Course Requirements .....	12
Research Skills & Responsible Scholarship Requirement (RSRS).....	12
Teaching Requirement .....	12
Probation and Dismissal.....	13
PhD Comprehensive Examinations and Dissertation Prospectus .....	13
PhD Pre-Comprehensive Exam Meeting .....	13
Written examinations.....	14

Oral examination .....	15
Dissertation Prospectus.....	15
Post-Comprehensive Enrollment .....	16
Dissertation .....	16
Dissertation Contracts.....	16
Dissertation Defense.....	16
UNIVERSITY POLICIES AND DEGREE REQUIREMENTS .....	17
GENERAL POLICIES.....	18
Admission.....	18
English Proficiency Requirements .....	18
Enrollment.....	18
Graduate Credit (Including Transfer Credit).....	19
Credit/No Credit.....	20
Probation & Dismissal .....	21
Grading.....	22
Time limits .....	22
Leave of Absence .....	23
Doctoral Degree Requirements .....	24
Graduate Certificate Requirements .....	25
COGA Graduation Checklists.....	25
Graduate Studies Funding Opportunities .....	25
STUDENT RIGHTS AND RESPONSIBILITIES.....	26
Appendix A.....	26
Appendix B.....	26
Graduate Student Self-Assessment .....	26
Appendix C.....	27

This manual provides information concerning the graduate program of the Department of French and Italian. It refers in a number of cases to Graduate Studies guidelines, but does not summarize all regulations applicable to graduate students at the University of Kansas. Please refer as well to the [Graduate Studies section of the KU Academic Catalog](#) for official information and requirements.

## GRADUATE PROGRAM IN FRENCH

Department Chair: Bruce Hayes

E-mail: [bhayes@ku.edu](mailto:bhayes@ku.edu)

Director of Graduate Studies: Van Kelly

E-mail: [vkelly@ku.edu](mailto:vkelly@ku.edu)

Graduate Program Coordinator: Aley Pennington

E-mail: [aleypennington@ku.edu](mailto:aleypennington@ku.edu)

Department Office:

Wescoe Hall

1445 Jayhawk Blvd. Rm. 2080

Lawrence, KS 66045-7590

Phone: (785) 864-9250 Fax: (785) 864-5179

Director of Graduate Studies' Office: 2073 Wescoe

French Department website: <http://www.frenchitalian.ku.edu/>

Graduate Studies website: <http://www.graduate.ku.edu/>

## APPLICATION TO GRADUATE STUDIES IN FRENCH

Applicants to our program should complete the KU [Application for Graduate Study](#) and required supplemental documents online.

### Prerequisites

In addition to the general [admission requirements](#) from the KU Office of Graduate Studies, applicants should have the equivalent of a major in French at the B.A. level, with a minimum of 9 hours of advanced undergraduate course work in French literature. In exceptional cases, applicants who do not have a B.A. in French, but meet the 9 hour literature requirement and have an otherwise stellar application may still be considered for admission.

### Required Supplemental Documents

The following documents should be prepared in advance and uploaded with the online application:

- Application form, submitted on-line through the Office of Graduate Studies;
- Statement of academic purpose and goals;
- Résumé;
- Writing sample in French. For the M.A. program, submit a 5 to 10 page writing sample. For the Ph.D. program, submit a 20-page writing sample;
- Three letters of recommendation. (Letters are submitted on-line. Enter letter writers' information

in on-line application.);

- Official transcript(s) of all previous academic work (both undergraduate and graduate). Transcripts in languages other than English must be translated into English by an accredited translation service;
- For applicants whose native language is not French: submit an mp3 audio file directly to the graduate director, on which the applicant speaks extemporaneously (do not use a prepared script) for approximately five minutes in French, giving an account of the applicant's background, training, and interests.
- For applicants whose native language is not English: submit an mp3 audio file directly to the graduate director, on which the applicant speaks extemporaneously (do not use a prepared script) for approximately five minutes in English, giving an account of the applicant's background, training, and interests.
- Results of the Graduate Record Examination (GRE) **for domestic applicants only**.

### **Non-Native English Speakers**

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 for information about provisional admission and petition processes based on exceptional circumstances

**For further information regarding the program or the application process, please contact Aley Pennington, Graduate Program Coordinator.**

**All supporting documentation for the application should be uploaded to the online application, with the exception of official test scores (GRE, TOEFL, etc.) and official transcripts, which should be sent directly from the institution to:**

**Graduate Admissions 313 Strong Hall  
1450 Jayhawk Blvd.  
Lawrence KS 66045**

## **GRADUATE STUDIES AWARDS**

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.

Among available awards, the following are of interest to students of French:

**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.

Other funding opportunities for graduate students include the Office of Study Abroad's Springer award, Hall Center for the Humanities graduate student grants and fellowships, the Department's Cornell and Mahieu fellowship for research abroad, and French university exchanges.

## TEACHING ASSISTANTSHIPS

### Appointments and Stipend

The standard half-time (50% FTE) appointment entails teaching 10-12 hours of courses over the nine-month academic year. Stipends for the 2017-18 academic year start at \$17,500. Those holding an Assistantship benefit from a 100% remission of tuition and payment by the department of up to 3 hours of student fees. Preference will be given to applications completed by 1 February.

GTAs for M.A. students will normally be renewed for a maximum of six semesters, providing that both academic work and teaching are satisfactory. (M.A. students should complete a minimum of 15 credits per academic year.)

GTAs for Ph.D. candidates will normally be renewed for a maximum of ten semesters or for students who received an M.A. at KU, up to twelve semesters including those at the M.A. level, providing that both academic work and teaching are satisfactory. Course work should be completed by the end of fourth semester. Ph.D. Comprehensive exams should be completed by fifth semester, but must be completed by the end of sixth semester. Students who have not completed their comprehensive exams by the end of the sixth semester must petition to be considered for a GTAship. If eligible (see next paragraph) and if progress to degree and teaching are deemed satisfactory, Ph.D. students may be considered for GTAs beyond the sixth semester, for a maximum of 10 semesters.

All offers of financial assistance are contingent on approval by the College and the University, and on the availability of funds from the state. The memorandum of Agreement made between the University of Kansas and the Board of Regents with the Kansas Association of Public Employees (representing the Graduate Teaching Assistants) limits the duration of the GTA contract to a **total of six years (M.A. and Ph.D. combined)**. Students who do both the M.A. and Ph.D. should be particularly aware of this six-year limitation in Teaching Assistantship funding.

Summer GTAs are available on a competitive basis. See [Appendix A](#) for criteria used in selecting summer GTAs.

### Qualifications

In evaluating the qualifications of a candidate for a Teaching Assistantship, the Department considers

both the quality of academic work and evidence of linguistic facility. Applicants who have studied in a French-speaking country or in summer schools that require exclusive use of French will normally receive preference.

Candidates for Teaching Assistantships require fluency in French and English. International GTA candidates for whom English is not the native language must demonstrate English proficiency per the Kansas Board of Regents policy by providing [English proficiency scores](#) that meet Regular Admission status and Speaking scores that meet the English Proficiency Employment benchmark.

### **Duties**

It is assumed that the teaching duties of Teaching Assistants in French and Italian at the University of Kansas will occupy one-half of their time. New TAs generally teach first-year classes (two five-hour courses over the academic year). Experienced TAs may be assigned courses at the second-year level which meet three hours per week. TAs teaching second-year level courses teach two sections per semester, four over the academic year.

All newly accepted GTAs are required to participate in university and department orientation programs **before the start of classes**. Teaching assistants also receive continuous guidance in their teaching throughout the year from members of the staff. Teaching Assistants are expected to spend the other half of their time as students working toward advanced degrees in this Department. Those holding the normal 50% appointment must enroll in a minimum of 6 graduate credit hours per semester in French; those holding an appointment at less than 50% must enroll in at least 3 graduate credit hours per semester. International students must maintain an enrollment of 6 hours in graduate courses in French per semester.

### **Resources for GTAs**

[GTA Memorandum of Agreement \(PDF\)](#)

[Office of Graduate Studies information on mandatory training](#)

[Full list of GTA/GRA Benefits](#)

[GTA/GRA Health Insurance Information](#)

[HR/Pay System for viewing paychecks](#)

### **Petitions**

## **GENERAL DEPARTMENT POLICIES & PROCESSES**

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

Petitioners should write a letter, addressed to the graduate faculty, explaining the reasons why the student is seeking exemption from specific rules, as well as how the educational goals the rules reflect will still be fulfilled. Where applicable, this petition should be accompanied by a letter of support from the student's advisor and/or the appropriate supporting materials. The letter should be sent to the Director of Graduate Studies (DGS), then depending on the nature of the petition, the DGS may rule on the petition, or refer 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 course work taken at the M.A. level at a previous institution).

In cases where the policy or requirement is a University policy, the graduate faculty will decide simply whether to support the student's petition. If the faculty supports the petition, the department will submit a petition form to the College Office of Graduate Affairs (COGA) accompanied by a letter of endorsement from the DGS and a letter of support from the student's dissertation advisor, if applicable. The petition form specifies the supporting material needed for each kind of petition, (e.g. leave of absence, extension of time to degree, waiver of the continuous enrollment for post-comprehensive students, waiver of rules specifying time between oral comprehensive exam and dissertation defense). These materials must accompany the petition sent to COGA.

COGA will then consider the petition. Depending on the nature of the petition, the Office of Graduate Studies and/or the College Committee on Graduate Studies may also consider the petition before a ruling is made. Students may then expect an answer directly from the COGA office within 7-10 days. Additional information regarding the more common University petitions, such as Leave of Absence, enrollment requirements, and Time Limit Extensions may also be found in the University Policies & Degree requirements [section](#) of this document.

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

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

### **Grievance Procedures**

The Department of French and Italian advises that graduate students make an attempt to resolve issues, especially matters concerning grades, directly with the instructor or party involved, or with the department chair. If a grievance arises that cannot be resolved directly, or if the student does not feel comfortable attempting to resolve the issue with the department chair, the student should then follow the department's official grievance procedure, which has been approved by the University and may be found by following the link below:

[Department of French & Italian Grievance Procedure](#)



## Prerequisites for Admission

Applicants should have the equivalent of a major in French at the B.A. level, with a minimum of nine hours of advanced undergraduate course work in French literature. Applicants are evaluated for both preparation and promise, as evidenced by grades, recommendations, proficiency in French, study abroad, etc. A 3.0 (B) average in previous academic work (both overall and in French) is required for admission in regular status, although a typical applicant to our program will have a much higher GPA. International students applying to the program must have completed a minimum of the *licence plus* one year of study, or a four-year *licence* course (that is a course designed to be of four year's duration, not a three-year course that a student has taken four years to complete).

Applicants who do not meet the above prerequisites may, at the discretion of the department, be admitted in provisional status for a maximum of one semester. Deficiencies are to be made up by enrollment in courses numbered 432, 450-900, but such courses will not count towards completion of the M.A. At the end of one semester of graduate work, those admitted under provisional status will automatically attain regular status if they have a GPA of 3.0 or higher; if they fail to achieve a 3.0 GPA, they will not be permitted to re-enroll except under exceptional circumstances.

## Course Requirements

The candidate must complete 30 hours of graduate credit, including the following\*:

- Introduction to Graduate Study in French ( French 720)
- Thème et Version (French 610) or Expository French Writing (French 620) (Native speakers of French, unless released from this requirement by the Director of Graduate Studies, must take FREN 610)
- Methods in French Language Instruction (French 704)
- Either 6 hours of thesis (French 899) or two 3-hour seminars (French 900) As part of the 30-hour requirement, students may also take:
- A maximum of two graduate-level courses (up to 6 hours) outside the department. (e.g. Women, Gender and Sexuality Studies, Linguistics, Art History, etc.) This selection should be determined in consultation with the Director of Graduate Studies.
- A maximum of 3 hours of FREN 795 Investigation and Conference.

\*In the event that a required course cannot be offered during the time when the student completes course work, the student will take a substitute course in consultation with the DGS.

If the thesis option has been chosen, the completed thesis is to be read and approved by a committee of three members of the graduate faculty (the thesis director plus two others). In addition to the submission requirements of the Office of Graduate Studies, one bound copy of the M.A. thesis is to be submitted to the department.

## Language Requirement

One semester of a second Romance language, Latin, Greek, German, Arabic, or another language pertinent to the student's career path and approved by the DGS is required. Students must earn a grade of 'B' or higher in any course taken to fulfill the language requirement. If students prefer to take a regular language course (not a reading knowledge course), then they must take the accelerated version, if one is available (e.g. SPAN 111). Students may take a placement exam to satisfy the requirement.

## M.A. Examination

Students are expected to complete their M.A. written and oral examinations in the fourth semester of their studies. No graduate student who has an outstanding “Incomplete” in a course will be allowed to take his or her qualifying exams. The exam is given two times a year: in the spring semester before April 1 and in the fall semester before November 1.

The written examination is based on a reading list comprised of two parts: (a) a list of all the readings for all the courses the candidate has taken at KU in the French and Francophone Studies Department, including courses being taken in the semester of the examination, and (b) a short list comprised of 2 of the 7 periods of the M.A. Reading List, 1 period chosen among Middle Ages, 16<sup>th</sup> Century, 17<sup>th</sup> Century, and 18<sup>th</sup> Century, and 1 period among 19<sup>th</sup> Century, 20<sup>th</sup>/21<sup>st</sup> Centuries, and Francophonie. Students select the 2 periods comprising the short list, and inform the DGS, by May 1<sup>st</sup> of Year 1 of the M.A. The final two-part list, including the list of all readings for all French courses taken at KU, arranged by course, should be submitted to the DGS by January 21<sup>st</sup> of Year 2 of the M.A.

Students have 5 hours to complete the written examination. The first day will include identifications and 2 short essay questions (2 hrs.), one of the short essay questions being based on the list of course readings, the other being based on the period reading lists from the M.A. Reading List. The second day will be devoted to 2 long essay questions (3 hrs.), one of the long essay questions being based on the list of course readings, the other being based on the period reading lists from the M.A. Reading List. Exams are taken on computer. Students will not be allowed to use any other electronic devices, the internet, or any outside resources while taking the exam. Any violation of this rule will result in a charge of academic misconduct, which could result in a failing grade for the exam. The examination is graded as follows: “Strong pass,” “Pass,” “Weak pass,” or “Fail.” Once the candidate’s exam has been read and graded (normally within 7 to 10 days), the DGS confers with the graduate faculty to discuss and confirm the evaluations, and then informs the student of the results.

After the written examination is passed, an oral exam will be scheduled (typically within 2 to 3 weeks), with a committee of 3 faculty members. The oral exam lasts approximately 2 hours and consists of (a) the candidate’s *commentaire de texte*, followed by discussion, and (b) questions covering the 2 parts of the reading list. One week before the oral examination, the candidate, in consultation with the graduate director, will choose from the 2 parts of the reading list the author for the *commentaire de texte*. The graduate director, in consultation with the members of the examination committee, will choose the short text or passage to be analyzed and will give a copy of the text to the student 2 hours prior to the examination. The *commentaire de texte* must be given in French. In the discussion and question period that follows, the candidate should expect to speak both French and English and normally should answer in the language in which a question is asked.

Grading categories for the oral exam: “Honors,” “Pass,” or “Fail.”

A student who passes the M.A. exams and who wishes to pursue a doctorate at the University of Kansas should so inform the Director of Graduate Studies, who will convene the graduate faculty. The student will submit a 15-20 page writing sample, a statement of intent, a transcript, and one letter of recommendation from a department faculty member. The graduate faculty will evaluate the materials and vote to admit or deny admission into the Ph.D.

## [Current M.A. Reading List](#)

### **Probation and Dismissal**

Students whose performance and progress to degree are seriously deficient will be placed on probation. In addition to the College requirements for probation and dismissal, the department defines M.A. students as being seriously deficient when they: 1) carry an Incomplete for more than a semester; 2) have a GPA in courses that count for the degree that falls below 3.25. Students who do not remedy the deficiency within one semester on probation will either be placed on university probation (which means the loss of the GTA appointment) or be dismissed from the program, unless they file a successful petition to the department's graduate faculty. Students who have been dismissed or discontinued must apply for re-admission.

### **University Degree Requirements**

M.A. students should also see the [University Degree Requirements & Policies section](#) of this document for general KU requirements for degree, including information on time limits, exam committees and graduation requirements.

## **DOCTOR OF PHILOSOPHY IN FRENCH**

In addition to the [general KU requirements for the Doctor of Philosophy](#), a student must complete the following departmental requirements the following departmental policies and requirements apply for Ph.D. students in French.

### **General Qualifications**

It should not be assumed that successful completion of the M.A. degree automatically entitles one to admission to the Ph.D. program. While there is no limit on the number of applicants who can be admitted to the doctoral program, the Department exercises a rigorous selectivity in its admissions. Only candidates with superior academic records and demonstrated aptitude for advanced study and independent research will be admitted to the doctoral program. In the case of applicants who have completed the M.A. at the University of Kansas, results of the M.A. examinations will be considered along with all other evidence. Applicants with an M.A. from another institution will be expected to have references bearing on all aspects of their preparation and promise, and particularly on their aptitude for original research.

### **Particular Qualifications**

Since the Ph.D. is a research degree, it requires not only a general preparation in French literature, but also the specialized knowledge and abilities stated below:

- Candidates must be able to speak French correctly and fluently and to write grammatically and stylistically correct French and English prose.
- They must have solid preparation in French literature, and as it applies, French film, with an understanding of genres, periods, authors, and specific works.
- They must give evidence of the ability to make sophisticated critical statements about individual works (themes, characterization, style, structure, etc.) and about relationships among works.
- They must give evidence of the ability to carry pp extended and original research with only the

normal faculty guidance.

## Course Requirements

1. 24 hours of post-M.A. work (exclusive of dissertation hours). Ph.D. students who did not receive their M.A. in French at KU must complete a total of 30 post-M.A. hours, including:
  - [FREN 704](#): Methods in French Language Instruction
  - [FREN 720](#): Introduction to Graduate Studies in French
2. Ph.D. students who have taken equivalent courses for either or both of these requirements as part of their M.A. studies elsewhere may petition the department for a waiver of FREN 704 and/or FREN 720 to reduce the total required hours. To determine equivalency, the student must submit course materials from the previous institution. Students petitioning this requirement should first consult with the DGS.
3. 6 hours of graduate-level course work outside the department (to be included in the required hours of Ph.D. course work) as an interdisciplinary minor field of concentration. Students may also apply these 6 hours of graduate-level course work outside the department toward one of KU's Graduate Certificates (e.g. African Studies, Women, Gender and Sexuality Studies, etc.).
4. During the last semester of course work, Ph.D. students must enroll in 3 hours of FREN 995 Investigations and Conference, with the faculty member who will likely become the student's dissertation director. These hours will count towards the 24 to 30 hours of post-M.A. course work.

## Research Skills & Responsible Scholarship Requirement (RSRS)

The University also requires that every doctoral student have training in responsible scholarship and research skills pertinent to the field of research and appropriate to the doctoral level. This requirement must be met before attempting the comprehensive oral exam. For French doctoral students, this requirement is met by the following\*:

- Proficiency in a second language, which can be a second Romance language, Latin, Greek, German, Arabic, or another language pertinent to the student's career path and approved by the DGS. (Students specializing in medieval or Renaissance literature are strongly encouraged to take Latin.) Proficiency may be demonstrated by completion of the fourth- semester course (or equivalent) or by examination. If two years or more have elapsed since the completion of the course work, the fourth-semester course will be interpreted as reading proficiency. The Department reserves the right to require an examination or additional course work in the language if there is any reason to conclude that the student is not adequately proficient.
- Departmental new graduate student orientation, held each Fall semester during the week prior to the first instructional week of classes.
- [FREN 704](#): Methods in French Language Instruction
- [FREN 720](#): Introduction to Graduate Study in French

\* Students must earn a grade of 'B' or higher in any course taken to fulfill a RSRS requirement.

## Teaching Requirement

At least 1 year of teaching in the department on a half-time basis (10-12 hours of classes over the course of an academic year). Those with prior teaching experience elsewhere may petition to have this

requirement waived, although such a waiver is not automatically granted.

### **Probation and Dismissal**

Students whose performance and progress to degree are seriously deficient will be placed on probation. In addition to the [University requirements for probation and dismissal](#), the department defines Ph.D. students as being seriously deficient when they: 1) carry an Incomplete for more than 1 semester; 2) have a GPA in courses that count for the degree that falls below 3.25; 3) receive a grade lower than a 'B' in French 999 (dissertation hours). Students who do not remedy the deficiency within one semester on probation will either be placed on university probation (which means the loss of the GTA appointment) or be dismissed from the program, unless they file a successful petition to the department's graduate faculty. Students who have been dismissed or discontinued must apply for re-admission.

### **PhD Comprehensive Examinations and Dissertation Prospectus**

By the beginning of the last semester of course work (normally the fourth semester), Ph.D. students must prepare three field-based reading lists. For the three field lists, students will choose the field list they are specializing in (for example, if they are going to do a dissertation on Balzac, they will choose the 19<sup>th</sup>-century list), the period immediately preceding that field (but students doing Middle Ages will do the 16<sup>th</sup>-century list; students doing Francophonie will do the 20<sup>th</sup>/21<sup>st</sup>-century list), and one other field list to be determined in consultation with the chair of the Ph.D. exam committee. The list of field-based reading lists can be found on the department website:

#### [Current Ph.D. Reading List](#)

By no later than one month after the start of the final semester of course work, Ph.D. students will consult with faculty members to finalize the choice of four members of their Ph.D. comprehensive exam committee, plus a fifth committee member from outside the department. (This process should begin much earlier and should not be left to the last minute.) Both the reading lists and the names of the Ph.D. examination committee will be submitted to the DGS for final approval within the first month of the semester.

### **PhD Pre-Comprehensive Exam Meeting**

By the end of the last semester during which a student is doing course work (no later than Stop Day), a formal meeting will be held with three members of the Ph.D. comprehensive exam committee. The purpose of the meeting is to assess the student's readiness to take the Ph.D. comprehensive exams the following semester. The committee will be chaired by the faculty member with whom the student is enrolled in French 995. **No later than three weeks before the meeting**, the student will provide the committee with the following items:

1. The three field reading lists, highlighting which works have already been read
2. Prospectus draft and bibliography
3. Website, to include a professional profile, a CV, and pedagogical materials
4. A research paper that has been published or is publishable

The committee will have reviewed the materials submitted and will have submitted their reports to the committee chair at least three days before the meeting. During the meeting, discussion should include the reading lists (how much progress has the student made and what remains to be done?),

the quality of the sample work the student has submitted (is it publishable? what improvements are needed? what is the plan for submission?), the website, and the prospectus draft and bibliography. The committee chair, in consultation with the committee, will then provide the student written feedback on all of these areas (reading lists, prospectus, research paper, and website) by one week after the meeting and will send a copy of this feedback to the DGS. If the committee decides that the Ph.D. comprehensive exams should be delayed, this will be indicated in the feedback report, which will include a recommendation for when the exam should instead take place.

### Written examinations

The semester that the student takes the Ph.D. comprehensive exams, the student should enroll in 6-9 hours of FREN 999, in consultation with the DGS. **Before October 15 for fall semester and March 15 for spring semester**, the student will take three written exams, one take-home and two on-campus timed exams.

The student will be given a take-home exam, which will be an essay question of an analytical and synthetic nature based on the student's chosen field of specialization. The student will have two weeks to produce an essay, which will be 8-10 double-spaced pages (maximum 3,000 words). The essay will be in French. While the format is "open book," students should be scrupulous in following departmental policies on plagiarism and the use of translation programs.

When the take-home exam is completed and submitted, the student will then take the two timed exams **within three days of each other**, with three and a half hours allotted per exam. The two timed exams will be essay questions based on the other two reading lists, and the student will have a choice between two possible questions. At least one of the essays must be answered in French. Exams are taken on computer. Students will not be allowed to use any other electronic devices, the internet, or any outside resources while taking the exam. Any violation of this rule will result in a charge of academic misconduct, which could result in a failing grade for the exam.

Each written exam will be evaluated by the faculty member or members specializing in the chosen field. The successful candidate will satisfy the following criteria:

- An appropriate and extensive knowledge of French literature: facts about chronology, periods, authors, genres, works, etc. This information is above and beyond the reading lists.
- The ability to make relevant critical statements about individual works (such as, but not limited to, themes, characterization, style, structure, etc.) and about the relationship between different works.
- The ability to discern the important aspects of a question, organize a coherent essay, and write grammatically and stylistically correct French and English prose.

It should be understood that a command of detail, though important, will not compensate for a lack of critical, organizational, and stylistic competence.

Written examinations are graded as follows: Strong Pass, Pass, Weak Pass, Fail

If the student receives a fail from a faculty member, the DGS will ask all graduate faculty members to read and evaluate that exam. If the graduate faculty votes to confirm the fail, then the student fails that exam. If the vote is split, then a meeting of the graduate faculty will be convened to seek consensus.

A student who fails one of the written exams will retake that particular field exam **no earlier than a month after the original exam**. A candidate who fails more than one exam must retake the entire set of written exams. A candidate who fails an exam a second time may petition the graduate faculty to take that exam a third time, but permission to do so is not automatically granted; without such approval, a candidate who has failed any exam twice may not continue in the Ph.D. program.

**By the end of the week during which the written exams are completed**, the student will submit a revised version of the prospectus and bibliography.

### **Oral examination**

Upon successful completion of the written exams, the entire Ph.D. comprehensive exam committee (four graduate faculty members, including one outside member, who may ask questions and has voting rights) will convene for the oral examination, approximately two to three weeks after the completion of the written exams. In addition, any graduate faculty member may attend the oral exam and participate (but without a vote). Students should carefully review the section on Oral Exams under the University Policies and Requirements section of this document for additional information, including exam committee composition and physical presence during an exam.

The oral exam will consist of two parts. In the first part, the committee will ask questions about the three reading lists. Examiners may also choose to follow up on questions related to the written exams. The second part of the exam will serve as a prospectus defense. The student will spend 15-20 minutes explaining the dissertation project, followed by questions from the committee.

Following the Office of Graduate Studies guidelines, the examination is judged to be “Honors,” “Satisfactory” (pass), or “Unsatisfactory” (fail). The award of “Honors” is given for outstanding performance on the oral examination itself and requires a majority vote from the examining committee.

The oral examination is comprehensive in scope. Candidates should expect to speak both French and English during the course of the exam (and as a rule should answer in the language in which the question is posed). The oral examination normally lasts two hours.

If the committee agrees that the student’s performance for the oral exam is “satisfactory” or “honors,” the committee may still specify further revisions to the dissertation prospectus, which must be completed and submitted by the end of the semester. A student who fails to submit a complete and satisfactory dissertation prospectus by the end of that same semester may be placed on departmental probation effective the following semester.

### **Dissertation Prospectus**

The prospectus should clearly state the topic of the proposed research and what questions and problems the work proposes to address and answer. Since the dissertation must be an original contribution to the discipline of French and Francophone studies, the prospectus should make clear how the proposed work develops, challenges, or departs from previously published research. It should demonstrate that the student has a sufficient and critical command of the literature and the present state of the field. A tentative outline of chapters should provide some sense of the work’s overall plan and structure. Finally, the prospectus should include a substantial bibliography. Once the prospectus is approved, it is signed by the dissertation director and kept on file with the DGS.

## Post-Comprehensive Enrollment

After passing the comprehensive oral examination for a doctoral degree, the candidate must be continuously enrolled in Fall and Spring semesters, until all requirements for the degree are completed; each enrollment must reflect as accurately as possible the candidate's demands on faculty time and university facilities. **For further information, see the section on [Continuous Enrollment for Post-Comprehensive Students](#) under the General University Requirements section of this document.**

## Dissertation

### Dissertation Contracts

During the post-comprehensive enrollment period, the doctoral candidate will meet with his or her dissertation director at the start of each term (spring, summer, and fall) and come up with a defined set of goals that will be written out and approved by the director. Once both the student and advisor have agreed on the terms of the contract, a copy will be sent to the DGS, **no later than two weeks after the start of term**. At the end of each term, the director will assign a grade commensurate with work and results achieved during the term. Students should plan on producing at least a draft of a chapter, along with other professional development activities (conference papers, book reviews, article submissions, etc.) each term.

All dissertation material submitted will be read first by the dissertation director and then by the second reader; the third and fourth readers are expected to read only the **completed copy of the dissertation that will be made available to all members of the committee at least three weeks prior to the scheduled defense**.

The dissertation director may reconvene the primary committee of three faculty members as needed to have the doctoral candidate present a report on his or her progress. Two weeks before such a meeting, the student will submit all written work completed to that point, as well as a CV that highlights work completed over the last year.

### Change of Dissertation Director

Students considering a change of dissertation director should meet with the DGS for guidance before making a change. It is important that all involved - student, current dissertation director, and new dissertation director - are aware of the situation, and that a mutually acceptable resolution results from the change. The student's preferences as to thesis supervision will be carefully considered. The final decision, however, rests with the DGS (or the Department Chair, please see below) and the Office of Graduate Affairs. Both the former and new dissertation director must be sent written notice of the change by the DGS and confirm receipt of this notice.

In the case that the student's dissertation director is also DGS, it is the Department Chair who will guide the student through the process and officially inform all parties involved.

If the student feels that support from outside of the Department is needed, the University Ombuds can be contacted here: <https://ombuds.ku.edu/>

## Dissertation Defense

When the dissertation has been approved by the dissertation committee, the final examination (or defense) may take place. The Director of Graduate Studies is responsible for scheduling the defense



in accordance with Graduate Studies regulations and should inform the departmental graduate faculty by e-mail, at least two weeks in advance, of the time and place of the defense. The examination committee consists of four members of the graduate faculty: the first three readers who make up the dissertation committee, and a fourth member from outside the department who will serve as Graduate Studies representative. The dissertation is accepted or rejected (or accepted subject to revision) by a majority of the faculty members on this four-person committee.

At least three weeks prior to the scheduled defense, the candidate must provide copies of the dissertation in essentially final form to members of the committee. The candidate should ask committee members if they prefer electronic or hard copy. At the same time (three weeks prior to the defense), the candidate should provide the dissertation abstract. It is the responsibility of the dissertation director to see that the dissertation copies and abstract are provided as stipulated.

It is the candidate's responsibility to know and meet Office of Graduate Studies requirements concerning dissertations. Well in advance of the completion of the dissertation, the student should be aware of the [dissertation submission guidelines outlined by the Office of Graduate Studies](#).

In matters of format not governed by Office of Graduate Studies regulations, the latest edition of the MLA Style Manual shall be followed. Questions of format not covered by either the Graduate School or the MLA Style Manual are resolved by the dissertation committee (particularly the director) and the candidate.

At the final examination, questions and discussion will normally center on the dissertation, but may also range beyond it, to related material, to the general literary area or genre, etc. The dissertation is accepted or rejected by a majority vote of the committee members; a tie vote is a failing vote.

Although the Graduate School representative may choose to abstain, they are invited both to question the candidate and to cast a vote. The award of "Honors" is given when both the dissertation and the student's performance on the oral examination are judged (again by a majority vote) to be outstanding.

Students must follow the Office of Graduate Studies' guidelines for electronic submission of the dissertation, as well as providing one *bound copy* to be submitted to the department. For further information, see Graduation Requirements under the University Degree Requirements and Policies section of this document.

## **UNIVERSITY POLICIES AND 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 evidenced by an official transcript from the institution the degree was obtained).

#### **Related Policies and Forms:**

- [Admission to Graduate Study](#)

### English Proficiency Requirements

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

- Declaration of native or native-like speaker status on the online application for graduate study.
- 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. Scores must be reported to KU directly by the testing service. Self reported scores or unofficial scores are not accepted. TOEFL scores should be sent by ETS to KU institution code 6871. IELTS should be sent to KU Graduate Admissions via the e-delivery service. PTE score sheets containing the Score Report Code and Registration ID should be emailed to [graduateadm@ku.edu](mailto:graduateadm@ku.edu) for verification.
- Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English-medium college or university or an accredited college or university in the United States. Degrees earned online may not be used to verify English proficiency. Note: this option is not sufficient for employment as a Graduate Teaching Assistant.
- AEC Curriculum: Students who haven't taken one of the listed tests may complete coursework through the KU [Applied English Center](#) (AEC) to demonstrate English proficiency.
- US Military Employment: If you are employed as an officer in the U.S. military with documentation of selection or promotion to the rank of Major or higher (or the equivalent U.S. Navy or Coast Guard rank), then you will be considered fully proficient and will not be required to complete AEC testing.

Additional English Competency Requirements for GTAs:

English proficiency requirements for GTAs are governed by the Kansas Board of Regents and must be met separately from the English proficiency requirement for admission to a KU graduate program. Detailed information on English proficiency requirements for GTAs may be found on Graduate Studies' [Spoken English Competency page](#).

#### **Related Policies and Forms:**

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

### Enrollment

For graduate students in the College, advising on enrollment and course selection take place at the department level.

While units within the College may have additional enrollment requirements, for students who are required to enroll full time (e.g. students holding a GTA/GRA/GA appointment, international students on an F-1 or J-1 visa, students receiving federal financial aid, etc.) the University defines full time enrollment 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.

**Students 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 March (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. Please note that voluntarily withdrawing from your program does **not** automatically withdraw you from coursework. You must also withdraw from all classes in Enroll & Pay via the "Withdraw from the University" option.

Deadlines for adding, changing, dropping, or withdrawing from all courses, as well any fines associated with the change, are set by the University. **Deadlines vary from year to year. Students should carefully review the current [Academic Calendar](#).**

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

Your graduate program coordinator is available to guide you through any enrollment scenarios or questions that come up. In order to avoid problems on your record, please consult with them prior to dropping or changing enrollment.

**Related Policies:**

- [Discontinued Enrollment](#)
- [Enrollment](#)
- [Full-time Enrollment for Graduate Students](#)
- [Graduate Coursework Expiration Dates](#)
- [Master's Degree 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 other 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. Reduced credit hour degrees must be based on coursework or experiences that can be objectively measured, such as coursework or qualifying internship or study abroad programs. Professional or life experience does not qualify. A reduction in hours is distinct from a transfer of credit and is reserved for students whose prior coursework doesn't qualify for transfer credit (e.g. was already used to fulfill requirements towards a completed degree) 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.

### **Related Policies:**

- [Graduate Credit](#)
- [Co-enrollment](#)
- [Master's Degree Requirements](#) (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 cumulative 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 2.3.8](#)

### **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.

Additionally, the College has set a 2.5 minimum GPA for students to be eligible for a semester of academic probation. In cases where a student's GPA drops below the minimum of 2.5, the student is considered ineligible for academic probation and will be dismissed by the College. Students are strongly advised to review the [College-specific policy on probation and dismissal](#) for more information about the 2.5 threshold for dismissal.

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;

- Lack of progress on the thesis or dissertation
- Unacceptable academic performance on program milestones outside of coursework (e.g. exams),
- Unsatisfactory grades or GPA within foundational required courses (despite the overall cumulative GPA)
- An unsatisfactory result in their department's annual progress evaluation
- Nearing or going beyond their maximum time to degree. See the Time Limits section below for more information.

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 or the degree requirements section and with their program advisor for more information.

If a student is unable to raise their cumulative GPA or otherwise meet the communicated terms of the academic probation, the department will reconsider their continuation in the program, in most cases will recommend the student for dismissal. 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 also carefully review the [College-specific grading information](#), in particular the section on the SP/LP/NP grading scale for thesis & dissertation hours and the impacts of receiving a LP (limited progress) or NP (no progress). Students should also consult their adviser and the departmental grading 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, students are encouraged to use a Mentoring Agreement Template and/or adapt to their own needs to support effective mentoring and a positive mentoring relationship.

Note that the College's Mentoring Agreement is required for doctoral students who are within 2 years of exhausting their maximum time to degree. See the [College Graduate Regulations](#) or talk to your graduate program coordinator for more information.

**Related Policies and Forms:**

- [Master's Degree Program Time Constraints](#)
- [Engagement and Enrollment in Doctoral Programs](#)
- [Doctoral Degree Comprehensive Oral Exams](#) (on exam expiration and recertification)



- [Doctoral Program Profiles with Time To Degree Information](#)
- [Graduate Degree Completion Agreement](#) (PDF)

### **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 through 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)

### **Required University Milestones**

All graduate students must complete one or more exams as part of their degree requirements. In addition to department or program guidelines, the following milestones are required for all students and specific regulations apply:

- Master's Final Culminating Exam (written or oral)/Thesis Defense for Master's degree
- Doctoral Comprehensive Oral Exam
- Doctoral Final Exam/Dissertation Defense

\*A final culminating effort is not required for departments with an approved coursework-only master’s degree option in the Academic Catalog (note that programs with a capstone are considered coursework only).

Before a student is allowed to complete any of these three exams, pre-approval from the College is required in advance of the exam date. This pre-approval request will be submitted on your behalf by your department after the exam date has been scheduled. The College reviews the student record and verifies all University requirements have been fulfilled. 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.

There are additional policies requirements for oral exams. The following are University policies pertaining to oral exams:

#### **Oral Exam Committee Composition**

All voting committee members must be appointed members of the Graduate Faculty of KU. Additionally, a majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty holding regular graduate faculty in the candidate’s department or 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. Your graduate program coordinator can assist with confirming the qualifying status

of any faculty member at KU, or outside of KU.

#### **Oral Exam Attendance**

Oral Exams may be conducted in-person, remotely, or a hybrid of both. There are no University level requirements for physical presence; however, there are strict regulations on participation.

In all cases, all committee members must be present, either physically or via phone/video conference, for an exam to commence. **If a committee member does not arrive or appear, the exam may not begin and if a committee member leaves or loses connection such that they cannot fully participate, the exam may not proceed. Oral examinations that do not meet these attendance requirements are not valid.**

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.

#### **Enrollment Requirement**

Prior to the semester in which the comprehensive exam is held, all doctoral students must complete a minimum program engagement equivalent to two full-time semesters. This may be accomplished through either of the following:

- Two semesters (fall and/or spring) of full-time enrollment in KU coursework, as defined by University policy
- At least 18 hours of enrollment in KU coursework spread out over several part-time semesters

#### **Related Policies and Forms:**

- [Engagement and Enrollment in Doctoral Programs](#)

#### **Continuous Enrollment for Post-Comprehensive Students**

During the semester in which the doctoral oral comprehensive exam is completed and each fall and spring semester follows, doctoral students must adhere to very specific enrollment requirements. These requirements may be different than enrollment requirements prior to the oral comp exam.

Students are strongly advised to closely review the College's page on Post-Comp Enrollment. This page explains requirements in great detail.

#### [Review the Post Comp Enrollment Requirements](#)

Failure to properly comply with the enrollment requirements may cause delays to graduation or additional enrollment requirements to make up what was missed, increasing tuition expenses near the end of your degree program.

**To avoid delays or additional costs, you are also strongly advised to meet with your graduate program coordinator the semester before your oral comprehensive exam.** Your graduate coordinator will work with you to develop an enrollment plan that meets all policy requirements, while also preventing unnecessary or avoidable fees. 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:**

- [Full-time Enrollment for Graduate Students](#)



- [Doctoral Candidacy](#)

## **Graduate Certificate Requirements**

The University offers a variety of [Approved Graduate Certificate Programs](#) to encourage current graduate students to pursue interdisciplinary study, gain a credential for expertise in an outside area of study, or provide an option for a coherent course of advanced study for those not ready to commit to a full degree program. Note that students must be fully admitted to a graduate certificate by the end of the last course that will count to fulfill the certificate. Students wishing to complete the certificate should apply as early as possible. 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 Graduation Checklists**

COGA's graduation checklists provide a comprehensive list of all University requirements for graduation and should be consulted by every graduating master's or doctoral student in the College as soon as graduation is expected. 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.

### **“MY GRADUATION CHECKLIST” CANVAS COURSE**

If you are graduating with a PhD or a thesis option master's degree, you will submit documents and track the completion of your graduation requirements via your "My Graduation Checklist" site in Canvas. This site will be your online hub for all instructions and resources related to degree completion and graduation.

Your My Graduation Checklist Canvas site will be activated at one of these times, whichever comes first:

- On the 20th day of classes for students who have submitted an Application for Graduation via Enroll & Pay for that semester
- When your department submits your exam date and information for pre-approval
- During the week after the graduation deadline, for students who have applied to graduate for the upcoming semester

**We strongly encourage students to submit an Application for Graduation as early as possible, but at minimum prior to the 20th day of classes of the semester you want to graduate so that you can get access to the information and resources in your Graduation Checklist site as early as possible!**

If your Graduation Checklist has not been activated yet, you can utilize the Graduation checklists referenced above.

## **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 post-comp doctoral students.

**Graduate Student 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 (max \$750) only once per academic year, with priority given to students who have not received the fund previously. 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 are eligible to receive one award from this fund during their doctoral career. Students should check the link above for additional information and restrictions.

## STUDENT RIGHTS AND RESPONSIBILITIES

Graduate students are bound by the rules and regulations of the University of Kansas. Students should review the KU [\*Code of Student Rights and Responsibilities\*](#). When rules are violated and disciplinary action is necessary, the penalties imposed may include warning, probation, suspension, and expulsion.

### Appendix A

Department of French & Italian

Criteria for the selection of GTAs for Lawrence campus summer school French courses:

- 1) The department will take into account curricular needs and requisite experience in relation to the courses being offered, quality of applicants' teaching, and ability to work independently.
- 2) Priority to graduate degree candidates in French. It is understood that to be appointed to a summer appointment, graduate degree candidates must be making satisfactory progress toward degree.
- 3) Priority to those who have not yet held or who have held least recently a summer teaching position in the department, whether on-campus or SLI.
- 4) If several applicants meet all of the above criteria, then preference will be given to Ph.D. candidates, and among Ph.D. candidates to those most senior; then to M.A. candidates, and to those most senior in rank.
- 5) Special priority for French 100, when it is staffed by a GTA: among French M.A. or Ph.D. candidates, the teacher whose qualifications are deemed by the Chair of Department and the lower-level faculty course coordinator most suited to the special pedagogical requirements of the course, which satisfies the graduate reading (translation) requirement for graduate programs in other departments. Knowledge of both French and English must be at least near-native.

Approved by the department at the April 16, 2009 departmental meeting.

### Appendix B

Student Name:

Degree program (MA or PhD):

Date entered current degree program (e.g. Fall 2014):

**Graduate Student Self-Assessment**

*Please provide an assessment of the past year and future goals as requested beneath. In addition, please submit a current CV.*

1. List all course work completed, including grades. Indicate course work completed during the last year. List cumulative GPA.
2. Other degree requirements completed (e.g. language requirement).
3. Examinations completed, if any, with dates (Departmental MA written and oral exams, PhD pre-comprehensive meeting, PhD comprehensive exam and prospectus defense).
4. Classes taught (please indicate as GTA or lecturer).
5. Grants/Fellowships during the past 12 months.
6. Conference papers, presentations, publications, and other professional development activities.
7. What progress have you made towards the MA/PhD reading lists?
8. (For PhD students) Status of dissertation: describe your progress in the last year.
9. What do you regard as your strengths and weaknesses?
10. What do you plan to accomplish in the coming year?
11. What are your professional goals post-graduation, and what would help you achieve them?
12. Extenuating circumstances during the past year (if applicable).

## **Appendix C**

### **Semester Goal:**

### **Department of French & Italian Post-Comprehensive PhD Degree Completion Agreement**

### **Benchmark #1 (Dissertation Composition):**

**Achieve by:** \*\*

---

**Benchmark #2 (Dissertation Edits or Professionalization):**

**Achieve by:**                      \*\*

---

**Benchmark #3 (Professionalization):**

**Achieve by:**                      \*\*

---

**\*\* Timeline for expected feedback is 3-4 weeks unless otherwise noted.**

**I understand that I, \_\_\_\_\_, am enrolled in dissertation hours and have agreed to make the aforementioned progress in my post-comprehensive research and dissertation by the dates agreed to by my faculty advisor and myself. Failure to meet these benchmarks may result in a recommendation toward action to pause or cease enrollment in the PhD program, or consequences as detailed below:**

**Student signature: \_\_\_\_\_ Student ID \_\_\_\_\_ Date: \_\_\_\_\_**

**Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_**