
**The
Graduate
School**

**Kansas State
University**

GRADUATE HANDBOOK

2007 – 2008

<http://www.k-state.edu/grad/gscurrent/handbook>

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INTRODUCTION

The Graduate Handbook was developed by the Graduate Faculty through the recommendations and actions of the Graduate Council. The policies and procedures outlined are designed to insure high standards in graduate education at Kansas State University, while providing for flexibility in policy implementation. The Graduate Council expects each graduate program to build on this foundation to achieve their programmatic vision of excellence.

The Graduate Handbook is published in hardcopy only occasionally. The electronic version can be found at <http://www.k-state.edu/grad/gscurrent/handbook>. This is considered the official version of the Graduate Handbook since it is updated regularly after policies are adopted or modified by the Graduate Council. Therefore, the electronic version should be the reference for current policy.

Graduate students should become familiar with the policies and degree requirements in the Graduate Handbook. While flexibility is encouraged, regulations will not be waived or exceptions granted just because someone is unaware of specific policies or procedures.

The Graduate School and Graduate Council invite comments from students and faculty on any portion of the Handbook deemed to warrant attention or modification. This is particularly true if any policy or procedure appears to be at odds with achieving the primary objective of excellence in graduate education at Kansas State University.

R.W. Trewyn
Dean of the Graduate School
and Vice Provost for Research

1. ADMISSION TO GRADUATE STUDY

A. ADMISSION PROCEDURES

Graduate programs have the responsibility of receiving credentials from prospective graduate students and making recommendations on admission. Correspondence regarding admission to the Graduate School should thus be addressed to the appropriate graduate program, which will provide information on program admission requirements and any required supplementary forms. Applicants should complete the online application and submit the application and application fee electronically via the Graduate School website at <http://www.k-state.edu/grad>. The Graduate School will record all applications and application fees and then forward a copy of the application form to the appropriate degree program for a recommendation. The applicant should submit all required documents and credentials (i.e. official transcripts statement of objectives, references, etc.) to the appropriate graduate program at least three months before the applicant expects to enroll. This time period may be longer for degree programs with early deadlines and for international students applying for student visas. If the applicant is uncertain which graduate program should receive his or her correspondence, it may be addressed to the Graduate School.

One official copy of the applicant's transcript from each college or university attended must be submitted with every application. A transcript is official only when it is sent directly from the university or college in question and bears the institution's seal. For each applicant admitted, an official transcript showing the conferral of all previous degrees must be submitted to the Graduate School. All transcripts become part of the applicant's official file and are not returned.

If the graduate faculty of a graduate program decide to recommend admission, the application, transcripts, and supporting materials are sent to the Graduate School for final review. If the graduate program decides against admission, it notifies the applicant by letter. The decision is made as expeditiously as possible. In the event of delay, applicants are given an approximate date on which they can expect notification.

Admission to graduate study does not imply admission to candidacy for an advanced degree. For a doctoral degree, such candidacy is confirmed only upon successful completion of preliminary examinations.

B. ENTRANCE REQUIREMENTS

Applicants to the Graduate School at Kansas State University must have a bachelor's degree substantially the same as the ones granted by Kansas State University. That is, it must represent a broad range of courses in the basic academic disciplines. In addition, most of the courses must be graded on a multilevel scale usually A, B, C, D, F; not merely Pass/Fail. Applicants whose degrees do not meet these standards may be denied admission to graduate degree programs in Kansas. Admission is denied to applicants holding bachelor's degrees with a significant amount of credit for work that was not supervised by a faculty member of an accredited college or university or evaluated in units that identify the academic content. A limited amount of credit for experience, when awarded as an acceptable part of a bachelor's degree for internships, fieldwork, or the like, is not a cause for denial but must be clearly identified as graded work.

All students admitted to the Graduate School must meet the following requirements:

1. *Graduates from colleges and universities in the United States*

- a. A bachelor's degree from a college or university accredited by the cognizant regional accrediting agency,
- b. Undergraduate preparation in the proposed major field equivalent to that acquired by a graduate of KSU, or evidence of an appropriate background for undertaking an advanced degree program, and
- c. An undergraduate average of B or higher in the junior and senior years.

2. *Graduates of foreign colleges and universities*

All international students admitted to the Graduate School must demonstrate the same level of achievement as U.S. students. That is, they must hold a degree from an established institution comparable to a college or university in the United States, have an outstanding undergraduate record, have the demonstrated ability to do graduate work, and give evidence of language proficiency sufficient for the pursuit of a graduate degree. Admission may be denied students from technical schools, which may provide excellent training in special areas but do not offer degrees equivalent to those of colleges and universities. As a rule, students from abroad are not admitted to nondegree status (that is, as special students). Questions about the qualifications of international students should be directed to the Graduate School.

International applicants whose native language is not English must demonstrate competence in the English language. All international applicants must include with their application materials an official report of their scores on the Test of English as a Foreign Language (TOEFL). The TOEFL is offered several times a year throughout the world by the Educational Testing Service, Princeton, New Jersey. International applicants are advised to take the TOEFL as early as possible to avoid delays in processing their applications for admission. Further information is available from the Graduate School. Those who have received a degree in the last two years from a United States college or university are exempt from this requirement.

A score of at least 550 (213 on the computer-based test) on the TOEFL is required to be considered for admission to the Graduate School. (NOTE: Some programs require a TOEFL score higher than stated here.) Applicants with scores of 600 (250 on the computer-based test) or above may be considered for regular admission. Applicants with scores between 550/213 and 599/249 may be admitted provisionally and must at the time of their enrollment demonstrate proficiency in reading and writing English and in understanding spoken American English to the satisfaction of the Graduate School. Those who do not meet the minimum proficiency standard may be recommended for enrollment in University English courses or for part-time English courses offered by the English Language Program (ELP) on campus. Those who are determined to need substantial work in English will be required to participate in the ELP. Intensive English training for students who have TOEFL scores below 550/213 is also available through the ELP.

C. ADMISSION CATEGORIES

All new graduate students, domestic or foreign, are assigned to one of four categories upon admission:

C.1 Full standing

- a. Undergraduate training essentially the same as that at Kansas State University.
- b. B average or higher in junior and senior years.

C.2 Provisional

- a. Transcript evaluation uncertain, as is sometimes the case with international students.
- b. B average or higher in junior and senior years, but some course deficiencies in undergraduate work.
- c. Final transcripts indicating award of a degree not yet in hand; applicant completing degree; other criteria for full standing met.

C.3 Probationary

- a. *Grade point average from 2.65 to 2.99 (A=4.00) in last two years*
If work has shown a marked improvement in later semesters and there are grades of B or better in demanding courses in major and related areas, admission is considered.
- b. *Grade point average below 2.65 in last two years*
Admission is considered only upon documentation that the student is now qualified to do graduate work. Evidence may include: (1) satisfactory grades on a GRE Advanced Test or Miller Analogies Test; (2) satisfactory work at another graduate school; or (3) outstanding professional experience that demonstrates the ability to handle academic work in the major area.

Probationary and provisional students are advised of deficiencies and of other conditions to be met to achieve full standing. Their status is reviewed after completing 9 hours of course work at Kansas State University. Those who have earned grades of B or higher and GPAs of 3.0 or higher for the first 9 hours, exclusive of individualized study, and removed all deficiencies specified at the time of admission, will be placed in good standing.

C.4 Special

Students who have a bachelor's degree but do not plan to work for an advanced degree may be admitted to graduate study as special students. No more than 9 credit hours earned as a special student may be applied toward an advanced degree. Special students are required to meet the same academic standards as other graduate students. Special students who later wish to work for an advanced degree must make a formal application to the appropriate department or interdepartmental program and be formally admitted by the Graduate School as a student with full standing status.

D. REGISTRATION AND ENROLLMENT

Students who have been admitted to the Graduate School must register and pay their fees during the regular registration periods. Changes in enrollment must be approved by an advisor and the Dean of the Graduate School.

All graduate students who have matriculated at Kansas State University and are using faculty time or University facilities for research or other academic pursuits must be enrolled. The enrollment should reflect, as accurately as possible, the demands made on faculty time and the use made of University facilities. Further, a graduate degree candidate must be enrolled during the semester in which the degree requirements are completed.

E. GRADUATE ASSISTANTS

The principal objective of a graduate student is to pursue a concerted program of study that will normally lead to an advanced degree in the chosen academic discipline. To assist students to pursue their studies full-time, the University makes available financial assistance through a limited number of graduate teaching assistantships, graduate research assistantships and graduate assistantships. These assistantship appointments carry with them a nominal service requirement, typically directed at improving professional skills in their academic fields. To fulfill the obligation that students pursue studies full-time, graduate assistants must be enrolled for a minimum of six (6) semester hours of graduate credit.

Tuition responsibilities for students appointed as graduate assistants for 0.4 full-time equivalent (FTE) or greater depends on the nature of the appointment. Students holding 0.4 FTE appointments as graduate teaching assistants have their tuition waived. Students holding 0.4 FTE appointments as graduate research assistants or graduate assistants (or any combination of graduate assistant appointments) pay reduced tuition at the staff rate according to an established schedule. Students who receive stipend checks from September 1 through November 17 receive tuition benefits for the fall semester, and students who receive stipend checks from February 1 through April 17 receive tuition benefits for the spring semester. Graduate students who are both enrolled and have at least a 0.4 teaching appointment during the summer semester are eligible to receive a full tuition waiver. Graduate students who hold at least a 0.4 total appointment during the summer semester but only a partial appointment as a teaching assistant are eligible to receive the employee tuition rate and a partial tuition waiver based on the amount of the teaching appointment.

F. GRADUATE STUDY BY SENIORS AND UNDERGRADUATE SPECIAL STUDENTS

Seniors at Kansas State University who have a minimum cumulative GPA of 3.0 on prior undergraduate work and are within two semesters of receiving a bachelor's degree may take up to 9 hours for graduate credit in courses numbered in the 500, 600, and 700 sequences. Enrollment in courses at the 800 level and above is normally restricted to students admitted to the Graduate School. In exceptional circumstances, highly qualified students may enroll in courses numbered 800 and above after obtaining permission from the instructor of the course, the head of the department offering the course, and the Graduate Dean. Those wishing to take more

than 9 semester hours must apply for admission to, and be accepted by, the Graduate School. Following the award of a bachelor's degree, courses taken for undergraduate credit may not be changed to graduate credit.

A student enrolled as an undergraduate special student may not take courses for graduate credit.

G. GRADUATE WORK BY FACULTY AND STAFF

Kansas State University does not permit the awarding of advanced degrees to its faculty who hold the rank of assistant professor or higher, except as noted below. Consequently, these faculty may undertake graduate work at Kansas State University only as special students. Exceptions to this policy include ROTC personnel and those who wish to work for degrees outside their own departments, provided that the degrees are not requirements for promotion or tenure in their own departments. Residency requirements must be met.

Full-time employees, with the approval of their department heads or deans, may enroll in graduate or undergraduate work not to exceed 6 credit hours in a regular semester or 3 credit hours during the summer session.

Full-time faculty and staff of the University may audit classes without cost if they have permission of their deans and the deans of the colleges in which the courses are offered.

2. THE MASTER'S DEGREE

A. ADMISSION AND GENERAL REQUIREMENTS

To gain admission to a Master's program, the student must be approved for admission both by the graduate faculty of the department or interdepartmental program and by the Graduate School.

A minimum of thirty semester hours of graduate credit is required for a master's degree, but some academic units may require more.

The Graduate School recognizes three different plans for a master's degree, and the graduate faculty in each academic unit may accept one or more of them. The three possibilities are:

1. *Thesis option:* As a part of the degree program the student will complete a thesis for 6 to 8 hours credit.
2. *Report option:* As a part of the degree program the student will complete a written report for 2 hours credit on research or on a problem in the major field.
3. *Course work option:* The student's degree program will consist of course work only, but it will include evidence of advanced work, such as term papers, objects of art, music, or designs, as determined by the committee.

Not all master's programs offer all three options, and a student may not select a plan that has not been approved by the graduate faculty of the program in which he or she is enrolled.

All master's candidates must pass a final oral examination, a comprehensive written examination or both as determined by the academic program.

To be awarded a master's degree, the student (a) must have a bachelor's degree or equivalent, (b) must not be on probation, (c) must have a cumulative grade point average (GPA) of 3.0 or higher, (d) must meet all the requirements of the Graduate School, the student's academic program area, and the student's supervisory committee, and (e) must be enrolled during the semester in which the degree requirements are completed.

B. THE SUPERVISORY COMMITTEE

The head or chairperson of the academic unit to which the student has been admitted should assign an advisor to the master's candidate before the first registration. Within the first year of study, the candidate should assemble a supervisory committee including a major professor and at least two other graduate faculty.¹ After approval, the Dean of the Graduate School will formally appoint the supervisory committee. This committee will advise in developing a program of study, supervise the student's progress, and conduct the final examination. The major professor serves as chair of the supervisory committee.

¹Special restrictions apply to visiting, part-time, adjunct, or emeritus graduate faculty. See Chapter 5, Section D.

C. THE PROGRAM OF STUDY

Every master's student must file with the Graduate School a Program of Study, a formal list of the courses the student intends to take to fulfill the requirements of the degree. The program of study should consist solely of courses directly related to the master's degree. Full-time students must file their programs before the end of their second semester of graduate study, and part-time students must do so upon the completion of 9 credit hours. The student should prepare the program of study in consultation with the supervisory committee, all members of which must indicate their approval by signing the Program of Study form provided by the Graduate School. The head of the academic unit must then endorse the Program of Study and forward it to the Dean of the Graduate School, whose approval must be received within the first two semesters of graduate work. Subsequent changes in the program of study require approval of all members of the supervisory committee, and if changes are made, a Program/Committee Change form should be submitted to the Graduate School before graduation.

D. COURSES

Graduate study demands a high degree of intellectual aptitude. It presupposes a broad preparation and involves the acquisition of specialized knowledge. These facts should be reflected in the graduate student's program of study.

D.1 Course Levels and Programs

Master's students should earn a significant majority of their credit hours in courses numbered 700 or above. Therefore, of the 30 to 32 credit hours normally required for the master's program of study at least 18 hours should be at the 700 level and above, including the thesis/research and the report/problems hours required by the thesis and report options (see Chapter 2.A). Courses at the 600-level may be included, but 500-level courses in the student's major area are expected to have been completed as undergraduate prerequisites to graduate study or as undergraduate deficiency courses assigned upon admission. The use of 500-level supporting courses in master's programs is therefore restricted as follows: (1) No course in the student's major area may be at the 500 level, and (2) normally no more than 6 credit hours may be at the 500 level.

D.2 Problems Courses

No more than 3 hours in problems or other individualized courses may be applied to the master's degree.

D.3 Short Courses and Workshops

A student enrolled in a short course or workshop during the summer session may also take regularly scheduled courses but must be able to attend all sessions of both. Enrollment in a short course or workshop does not affect enrollment in research or problems. In no case may a student enroll for more than nine credit hours during the summer session.

D.4 S Courses

Departments may choose to offer certain courses or course sections that are primarily intended to teach or provide practice in skills and principles deemed important to a particular profession or discipline but that may not be applied to a master's degree program. Such courses or course sections are designated by the letter S.

D.5 Courses Applied Toward Two Degrees

No graduate student may use credit from the same course in meeting the requirements for both an undergraduate and a graduate degree, except as described in the concurrent B.S./master/graduate certificate programs approved by Graduate Council.

Transferring graduate credit

- a. Students who take two master's degrees may apply up to six hours of graduate credit from the first degree to the program of the second.
- b. Students who wish to earn a master's degree after earning a doctorate may apply a maximum of 10 credit hours of doctoral work from the first degree toward the master's degree.

Master's Students in the College of Veterinary Medicine

- a. A maximum of 12 graduate credit hours may be granted a student with a bachelor's degree while enrolled in the College of Veterinary Medicine;
- b. A maximum of 12 graduate credits hours may be granted to a student without a bachelor's degree while enrolled in the College of Veterinary Medicine; however, the MS degree must be awarded concurrently with the DVM degree;
- c. A maximum of 12 graduate credit hours or the equivalent may be granted to graduates of other colleges of veterinary medicine;
- d. For a master's degree, a minimum of one summer school enrollment or the equivalent in the Graduate School, for at least 8 hours of graduate credit, is required, and preferably a student should have 2 summer school enrollments or the equivalent in the Graduate School.

D.6 Transfer of Credit

Kansas State University accepts graduate credit from another institution only under the following conditions:

- a. The other institution is accredited by the cognizant regional accrediting association to offer graduate degree programs appropriate to the level of the credit to be transferred;
- b. The credit is fully acceptable to the other institution in satisfaction of its own advanced degree requirements; and
- c. The credit is applicable to the student's program of study for an advanced degree at Kansas State University.

The program of study should consist solely of courses directly related to the master's degree.

Under normal circumstances, graduate credit transferred from other institutions may not exceed 10 credit hours for the master's degree, and then only for courses graded B or better. Credits that were earned more than six years prior to the semester in which the program of study is approved

cannot be transferred. The Graduate School may grant exceptions to these limits when justified by inter-institutional collaborations. Graduate programs that are granted such exceptions will present evidence of quality of the students' programs of study during periodic program reviews. Research conducted outside an academic program cannot be accepted for credit as part of a program of study.

D.7 Off-Campus Programs

A student who has satisfied requirements for admission to the Graduate School may receive credit toward a master's degree for off-campus courses taught by regular members of the Kansas State University graduate faculty or by others approved by specific action of the Graduate Council and the Faculty Senate. The department offering the course must obtain approval in advance from the Dean of the Graduate School and from the Graduate Council. The request for approval must include documentation sufficient to demonstrate that the quality of instruction will be equivalent to that of on-campus offerings.

D.8 Off-Campus Research

Special difficulties arise in guiding graduate students when they are engaged in protracted off-campus research, whether that research is in the field, in the laboratory, or in the library. Therefore, supervisory committees must take adequate steps to ensure appropriate guidance. As a minimal requirement, the student must submit to the supervisory committee a well formulated research plan, including objectives and methodology, and the committee must review and approve the plan before the student departs for the research site and indicate approval on the program of study. In addition, the supervisory committee may require:

- a. That the major professor and/or a competent local authority who can reliably guide the student provide continuing on-site supervision.
- b. That the student provide the supervisory committee with frequent, periodic estimates of performance and progress. The committee may also require that these be authenticated by a competent local authority.
- c. That the major professor carry out local inspections of the student's activities.

Regardless of the location at which the research is conducted, the final oral examination will normally be given on the Manhattan campus. Exceptions can be made if requested by the student, recommended by the supervisory committee, and approved by the Department Head or Graduate Program Director and the Dean of the Graduate School. In the case of an examination in which the participants are not all in the same location, any technology used to conduct the examination must support simultaneous oral interaction between the student and all members of the examining committee. When unusual circumstances arise in the guidance of off-campus students, supervisory committees should consult with the Dean of the Graduate School.

E. GRADE REQUIREMENTS

E.1 Graded Work

Graduate work is graded A, B, C, D, F, credit/no-credit, pass/fail, incomplete, or withdrawn. For graduate credit, the grade in a course must be C or higher. To remain in good standing, a student must maintain a cumulative GPA of 3.0 or higher.

To be awarded a graduate degree, the student (a) must not be on probation (see Section F.2), (b) must have a cumulative GPA of 3.0 or higher on graduate coursework and on coursework on the program of study, (c) must meet all the requirements of the Graduate School, the student's academic program area, and the student's supervisory committee, and (d) must be enrolled during the semester in which the degree requirements are completed.

E.2 Non-Graded Work (pass/fail, credit/no-credit)

At the discretion of the graduate faculty of the academic unit, seminars or colloquia in which letter grading conflicts with objectives may be offered on a credit/no-credit or pass/fail basis. Seminars and colloquia that are to be so offered must be listed with the Dean of the Graduate School.

All courses in the program of study except research (report, thesis, or dissertation) and seminars or colloquia that have been approved for credit/no-credit or pass/fail must be taken for letter grades. Research for master's reports and theses is graded credit/no-credit exclusively. Incompletes awarded while research is in progress are not subject to the incomplete policy for course work.

No more than 3 hours of credit/no-credit or pass/fail (exclusive of research credit hours) may appear on the program of study for the master's degree.

Apart from the program of study, courses may be taken credit/no-credit or pass/fail with the approval of the major professor and of the professor offering the course. These courses do not apply toward a degree.

E.3 Incomplete Policy

The grade of Incomplete (I) is given in regular courses (except for theses and directed research courses) upon request of the student for personal emergencies that are verifiable. The faculty member has the responsibility to provide written notification to the student of the work required to remove the incomplete. The student has the responsibility to take the initiative in completing the work and is expected to make up the I during the next semester (Fall or Spring) after receiving the grade (except for theses and directed research courses). If the student does not make up the I during the next semester after receiving it, a grade may be given by the faculty member without further consultation with the student.

If after the end of the next semester the I remains on the record, it will be designated as F (previously IX) for record keeping and will be computed in the student's GPA, weighted at 0 points per credit. A grade of NR will be treated in a like manner.

E.4 Retake Policy

If the student received less than 3.0 in a course, the student may retake the course with approval of the major professor and the supervisory committee. If the course is retaken by the direction of the major professor and the supervisory committee, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade. A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses in the program of study. An approved program of study must be on file in the Graduate School at the time the retake request is submitted. Retake requests must be made prior to enrolling in the course.

F. INACTIVE STATUS AND PROBATION

F.1 Inactive Status

After consultation with the student's department/graduate program, a student not yet admitted to candidacy will be placed in inactive status if he or she is not currently enrolled and has not been enrolled during the previous two years.

Once in inactive status a student must reapply to (and be accepted into) a graduate program before being considered for re-entry by the Graduate School. In order to be allowed to resume graduate studies, the student must meet all requirements for entry in force at the time of the new application. Inactive students who seek to regain active status will not, however, be required to recreate materials submitted with their original applications and held in their files by the Graduate School.

If allowed to regain active status, the formerly inactive student will be subject to all requirements in force in his or her graduate program and in the Graduate School at the time the student returns to active status.

F.2 Probation

Students may be placed on probation as a condition of their admission to graduate programs, if warranted by their academic record (Chapter 1.C).

In addition, students who fail to make satisfactory progress in their graduate programs will be placed on probation. Either of the following conditions will warrant probation:

- a. A grade point average lower than 3.0,
- b. The recommendation of the major professor or student's committee that the student's progress is unsatisfactory.

F.3 Removal from Probation

Students on probation as a condition of admission will acquire good standing if they achieve a cumulative GPA of 3.0 in the first 9 credit hours of graduate level course work.

Students placed on probation for deficient grades will be restored to good standing if they achieve a cumulative GPA of at least 3.0. This must be achieved within 2 semesters for full-time students and within 12 credit hours for part-time students.

Students placed on probation after recommendation by the major professor or supervisory committee may be restored to good standing only following the notification by the major professor and supervisory committee that the students are making satisfactory progress.

G. DISMISSAL AND REINSTATEMENT

G.1. Dismissal

A graduate student will be denied continued enrollment at Kansas State University for any of the following reasons:

- a. Failure of a student on probation as a condition of admission to achieve a minimum cumulative GPA of 3.0 in the first 9 credit hours of graduate level coursework.
- b. Failure of a student placed on probation for deficient grades to achieve a cumulative GPA of at least 3.0 within 2 semesters for full-time students and within 12 credit hours for part-time students (see F.3).
- c. Failure to meet published departmental or University requirements.
- d. Failure to maintain satisfactory progress toward a graduate degree.
- e. Failure in the final degree examination(s) (see Chapter 2.K.3).
- f. Failure to acquire mastery of the methodology and content in a field sufficient to complete a successful thesis or dissertation.
- g. Qualifying for placement on probation a second time, except when the first period of probation is a condition of admission (Chapter 1.C) or when the second period is a condition of reinstatement (section G.2).
- h. A recommendation for suspension or expulsion by the Honor Council.

G.2 Reinstatement

A degree or non-degree seeking student who has been denied continued enrollment may petition for reinstatement to the same curriculum or for admission to a different one. Petitions for readmission are heard and decided by a Readmission Committee appointed by the Dean from the Student Affairs Committee.

Students whose petitions are granted are readmitted on probation as a condition of readmission. In such cases, the Readmission Committee usually stipulates enrollment in a specific number of hours or courses, as well as other conditions for probation. To regain regular status, the reinstated student must satisfy condition described in F.3 for removal from probation.

H. FOREIGN LANGUAGE REQUIREMENT

The Graduate School has no requirement for a language other than English for the master's degree. Individual academic units may establish language requirements for their degree programs and may define the level of competence needed to satisfy those requirements.

I. THESES AND REPORTS

I.1 General

A master's thesis presents the results of an original investigation of a problem or topic approved by the candidate's supervisory committee. Its purpose is to demonstrate the candidate's ability to conduct original research of a type appropriate to the academic discipline, to analyze the information obtained from the research, and to present the results in a form acceptable to the supervisory committee.

A master's report is generally shorter than a thesis, and it may present the results of a more limited original investigation. Alternatively, it may review the state of a particular scholarly or scientific problem, or especially in the case of professional programs or applied disciplines it may describe a project appropriate to the discipline.

Candidates who undertake a thesis or report should schedule their work to allow sufficient time for review by the major professor and the supervisory committee and for making any necessary revisions before proceeding to the final examination.

See Appendix B for more information on theses and reports.

With unanimous approval of the supervisory committee, a student majoring in Modern Languages may write a thesis or report in a language other than English, provided that the language is clearly appropriate to the subject matter.

The use of mailed questionnaires to gather material for the thesis is discouraged. If such a method is used, caution should be exercised in the interpretation of data.

I.2 Copies

The candidate must provide a copy of the thesis or report to each member of the supervisory committee and all members of the committee must certify that they have received acceptable copies of the thesis or report before a final examination can be scheduled. A copy of the thesis or report must also be available at the examination.

Following a successful final examination, the candidate must provide an electronic copy of the thesis or report to the Graduate School, which will be deposited with the University Libraries. Theses and reports submitted to the Graduate School must be in final and acceptable form, incorporating any revisions required by the supervisory committee. The final electronic copy must also conform to the stylistic guidelines adopted by the academic unit and to the physical requirements established by the Graduate School.

J. FINAL EXAMINATION

J.1 Nature

A culminating experience is required to earn a master's degree. The culminating experience should verify the student's competence to synthesize information across the student's program of study. The culminating experience will occur after the student has completed the program of study and other requirements or during the term in which the candidate intends to complete them. The Supervisory Committee is responsible for administering the culminating experience and must include at least 3 graduate faculty members. The majority of the Supervisory

Committee must vote in favor for the student to pass his/her defense (a tie vote is a failure). The major professor is responsible for returning the signed ballot to the Graduate School.

For students pursuing a thesis or report option, the culminating experience shall be a defense of the thesis or report.

For students pursuing a coursework only degree, the experience may be an interpretation of scholarly work, a test of the student's understanding of the field or other culminating experiences. It is the responsibility of the academic unit to provide culminating experience guidelines for each coursework-only master's degree that the department offers. Examples could include concerts, portfolios, final written or oral examinations, case studies, or whatever the program deems appropriate.

J.2 Scheduling

In the case of a candidate writing a thesis or report, the examination cannot be scheduled until the supervisory committee certifies that a satisfactory copy of the thesis or report has been presented. The candidate must file with the Graduate School an Approval for Final Examination Form signed by each member of the committee. By signing this form, the faculty member indicates only that the form of the thesis or report is acceptable for review and that a final examination may be scheduled. Signing does not simply that the content of the thesis or report is satisfactory. When the examination has been scheduled, the Graduate School will send a final examination ballot and an ETDR ballot to the major professor and notify in writing all members of the committee regarding the time and place.

Final examinations should be scheduled so as to give the supervisory committee at least two weeks to review the thesis.

J.3 Failure and Repetition

Negative votes by two or more members of a three- or four- member committee constitute failure. A candidate who fails a master's examination may take a second examination no sooner than two months nor later than 15 months after the failure, unless an extension is granted by the Dean of the Graduate School. No third trial is allowed.

J.4 Competency Revalidation of Courses

If a student's program of study includes any course credits more than six years old at the time the student is about to complete all degree requirements, the final master's examination will normally include an examination over the body of course work listed on the program of study.

The form and content of this competency examination is determined by each master's program which may impose additional requirements for revalidating the student's competency in the supporting course work. In a master's program for which such a revalidation examination may be inappropriate, an exception to this policy may be sought from the Dean of the Graduate School.

K. Concurrent Bachelor/Master/Graduate Certificate Program

K.1 Nature and Rationale

The Concurrent Bachelor/Master/Graduate Certificate program offers the opportunity for outstanding students to advance their careers in a significant way by pursuing the Bachelor's and graduate degrees in a concurrent and coordinated program. Graduate opportunities include degree programs such as at the Master's level and other graduate credentials such as Graduate Certificate programs. Doctoral degrees are excluded from this concurrent program. The goal of this program is to provide the student with a high level of academic advising culminating in the preparation of a graduate program of study while the student is still in his or her sophomore or junior year. Graduate education involves a close working relationship between a student and a Graduate Faculty mentor, and the Concurrent Degree Program develops this relationship early in a student's career.

K.2 Procedures for Proposing a Concurrent Graduate Program

Graduate programs are invited to develop program specific guidelines for recruiting current undergraduates into the Concurrent Degree Program and for guiding students admitted to the program. These guidelines should include the time in the student's undergraduate career in which the student would be admitted into the graduate program (generally within 30-45 hours from completion of the undergraduate requirements) and the plans in place to provide the student with the high level of advising necessary for program success. These should outline any deviations from the standard undergraduate program and the standard graduate program, as these are considered in the Concurrent Degree Program. Should there be deviations (for example, should the program request that certain graduate coursework be also applicable to the undergraduate major), these will require approval at the college, Graduate Council, and Faculty Senate levels. One deviation from the standard programs may be the possibility that a limited number of hours taken for graduate credit can be applied to the Bachelor degree (not more than 9 hours).

K.3 Concurrent Graduate Program Guidelines

Initial admission to the Concurrent Degree Program occurs soon after the graduate program identifies the outstanding candidate. This typically occurs during the second semester of the sophomore year or the first semester of the junior year. Minimum standards for regular admission require a cumulative G.P.A. of 3.0. The individual departments may require additional admissions criteria. Any interested student should contact the relevant graduate program.

The graduate program processes the application of the student by forwarding it to the Graduate School, as currently occurs for students applying to the normal program. Should the student meet the requirements, a provisional admission will be granted, pending the award of the bachelor degree.

The bachelor degree may be awarded at any time following the completion of the undergraduate degree requirements. Alternatively, the bachelor and the advanced degree may be awarded concurrently.

It is anticipated that a supervisory committee will be formed and a program of study filed soon after the student has achieved provisional admission. This recognizes the importance of excellent academic advising in the success of accelerated programs such as this.

3. THE DOCTORAL DEGREE

A. ADMISSION AND GENERAL REQUIREMENTS

To gain admission to a doctoral program, the student must be approved for admission both by the graduate faculty of the department or interdepartmental program and by the Graduate School.

The Ph.D. requires at least three years of full-time study beyond the bachelor's degree, equivalent to at least 90 semester hours. The Ed.D. requires 94 hours beyond the baccalaureate. Both degrees require a dissertation representing at least 30 hours of research credit for a Ph.D. and 16 hours for an Ed.D. Students who hold a master's degree may request transfer of up to 30 hours of that degree toward either doctoral degree (See section 3.D.6 below). The regulations governing supervisory and examining committees, preliminary and final examinations, and dissertations are the same for both degrees.

The Ph.D. is awarded to candidates who have demonstrated unique ability as scholars and researchers as well as proficiency in communication. The degree also certifies that the candidate has displayed familiarity and understanding of the subject matter in the discipline and possesses the ability to make original contributions to knowledge.

B. THE SUPERVISORY COMMITTEE

Upon admission to a doctoral program, the student confers with the head of the academic program and selects an advisor, or "major professor," from among the graduate faculty who are certified to direct dissertations and who are willing to assume the responsibility. Upon the recommendation of the head of the academic program, the Dean of the Graduate School then appoints a supervisory committee consisting of the major professor, who chairs the committee, and at least three other members of the graduate faculty.² On doctoral committees having co-major professors, at least one must be certified to direct dissertations. One member of the supervisory committee must be a graduate faculty member from outside the major professor's department. In addition to the members recommended, the Dean of the Graduate School may appoint other members to the supervisory committee from the graduate faculty. All members of a student's supervisory committee participate as peers and have the responsibility for planning the program of study, advising the student, administering the preliminary examination, and ensuring that the student's doctoral program is of high quality.

In consultation with the student, the supervisory committee is responsible for advising on the courses to be taken, approving plans for developing the student's capacity for productive scholarship, ensuring that University regulations and program requirements are met, and making adjustments in the program of study.

²Special restrictions apply to visiting, part-time, adjunct, or emeritus graduate faculty. See Chapter 5, Section D.

C. THE PROGRAM OF STUDY

Every doctoral student must file with the Graduate School a Program of Study, a formal list of the courses the student intends to take to fulfill the requirements of the degree. The program of study should consist solely of courses directly related to the doctorate. Full-time students must file their programs before the end of their second semester of graduate study, and part-time students must do so upon the completion of 9 credit hours. The student should prepare the program of study in consultation with the supervisory committee, all members of which must indicate their approval by signing the Program of Study form provided by the Graduate School. The head of the academic unit must then endorse the Program of Study and forward it to the Dean of the Graduate School, whose approval must be received within the first two semesters of graduate work. Subsequent changes in the program of study require approval of all members of the supervisory committee, and if changes are made, a Program/Committee Change form should be submitted to the Graduate School before graduation.

D. COURSES

Graduate work leading to the doctoral degree demands a high degree of intellectual achievement. It necessarily depends on extensive prior preparation and involves the development of understanding and knowledge at the most advanced levels. Programs of study are therefore expected to reflect in the course selection an intensive specialization extending to the limits of knowledge in one's field.

D.1 Course Levels

Doctoral students should earn a significant majority of their course work credit hours that are required by their programs of study in courses numbered 800 or higher. Although supervisory committees have considerable latitude in providing an appropriate program of study for their students, they are encouraged to follow these guidelines:

- a. Of the 24 to 30 hours of course work credit hours beyond the master's degree normally required by the supervisory committee, 15 credit hours should be at the 800-level or above, in addition to doctoral research credit hours (see Chapter 3.A).
- b. For course work beyond the master's degree, no more than 6 credit hours of 500-level courses are permitted in a doctoral program. No 500-level course taken in the student's major field of study, e.g., Department, may appear in the program of study.
- c. For students who bypass the master's degree, the program of study must include at least 15 credit hours at the 800-level or above, in addition to doctoral research credit hours. No more than 12 credit hours of 500 level courses are permitted in a doctoral program. No 500-level course taken in the student's major field of study, e.g., Department, may appear in the program of study.

D.2 Problems Courses

Not more than 6 hours of problems or other individualized courses should ordinarily appear on the program of study for a doctorate degree.

D.3 Short Courses and Workshops

A student enrolled in a short course or workshop during the summer session may also take regularly scheduled courses but must be able to attend all sessions of both. Enrollment in a short course or workshop does not affect enrollment in research or problems. In no case may a student enroll for more than nine credit hours during the summer session.

D.4 S Courses

Departments may choose to offer certain courses or course sections that are primarily intended to teach or provide practice in skills and principles deemed important to a particular profession or discipline but that may not be applied to a doctoral degree program. Such courses or course sections are designated by the letter S.

D.5 Courses Applied Toward Two Degrees

No graduate student may use credit from the same course to meet the requirements for both an undergraduate degree and a graduate degree. A graduate student may earn a master's degree or a doctorate at Kansas State University after receiving the same degree, in the same or another field, at another institution. The degree sought at Kansas State University is subject to the same provisions for transfer of credit as a first degree.

Exception:

- a. A maximum of 12 graduate credit hours may be granted a student with a bachelor's degree while enrolled in the College of Veterinary Medicine;
- b. A maximum of 12 graduate credit hours or the equivalent may be granted to graduates of other colleges of veterinary medicine.

D.6 Transfer of Credit

- a. General conditions: Kansas State University accepts toward a doctoral degree graduate credit from another institution only under the following general conditions:
 1. The other institution is accredited by the cognizant regional accrediting association to offer graduate degree programs appropriate to the level of the credit to be transferred;
 2. The credit is fully acceptable to the other institution in satisfaction of its own advanced degree requirements; and
 3. The credit is applicable to the student's program of study for an advanced degree at Kansas State University.
- b. Master's degrees: Students who hold a master's degree may request transfer of up to 30 hours of that degree toward the doctorate degree. The number of hours accepted depends on the relevance of the course work to the doctorate degree. Students with a master's degree in an area different from that in which they intend to seek a doctorate may expect to transfer far fewer than the maximum 30 hours allowed.

- c. **Other credit:** Students may also request to apply graduate credit earned at other accredited institutions toward a doctorate at Kansas State University under the following limitations:
1. Students who have not earned a master's degree may ask to transfer up to 10 hours of master's or doctoral-level work taken elsewhere. A graduate program may request additional credit be transferred for students in their doctoral program. Graduate programs granted such an exemption to the normal transfer limit will present evidence of quality of the students' programs of study during periodic program reviews.
 2. Students who have transferred credit from a master's degree (up to the maximum of 30 hours allowed) may normally ask to apply up to 10 more hours of transfer credit for doctoral-level work. These hours must represent credit earned beyond a master's degree, even when the master's program included more than 30 hours. A graduate program may request additional credit be transferred for students in their doctoral program. Graduate programs granted such an exemption to the normal transfer limit will present evidence of quality of the students' programs of study during periodic program reviews.
 3. Courses with the grade of C or lower are not acceptable for transfer unless they already form part of the candidate's master's degree received at another college or university.
 4. Credits that were earned more than seven years prior to the semester in which the program of study is approved cannot be transferred.

D.7 Research Outside the Program

Research conducted outside an academic program cannot be accepted for credit as part of a program of study.

D.8 Off-Campus Research

Special difficulties arise in guiding graduate students when they are engaged in protracted off-campus research, whether that research is in the field, in the laboratory, or in the library. Therefore, supervisory committees must take adequate steps to ensure appropriate guidance. As a minimal requirement, the student must submit to the supervisory committee a well formulated research plan, including objectives and methodology, and the committee must review and approve the plan before the student departs for the research site and indicate approval on the program of study. In addition, the supervisory committee may require:

- a. that the major professor and/or a competent local authority who can reliably guide the student provide continuing on-site supervision.
- b. that the student provide the supervisory committee with frequent, periodic estimates of performance and progress. The committee may also require that these be authenticated by a competent local authority.
- c. that the major professor carry out local inspections of the student's activities.

Regardless of the location at which the research is conducted, the final oral examination must be given on the Manhattan campus. When unusual circumstances arise in the guidance of off-campus students, supervisory committees should consult with the Dean of the Graduate School.

E. GRADE REQUIREMENTS

E.1 Graded Work

Graduate work is graded A, B, C, D, F, credit/no-credit, pass/fail, incomplete, or withdrawn. For graduate credit, the grade in a course must be C or higher. To remain in good standing, a student must maintain a cumulative GPA of 3.0 or higher.

To be awarded a graduate degree, the student (a) must not be on probation (see Section F.2), (b) must have a cumulative GPA of 3.0 or higher on graduate coursework and on coursework on the program of study, (c) must meet all the requirements of the Graduate School, the student's academic program area, and the student's supervisory committee, and (d) must be enrolled during the semester in which the degree requirements are completed.

E.2 Non-Graded Work (pass/fail, credit/no-credit)

At the discretion of the graduate faculty of the department or interdepartmental committee, seminars or colloquia in which letter grading conflicts with objectives may be offered on a credit/no-credit or pass/fail basis. Seminars and colloquia that are to be so offered must be listed with the Dean of the Graduate School.

All courses in the program of study, except dissertation research and seminars or colloquia that have been approved for credit/no-credit or pass/fail, must be taken for letter grades. Research for doctoral dissertations is graded credit/no-credit exclusively. Incompletes for research credit hours awarded while research is in progress are not subject to the incomplete policy for course work.

No more than 6 hours of credit/no-credit or pass/fail course work may appear on the program of study for the doctoral degree.

Apart from the program of study, courses may be taken credit/no-credit or pass/fail with the approval of the major professor and of the professor offering the course. These courses do not apply toward a degree.

E.3 Incomplete Policy

The grade of Incomplete (I) is given in regular courses (except for dissertations and directed research courses) upon request of the student for personal emergencies that are verifiable. The faculty member has the responsibility to provide written notification to the student of the work required to remove the incomplete. The student has the responsibility to take the initiative in completing the work and is expected to make up the I during the next semester (Fall or Spring) after receiving the grade (except for dissertations and directed research courses). If the student does not make up the I during the next semester after receiving it, a grade may be given by the faculty member without further consultation with the student.

If after the end of the next semester the I remains on the record, it will be designated as F (previously IX) for record keeping and will be computed in the student's GPA, weighted at 0 points per credit. A grade of NR will be treated in a like manner.

E.4 Retake Policy

If the student received less than 3.0 in a course, the student may retake the course with approval of the major professor and the supervisory committee. If the course is retaken by the direction of the major professor and the supervisory committee, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade. A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses in the program of study. An approved program of study must be on file in the Graduate School at the time the retake request is submitted. Retake requests must be made prior to enrolling in the course.

F. INACTIVE STATUS AND PROBATION

F.1 Inactive Status

After consultation with the student's department, a student not yet admitted to candidacy will be placed in inactive status under the following circumstances:

- a. He or she has not enrolled for two consecutive years, and
- b. He or she is in good academic standing.

Once in inactive status a student must reapply to (and be accepted into) a graduate program before being considered for re-entry by the Graduate School. In order to be allowed to resume graduate studies, the student must meet all requirements for entry in force at the time of the new application. Inactive students who seek to regain active status will not, however, be required to recreate materials submitted with their original applications and held in their files by the Graduate School.

If allowed to regain active status, the formerly inactive student will be subject to all requirements in force in his or her graduate program and in the Graduate School at the time the student returns to active status.

F.2 Probation

Students may be placed on probation as a condition of their admission to graduate programs, if warranted by their academic record (Chapter 1.C).

In addition, students who fail to make satisfactory progress in their graduate programs will be placed on probation. Either of the following conditions will warrant probation:

- a. A grade point average lower than 3.0,
- b. The recommendation of the major professor or student's committee that the student's progress is unsatisfactory.

F.3 Removal from Probation

Students on probation as a condition of admission will acquire good standing if they achieve a cumulative GPA of 3.0 in the first 9 credit hours of graduate level course work.

Students placed on probation for deficient grades will be restored to good standing if they achieve

a cumulative GPA of at least 3.0. This must be achieved within 2 semesters for full-time students and within 12 credit hours for part-time students.

Students placed on probation after recommendation by the major professor or supervisory committee may be restored to good standing only following the notification by the major professor and supervisory committee that the students are making satisfactory progress.

G. DISMISSAL AND REINSTATEMENT

G.1. Dismissal

A graduate student will be denied continued enrollment at Kansas State University for any of the following reasons:

- a. Failure of a student on probation as a condition of admission to achieve a minimum cumulative GPA of 3.0 in the first 9 credit hours of graduate level coursework.
- b. Failure of a student placed on probation for deficient grades to achieve a cumulative GPA of at least 3.0 within 2 semesters for full-time students and within 12 credit hours for part-time students (see F.3).
- c. Failure to meet published departmental or University requirements.
- d. Failure to maintain satisfactory progress toward a graduate degree.
- e. Failure in the preliminary examination (see Chapter 3.K) or the final examination (see Chapter 3.N).
- f. Failure to acquire mastery of the methodology and content in a field sufficient to complete a successful thesis or dissertation.
- g. Qualifying for placement on probation a second time, except when the first period of probation is a condition of admission (Chapter 1.C) or when the second period is a condition of reinstatement (section G.2).
- h. A recommendation for suspension or expulsion by the Honor Council.

G.2 Reinstatement

A student who has been denied continued enrollment may petition for reinstatement to the same curriculum or for admission to a different one. Petitions for readmission are heard and decided by a Readmission Committee appointed by the Dean from the Student Affairs Committee.

Students whose petitions are granted are readmitted on probation as a condition of readmission. In such cases, the Readmission Committee usually stipulates enrollment in a specific number of hours or courses, as well as other conditions for probation. To regain regular status, the reinstated student must satisfy condition described in F.3 for removal from probation.

H. FOREIGN LANGUAGE REQUIREMENT

Any foreign language requirement in a doctoral program is determined by the graduate faculty in that program and they shall establish their own standards. The specific foreign languages for a doctoral candidate are determined by the supervisory committee. In all cases where a language is required, it is understood that foreign language refers to languages other than English and that the languages required have a significant body of literature relevant to the field.

Doctoral students must meet any foreign language requirements at least seven months prior to the final examination.

I. PRELIMINARY EXAMINATION

A student must be in good academic standing to take a preliminary examination. The required written preliminary examination may be supplemented by an oral examination as prescribed by the supervisory committee. These are designed to test the student's breadth and depth of knowledge in the proposed field of specialization, as well as the student's ability to explore problems on the boundaries of knowledge. Satisfactory performance in the examination is an indication that the student is prepared to perform independent work toward the doctoral degree and results in the student being classified as a doctoral candidate upon affirmative recommendation by the supervisory committee. The examination may be scheduled after the program of study is filed and at a time deemed appropriate by the supervisory committee. The preliminary examination must be completed at least 7 months before the final oral examination.

Once the supervisory committee and the student decide when the examination is to be taken, the student should notify the Graduate School one month before the scheduled date. A ballot is sent to the major professor by the Graduate School. Copies of the examination are filed with the academic unit and made available on request to any graduate faculty member for a period of two years from the date of examination.

The results of the preliminary examination are indicated on the ballot by the signatures of those members of the departmental or program examining committee responsible for administration and grading of the examination. The format of the examination and the structure of the examining committee may differ among doctoral programs, and in some programs, the examining committee will differ from the supervisory committee. Within one week following the completion and determination of the results of the preliminary examination, including those of any oral portion, the supervisory committee must sign the ballot indicating that the preliminary examination has been completed and recommending approval or disapproval of the student's admission to candidacy for the doctoral degree. The student is considered to have passed the examination and to be recommended to candidacy if at least three fourths of the supervisory committee voted to approve candidacy.

In case of failure of the first preliminary examination, the supervisory committee may approve a second examination with no more than one dissenting vote. A second examination can be taken no sooner than three months following the initial failure. Once the supervisory committee and the student decide when the second examination is to be taken, the student should notify the Graduate School one month before the scheduled date. The composition of the supervisory committee shall not be changed before a final decision is reached on admission to candidacy. A second failure constitutes denial of admission to candidacy for the doctoral degree in the field of study of the

graduate program. As with the first examination, the signed ballot must be returned to the Graduate School within one week of the determination of the results of the examination.

J. CANDIDACY

A full-time doctoral student should normally complete the preliminary examination within three years of entry into the doctoral program, and, upon satisfactory completion of the examination, the student is automatically advanced to candidacy for the degree.

The period of candidacy may last up to five years from the end of the semester in which the preliminary examination was passed. If a student fails to complete both the dissertation and final oral examination within this period, the student will be dropped from candidacy. Any student whose candidacy has thus lapsed may regain the status of a doctoral candidate by successfully retaking the preliminary examination.

Failure to maintain continuous enrollment from the completion of the preliminary examination until the dissertation is accepted by the Graduate School also will result in loss of candidacy.

J.1 Continuous Enrollment

A student working for a doctorate must be enrolled at Kansas State University during the semester in which the preliminary examination is taken and in each subsequent semester until the degree requirements are met and the dissertation is accepted by the Graduate School. Failure to enroll will result in loss of candidacy. To regain candidacy, the student must successfully petition the Readmission Committee of the Graduate School.

If it is necessary to interrupt progress toward the degree after the preliminary examination has been passed, the student or major professor may petition for a leave of absence of up to 1 year. The petition must be submitted at least 1 month before the effective date of leave. Approval must be granted by the major professor, the department head or chairperson of an interdepartmental program, and the Dean of the Graduate School. The Dean will establish the conditions of the leave. An extension of a leave of absence beyond one year may be granted by the Dean of the Graduate School upon recommendation of the student's supervisory committee.

Although doctoral candidates may make arrangements to enroll by mail, they should request permission to do so by writing to the Graduate School prior to the enrollment period.

K. DISSERTATION

A dissertation is required of all candidates for the award of a doctorate degree. Its purpose is to demonstrate the candidate's ability to conduct significant original research of a type appropriate to the academic discipline, to analyze the information obtained from the research, and to present the results in a form acceptable to the supervisory committee. A dissertation must be written in a form appropriate to the discipline. General guidelines about the format of a dissertation appear in Appendix B.

The candidate must provide a copy of the dissertation to each member of the final examining committee (see below) at least two weeks before the final examination.

Following a successful final examination and approval of the final form of the dissertation by the examining committee, the candidate shall submit an electronic dissertation to the Dean of the Graduate School at least one month prior to the commencement at which the degree is to be conferred.

L. FINAL EXAMINATION

When the student is admitted to candidacy, the Dean of the Graduate School appoints an examining committee. This committee consists of the supervisory committee and a member of the graduate faculty not on the supervisory committee. For Ed.D. candidates the outside chair will be a graduate faculty within the College of Education. The additional member serves as chairperson for the final oral examination.

The outside chairperson, as the representative of the Graduate School, is responsible for conducting the final examination in an orderly manner, evaluating it as a test of the candidate's expertise, submitting the final examination ballot, and making other reports as appropriate or required. As a member of the examining committee, the chairperson also has the right and the responsibility to evaluate the candidate's performance and to cast a vote.

The major professor is responsible for submitting the ETDR Approval Form to the Graduate School. By submitting the signed ETDR Approval Form, the major professor indicates that he/she has reviewed and approved the final PDF file for electronic submission.

The responsibilities of the examining committee are:

1. To examine the doctoral dissertation and to report on the Approval To Schedule Final Examination Form whether the dissertation is acceptable for review. At least three-fourths of the committee must agree that it is in acceptable form before the final examination may be scheduled. All members must sign their approval or disapproval. By signing, a faculty member indicates only that the form of the dissertation is acceptable for review and that a final examination may be scheduled. Signing does not imply that the content of the dissertation is satisfactory.
2. To hold a public oral examination, after the dissertation is deemed acceptable in form, at which the candidate presents and defends the dissertation; and to report the result of this examination to the Dean of the Graduate School. All members of the examining committee (or substitutes appointed by the Dean of the Graduate School) are expected to be present throughout the examination. At least three-fourths of the examining committee including substitutes appointed by the Dean of the Graduate School must approve the candidate's performance before he or she is deemed to have passed. A refusal to vote by the chairperson or any other member of the examining committee shall be recorded as a negative vote. With the permission of at least three-fourths of the committee, a failed oral examination may be retaken but no sooner than three months from the date of the failure.

Normally the oral examination will be open to the public. All or part of the exam may be closed at the request of the major professor with only the committee, candidate and others approved by the major professor, attending the exam. Such a request with a justification for the examination not to be open, such as presentation of data on a pending patent or

confidential materials based on existing contract, must be received by the Graduate School before the exam is scheduled and must be approved by the Dean of the Graduate School.

The final oral examination may be taken when the student has completed the program of study and satisfied all other program requirements. All final examinations must be given on the Manhattan campus and scheduled at least two weeks in advance.

When the dissertation has been approved, the oral final examination has been passed, and all other requirements have been met, the candidate is recommended by the Dean of the Graduate School to the Faculty Senate for approval to award the degree.

4. GRADUATE CERTIFICATE PROGRAMS

A. DESCRIPTION

A certificate of graduate study is a non-degree credential designed to provide students with specialized knowledge that is less extensive than, and different from, a master's program. A certificate program represents a focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines.

In the preferred model, students are enrolled in both a graduate degree program (master's or doctoral) and a graduate certificate program; the academic experience provided by the graduate certificate program is, therefore, interdisciplinary in nature. Some certificate programs are linked to specific graduate degree programs, such that they provide an interdisciplinary experience within a defined body of knowledge. It is equally acceptable that the certificate program should be appropriate for students in a range of academic programs. If a certificate program is free standing (i.e. not linked to a graduate degree program), students are admitted to the Graduate School as non-degree students.

B. ADMISSION AND GENERAL REQUIREMENTS

To gain admission to a certificate program, the student must be approved for admission both by the graduate faculty of the program and by the Graduate School.

In most instances, students will apply to a graduate certificate program after they are accepted into a graduate degree program within the Graduate School. In this case, the student should apply directly to the coordinator of the graduate certificate program, using the standard Graduate School application form.

In instances where the graduate certificate program is not linked with a graduate degree program, students will apply directly to the graduate certificate program, and the program coordinator will forward to the Graduate School the recommendation that the student be admitted as a non-degree student. In this case, the student must meet the entrance requirements for graduate study as specified in Chapter 1, and the relevant documentation must be forwarded to the Graduate School before the student can be admitted.

The general requirements for graduate certificate programs are:

B.1 The program must include between 12 and 20 hours of graduate credit. Certificates linked to specific doctoral programs may have requirements above the 20 hour maximum only if those additional hours would normally be a part of the program of study for the student's doctoral degree.

B.2 Upon approval of the student's supervisory committee, credit from a certificate program may be applied to a graduate degree program.

B.3 Upon approval of the coordinator of the certificate program, credits earned before the student entered the certificate program may be applied to that program.

B.4 The minimum grade requirements for certificate programs are the same as those for graduate degrees. For graduate credit, the grade in a course must be C or higher. To remain in good standing, a student must maintain a cumulative GPA of 3.0 or higher.

B.5 A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses for the approved list of courses in the certificate program. An approved list of courses must be on file in the Graduate School at the time the retake request is submitted. If the course is retaken by the direction of the certificate program coordinator, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade.

B.6 Students dismissed from a Graduate Certificate Program must petition for readmission. For the reinstatement procedure refer to Chapter 2, Section G, G.2 or Chapter 3, Section G, G.2.

B.7 Graduate School residence requirements and the requirements for a comprehensive final examination do not automatically apply to certificate programs, but individual certificate programs may include them if appropriate.

B.8 To be awarded a graduate certificate, the student (a) must not be on probation, (b) must have a cumulative GPA of 3.0 or higher on graduate coursework and on coursework applied to the certificate, (c) must meet all the requirements of the Graduate School and the student's certificate program, and (d) must be enrolled during the semester in which the certificate requirements are completed. Certificate programs may specify higher requirements.

C. GUIDELINES AND PROCEDURES FOR APPROVAL OF GRADUATE CERTIFICATE PROGRAMS

C.1 Introduction

Graduate certificate programs may be created within the structure of the Graduate School. A certificate of graduate study is a non-degree credential designed to provide students with specialized knowledge that is less extensive than, and different from, a master's program. A certificate program represents a focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines.

In the preferred model, students are enrolled in both a graduate degree program (master's or doctoral) and a graduate certificate program; the academic experience provided by the graduate certificate program is, therefore, interdisciplinary in nature. Some certificate programs are linked to specific graduate degree programs, such that they provide an interdisciplinary experience within a defined body of knowledge. It is equally acceptable that the certificate program should be appropriate for students in a range of academic programs. If a certificate program is free standing (i.e. not linked to a graduate degree program), students are admitted to the Graduate School as non-degree students. Whether linked or free-standing, certificate programs are not encouraged where they might detract from or cannibalize existing graduate degree programs.

Rather, certificate programs are encouraged where they might provide value-added benefits to students in existing graduate degree programs or provide a needed educational initiative for post-baccalaureate students in an area not currently addressed by a graduate degree program.

C.2 Process of Approval for New Graduate Certificate Programs

Proposals for new graduate certificate programs may be created and submitted by constituent graduate faculty in the same manner as proposals for new graduate degree programs, except that all approvals are made internally at Kansas State University. Proposals must be accompanied by endorsement from the department heads and deans of the colleges in which the contributing coursework is administered, as well as from those academic units whose students, courses, or programs could be impacted by the creation of the new graduate certificate. Proposals must be endorsed by the relevant College faculty in accordance with normal routing procedures for changes in curriculum.

New graduate certificates in areas where joint graduate programs are conducted with other universities will normally be endorsed by the collaborating departments at the other institution as well. The Graduate Council considers all graduate certificate program proposals on their academic merit. Those meeting the criteria set forth by the Graduate Council are then recommended to the Faculty Senate for final approval.

C.3 Criteria for Approval

The overarching principles applied to the assessment of the academic quality of proposals for new graduate certificate programs include:

- a. The proposed sequence of coursework must offer a clear and appropriate educational objective at the post-baccalaureate level.
- b. The proposed program must achieve its educational objective in an efficient and well-defined manner.
- c. A demonstrated need or demand for such a program must exist. This provision may be defined in terms of either external markets (e.g., external demand for the skills associated with such a certificate) or internal academic needs (e.g., the need for a critical mass of students in a given discipline).
- d. The certificate program must include an appropriate number of credit hours, normally between 12 and 20.

C.4 Application Procedure for a New Certificate Program

For consideration by the Graduate Council, proposed new graduate certificate programs must contain the following information:

- a. A statement of the educational objectives of the certificate program;
- b. A list of the courses associated with the certificate, including titles and course descriptions both for existing courses and any new courses that may be developed (course approval by normal channels may follow at a later date, as long as the resources are committed);
- c. A statement of how the courses associated with the certificate will meet the stated

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- educational objectives;
- d. A statement of the need for the proposed certificate and the basis for such a need, supported by either externally or internally derived data;
 - e. A description of the certificate program's administration, including coordinating/governing committees, additional requirements for membership on student supervisory committees if the certificate is linked with graduate degree programs, etc.;
 - f. Estimated budget to support the certificate program;
 - g. The names of the faculty associated with or contributing to the certificate program, either by teaching one or more of the courses associated with the program or participating in the design of the curriculum. Adjunct faculty members associated with the program should provide a current curriculum vitae;
 - h. The name and address of the faculty member designated as the coordinator of the program; and;
 - i. Student learning outcomes and assessment plan for the program;
 - j. Endorsements from those academic units (including extension) whose students, courses, or programs could be impacted by the creation of the new graduate certificate.

5. THE GRADUATE FACULTY

A. ADMISSION TO THE GRADUATE FACULTY

A.1 Procedure

The purpose of the Graduate Faculty is to conduct the graduate degree programs of the University. The nomination of members must be initiated by the candidate's department head or graduate program director. In programs that encompass several departments, nominations must be initiated by the candidate's program chairperson and recommended by a majority of the Graduate Faculty of the program. The Graduate Faculty of the department are responsible for identifying qualified candidates whose service is needed in the graduate program. The nomination must be supported by the majority of the eligible Graduate Faculty of the department or program for interdisciplinary programs.

A.2 Procedures for Tenured Faculty and Faculty in the Probationary Period for a Tenured Position

The Graduate Faculty assumes that the University's procedures for tenuring faculty members and appointing new faculty to tenure-earning positions are sufficient to identify qualified members of the Graduate Faculty. In the case of an already-tenured faculty member holding the terminal degree, or a faculty member in the probationary period for a tenured faculty position who holds the terminal degree, nominations are sent to the Dean of the Graduate School by the head of the nominee's department or the chairperson of the nominee's program. In every case, the Graduate Faculty of the department or program must submit a written evaluation of the candidate, including the number of faculty at the nominating session, the number eligible to vote, the number of votes in favor, the number opposed, and the role in the graduate program to be pursued by the nominee. At least 2/3 of the eligible Graduate Faculty must participate in the nomination process. A copy of the nominee's curriculum vita should accompany the nomination. The Dean of the Graduate School will appoint the candidate to the Graduate Faculty.

A.3 Procedures for Other Candidates

For candidates other than those covered in section A.2, the procedures outlined below will be followed. Nominations are sent to the Graduate School in duplicate on Graduate Faculty nomination forms that must be endorsed by the head of the nominee's department or the chairperson of the nominee's program. Supplemental information may be submitted, including information requested by the Graduate Academic Affairs Committee. In every case, the Graduate Faculty of the department or program must submit a written evaluation of the candidate, including the number of faculty at the nominating session, the number eligible to vote, the number of votes in favor, the number opposed, and the role in the graduate program to be pursued by the nominee. At least 2/3 of the eligible Graduate Faculty must participate in the nomination process.

The Graduate School submits the nomination to the Graduate Academic Affairs Committee, which may request clarification, additional information, or consultation. The committee returns the nomination to the Graduate School with its recommendation. If the committee, by majority vote, recommends approval, the nomination is forwarded to the Graduate Council, whose subsequent action is reported by the Dean of the Graduate School to the department head or program chairperson and to the nominee. If the committee does not recommend approval, the chairperson of the committee notifies in writing the submitting department head or program

chairperson of the reasons for rejection of the nomination.

If the department or program does not agree with the decision of the Graduate Academic Affairs Committee, the head or chairperson has the right to appeal in writing to the Dean of the Graduate School requesting that the item be placed on the agenda of the next regularly scheduled meeting of the committee and that the department head or program chairperson be allowed to discuss the decision with the committee.

A.4 Evaluation Criteria

The granting of Graduate Faculty membership by the Graduate Council is based on the candidate's having demonstrated independence in scholarship, research, or creative work; a high degree of expertise; and the ability to make significant contributions to the body of knowledge in his or her discipline. The following criteria do not guarantee admission to the Graduate Faculty, but they do form the basis for consideration:

1. A nominee must have earned the terminal degree recognized within the field of specialization. In fields in which more than one type of degree may be considered terminal or in which ambiguities exist, the departmental or program graduate faculty must address themselves specifically and in detail to this criterion as they assess the candidate's qualifications.

In the exceptional case of a candidate who does not hold a terminal degree but who is recommended by the departmental graduate faculty because of an outstanding national reputation in his or her field, the departmental graduate faculty must provide a particularly careful justification.

2. In fields in which research is expected, the nominee must have published at least one research article in a refereed journal. The appropriate committee is responsible for ascertaining that the nominee is a major contributor to and a principal author of the article; that the paper represents a substantial original contribution to the discipline; and that the referees apply standards accepted by the discipline.

Research, as used in these criteria, means critical and exhaustive investigation or experimentation having for its aim the discovery of new facts and their correct interpretation, the revision of accepted conclusions, theories, or laws in the light of newly discovered facts, or the practical applications of such new or revised conclusions, theories, or laws (Webster's Third International Dictionary of the English Language, 3rd ed., unabridged).

3. In lieu of publication in a refereed journal, there must be material evidence of research or other creative acts performances, exhibitions, published creative writings, patents that represent a comparable achievement within the nominee's field.

A candidate whose most recently published scholarly or creative work is more than five years old will normally not be considered. If the departmental or program graduate faculty judges that work done more than five years prior to nomination is of sufficient significance to justify admission to the graduate faculty, a request for an exception shall be made.

Administrative experience is inadmissible as justification for membership on the Graduate Faculty.

A.5 Effect of Employment Change

A member of the Graduate Faculty who leaves the employ of Kansas State University ceases to be a member of the Graduate Faculty but may continue as a member of a master's or doctoral committee for up to one year. A faculty member rehired by Kansas State University must be renominated for Graduate Faculty membership as a new faculty member. Exceptions may be granted by the Dean of the Graduate School when sufficient justification is presented. (For rules governing the participation of emeritus faculty, see section 5.D.4.)

B. DOCTORAL CERTIFICATION

In order to serve as the major professor for doctoral students, a Graduate Faculty member must also be certified. Doctoral certification can be sought when a faculty member is nominated for membership on the graduate faculty or at any subsequent time. Academic units that offer only a terminal master's degree may participate in certification at their discretion.

B.1 Certification Procedure

To apply for doctoral certification, graduate faculty members must provide appropriate evidence of their ability to conduct high quality graduate training at the doctoral level. The Dean of the Graduate School will communicate to academic units the types of evidence that might be included. In turn, academic units will inform the Dean of the Graduate School of their criteria and standards for doctoral certification. The Dean of the Graduate School, in consultation with the Graduate Academic Affairs Committee, may ask for clarification or re-examination of the criteria and standards.

The scope, composition, and form of the evidence submitted in support of a nominee for certification is to be determined by the applicant in consultation with the head and graduate faculty of the academic unit. Such evidence should include a statement from the applicant describing professional activities that show creativity, command of the subject, and scholarship.

As the initial step towards doctoral certification, the candidate must be recommended by majority vote of all the certified graduate faculty members of his or her academic unit. The head of the academic unit will inform each faculty member of the outcome of the vote and forward those applications that were approved by majority vote, along with the supporting documentation, to the Dean of the Graduate School. The Dean of the Graduate School will forward material submitted for certification to the appropriate Graduate Academic Affairs Committee.

In considering an application for doctoral certification, members of the committees will base their decisions on the adherence of the academic unit to its established criteria and standards for doctoral certification. The committee may also ask for further documentation or explanation on individual applications. If the committee, by majority vote, recommends approval, the recommendation is forwarded to the Graduate Council through the Dean of the Graduate School. The Dean then informs the head of the academic unit and the nominee, in writing, about the Council's subsequent action. If the committee does not recommend approval, the chairperson writes to the head of the submitting academic unit and to the Dean of the Graduate School and explains the reasons for rejection of the application.

A person who is denied doctoral certification may seek certification at any time. An applicant may also withdraw from consideration at any time. An applicant whose academic unit has voted not to recommend him or her for certification may appeal that decision to the appropriate Graduate Academic Affairs Committee.

B.2 Listings of Certified Faculty

At the start of each academic year, the Dean of the Graduate School will provide heads of academic units with a list of the certified faculty in their graduate programs.

C. DUTIES AND RESPONSIBILITIES OF THE GRADUATE FACULTY

Regular faculty (i.e., those with full or part-time appointments at professorial or instructor ranks) who are admitted to the Graduate Faculty may vote in elections, participate in Graduate Faculty meetings, and sit on the Graduate Council. They may serve on advisory, supervisory, and examining committees for master's degrees and doctorates; serve as major professors for master's candidates; and teach courses for graduate credit in the field of specialization as assigned by the department head; and, if certified, serve as major professors for doctoral candidates.

The Graduate Faculty maintains the broad framework for all graduate study. Within this framework, the graduate faculties of departmental and interdepartmental programs stipulate programmatic requirements for individual programs of study. Although considerable latitude is permitted, minimum requirements for admissions, courses, languages, research, and other matters are established under the authority of the Graduate Faculty.

C.1 New Graduate Faculty

It is the responsibility of the graduate faculty members in a department or program to ensure that a new graduate faculty member is provided with any necessary assistance so that the quality of his or her supervision of graduate degree candidates meets appropriate standards.

C.2 Special Duties for Program Heads

Department heads and chairpersons of interdepartmental programs must review applications for admission, programs of study, and other documents to determine that all program requirements are met. Department heads and chairpersons have the additional responsibility of giving leadership in developing programs and in reviewing ongoing graduate work.

C.3 Exceptions for Non-Graduate Faculty

With the approval of the Graduate Council, faculty other than Graduate Faculty may also teach graduate courses. In unusual cases, with the approval of the Graduate Council, scholars of exceptional attainment who do not hold a terminal degree may be permitted to serve as major professors for candidates seeking graduate degrees.

D. SPECIAL GRADUATE FACULTY MEMBERSHIPS

D.1 Faculty from Other Regent's Institutions

Anyone holding graduate faculty membership in any of the other five Regents' institutions and having a terminal degree may be awarded full Graduate Faculty status at Kansas State University upon presentation to the Dean of the Graduate School of evidence of research activity within the past five years.

D.2 Faculty From Other Institutions

In the case of a proposed joint program between Kansas State University and an institution other than the five Regents' institutions, the Graduate School shall review that institution's requirements for graduate faculty membership and extend reciprocity if the requirements are at least as stringent as those at Kansas State University. An individual wishing to teach graduate courses or to serve on supervisory committees, but not as a major professor, may be extended limited graduate faculty status if he or she is a member of the graduate faculty of any college or university.

Anyone else seeking limited or full Graduate Faculty status at Kansas State University shall present his or her credentials for review.

D.3 Adjunct Professors

An adjunct faculty member is one who contributes to the University's educational efforts through a courtesy appointment without regular compensation. Individuals may become adjunct members of the faculty by a process defined in the Faculty Handbook. Departments or graduate programs may deem it advantageous to include adjunct faculty as members of their graduate faculties, and may nominate adjunct faculty to be considered for admission to the Graduate Faculty according to procedures outlined elsewhere in the Graduate Handbook.

D.4 Emeritus Faculty

Upon recommendation of their department heads, retired members of the Graduate Faculty who have been actively engaged in directing graduate students and in conducting scholarship, research, or creative activities may be approved by the Dean of the Graduate School for service on graduate supervisory committees or as co-major advisors of graduate students. The Dean of the Graduate School may also appoint such faculty members to other assignments in service to the Graduate School. Such activities and assignments will generally reflect an expressed interest of the faculty member and will under normal circumstances be without pay, although compensation is not precluded.

D.5 Supervisory Committee Restrictions

No master's or doctoral supervisory committee may include more than one person who is not a full-time regular member of the Graduate Faculty. Thus, no more than one visiting, adjunct, part-time, or emeritus professor may serve on a master's or doctoral supervisory committee. Adjunct or emeritus professors may not serve as sole major professor but they may serve as co-major professor with a full-time regular member of the Graduate Faculty; in the case of doctoral committees, the full-time regular member must be certified to direct dissertations. A full-time faculty member is one who holds at least a 0.9 appointment.

E. COURSES TAUGHT BY NON-GRADUATE FACULTY

All graduate courses (600-level and above) shall be taught by members of the Graduate Faculty except as follows:

1. Upon certification by a department head that no member of the Graduate Faculty in that department is available to teach certain graduate courses, a faculty member who does not belong to the Graduate Faculty but who has the appropriate terminal degree, or qualifications considered to be equivalent, may teach those courses in a specific program area for no more than three one-year terms. Such persons shall be recommended by the majority of the department's graduate faculty and approved by both Graduate Academic Affairs and the Graduate Council on the basis of evidence documenting their capability in the specific program area.
2. If time is insufficient for the foregoing procedure, the Dean of the Graduate School may approve faculty other than Graduate Faculty, upon the recommendation of their department heads, to teach graduate courses for a maximum of one semester. All such actions must be reported at the next meeting of the Graduate Council, together with an account of all similar prior actions for the persons involved.

6. GRADUATE COUNCIL CONSTITUTION, BY-LAWS, AND PROCEDURES

A. CONSTITUTION

The Graduate Council is the chief legislative and policy-formulating body of the Graduate Faculty. Its duties are to formulate, review, and approve policies concerned with the conduct of graduate study at Kansas State University, providing effective leadership in advocating graduate education and scholarship of the highest caliber. Its actions are reported to the Graduate Faculty and to appropriate colleges of the University. The Graduate Council is composed of one representative from each college having a graduate program, and four representatives from each of six Academic Areas. The Dean of the Graduate School, or the Dean's designated representative, is the presiding officer of the Council, but not a voting member. Two representatives of the Graduate Student Council, one of whom is the Graduate Student Council President, are also non-voting Council members.

ARTICLE I. Powers of the Graduate Faculty of Kansas State University

Section 1. The Graduate Faculty has authority over all matters pertaining to Graduate Faculty nominations, graduate courses and curricula, and requirements for graduate degrees.

Section 2. The Graduate Faculty of Kansas State University is authorized to participate in the establishment of policies for the supervision and control of graduate programs.

ARTICLE II. Graduate Council of Kansas State University

To facilitate the exercise of the powers outlined in Article I, the powers and responsibilities of the Graduate Faculty are hereby delegated to a representative body to be called the Graduate Council of Kansas State University. This delegation of authority by the Graduate Faculty is subject to revision by the Faculty. The primary aim of including a Graduate Council in the organization of Kansas State University is to facilitate Graduate Faculty participation in the establishment of university policies and in the formulation of procedures for their interpretation.

ARTICLE III. Amendments

The constitution may be amended at any meeting of the Graduate Faculty by a 2/3 majority vote of the members present and voting, provided that the members of the Graduate Faculty have had in their hands a copy of the proposed amendment at least two weeks in advance of the meeting at which the vote is to be taken. The procedures for placing a proposed amendment before the Graduate Faculty are: (1) submission of the proposal by a Graduate Council Member to the Dean of the Graduate School, followed by its appearance on the agenda of the Graduate Council, and if approved by the Graduate Council, then submission to the Graduate Faculty; or (2) a petition to the Dean of the Graduate School, signed by 10 Graduate Faculty members, which makes it mandatory for the proposal to appear on the agenda of the next Graduate Council meeting, and if approved by the Graduate Council, then submission to the Graduate Faculty.

B. BY-LAWS OF THE GRADUATE COUNCIL

B.1 Graduate Council Membership from Academic Areas

The Graduate Faculty is organized into Academic Areas for the purposes of electing representatives to the Graduate Council. These Academic Areas, which form constituencies for representation to Graduate Council, will ensure that educational and scholarly diversity between disciplines is represented in all Graduate Council deliberations. These areas, and the graduate programs and academic units assigned to each, are:

Applied Natural Sciences: Agronomy; Animal Sciences and Industry; Clinical Sciences; Entomology; Grain Science and Industry; Horticulture, Forestry and Recreation Resources; Human Nutrition; and Plant Pathology.

Arts and Humanities: Architecture; Art; English; History; Interior Architecture and Product Design; Landscape Architecture/Regional and Community Planning; Library; Modern Languages; Music; Philosophy; and Speech Communication, Theatre and Dance.

Basic Natural Sciences: Anatomy and Physiology; Biochemistry; Biology; Chemistry; Diagnostic Medicine/Pathobiology; Geology; Kinesiology; and Physics.

Business and Education: Accounting; Counseling and Educational Psychology; Educational Leadership; Elementary Education; Finance; Management; Marketing; Secondary Education; and Special Education.

Mathematical and Engineering Sciences: Architectural Engineering and Construction Science; Biological and Agricultural Engineering; Chemical Engineering; Civil Engineering; Computing and Information Sciences; Electrical and Computer Engineering; Industrial and Manufacturing Systems Engineering; Mathematics; Mechanical and Nuclear Engineering; and Statistics.

Social Sciences: Agricultural Communications; Agricultural Economics; Apparel, Textiles, and Interior Design; Economics; Family Studies and Human Services; Geography; Hotel, Restaurant, Institution Management and Dietetics; Journalism and Mass Communications; Political Science; Psychology; and Sociology, Anthropology and Social Work.

B.2. Graduate Council Membership from Colleges

The Graduate Faculty members also have membership in colleges. The following colleges shall have representation on Graduate Council:

- College of Agriculture
- College of Architecture, Planning & Design
- College of Arts & Sciences
- College of Business Administration
- College of Education
- College of Engineering
- College of Human Ecology
- College of Veterinary Medicine

Since graduate education is often interdisciplinary, faculty members may participate in more than one graduate program. For purposes of election and service to Graduate Council, Graduate Faculty members will have a primary program or departmental affiliation, and a primary membership in a college.

B.3. Election Procedures

It is the responsibility of the Graduate Council to supervise the election of Graduate Council members from Academic Areas and colleges.

Each Academic Area will elect four representatives to the Graduate Council, and each representative will have a term of three years. Terms will be arranged that at least one member is elected each year from each Academic Area. The four representatives of each Academic Area must be from at least two colleges.

Each college will elect one representative to the Graduate Council, and each representative will have a term of three years. Terms will be arranged so that at least two college representatives are elected each year.

No academic unit may have more than one member on Graduate Council. A representative is eligible for reelection following a one-year layout.

The Graduate Council is responsible for supervising the election of Graduate Council members. No later than the first Monday of March, the Election Committee will call for nominations of eligible Graduate Faculty members to stand for election for the vacant Graduate Council seats. Ballots for the election of representatives to the Graduate Council will be mailed by the Dean of the Graduate School. Members of the Graduate Faculty who will be stationed at Manhattan during the first academic year of the term are eligible to serve as representatives to the Graduate Council. College and university administrators (those with more than 50% administrative appointments, e.g., the Provost, Vice- Provosts, Associate Provosts, Assistant Provosts, Deans, Associate Deans, Assistant Deans, Assistants to the Dean, etc.) are not eligible to serve as representatives. Graduate Faculty from all departments and graduate programs within the college or the Academic Area vote for the eligible members. The election of representatives must be completed by May 1.

B.4 Meetings

a. Graduate Council

The presiding officer of the Graduate Council must call a meeting at least once a month during the academic year. A meeting may be canceled if there is no business; however, in no case may two consecutive meetings be canceled. No meeting is official unless a quorum is present. A quorum consists of more than half of the voting members, excluding proxies. Proxies are limited to current voting members of the Graduate Council. The presiding officer must be notified of the name of the proxy in advance of the scheduled meeting of the Graduate Council.

A separate agenda for each meeting must be prepared by the presiding officer and distributed as far ahead of the meeting as possible, but no less than one working day before a meeting. All proposals submitted by the Graduate Council Policy Committees

must be on the agenda. Any voting member of the Graduate Council may request before the scheduled meeting that an item be placed on the agenda.

A petition signed by at least 10 Graduate Faculty members and submitted to the Dean of the Graduate School in advance of the publication of the agenda must appear on the agenda of the next Graduate Council meeting. At any Graduate Council meeting, a request by a Graduate Council member for a secret ballot must be granted.

A vote on any policy matter brought to the Graduate Council for approval may occur no sooner than at the next regularly scheduled Graduate Council meeting following the initial presentation to the Council.

b. Graduate Faculty

If significant agenda items exist, the Dean of the Graduate School must schedule a meeting of the Graduate Faculty to present the annual report. Notice of the meeting, with a list of items for discussion, is sent to each Graduate Faculty member.

All reports to the graduate faculty are to be circulated to the membership at least one week ahead of the meeting of the graduate faculty if the contents of such reports are to be considered for action.

B. 5 Duties

The Graduate Council sets the broad framework for all graduate study and has responsibility for monitoring and advocating excellence in graduate education; for setting program standards; for Graduate Faculty membership, including continuation of membership; for admissions requirements and procedures; and for other matters affecting graduate work.

Within this framework, the graduate faculties of departmental and interdepartmental programs establish their own requirements for individual programs of study. The Graduate Council, under its authority, allows graduate programs wide latitude in setting specific requirements and policies for: admissions, language competence, courses, research, and other matters pertaining to its graduate degrees.

C. GRADUATE COUNCIL COMMITTEES

Graduate Council is organized into the following standing committees and caucuses:

Coordinating Committees:

- *Academic Area Caucuses.* Membership: the elected representatives from the Academic Area, plus elected College representative(s) from departments within the Academic Area. Charge: to ensure that the viewpoints of Area Graduate Faculty are represented and considered at all levels of Graduate Council deliberations. This includes appointing appropriate Caucus members to the Graduate Council Policy Committees, and maintaining an active communication between Caucus members, Graduate Faculty members, Graduate Program Directors, and academic deans within the Area.

- *Graduate Council Election Committee.* Membership: the representatives from each Academic Area Caucus who are concluding their terms of office. Charge: the coordinating and certifying of the election process by which Academic Area and college representatives are selected for service on Graduate Council. This includes defining the list of graduate faculty members who are eligible for election to Council, soliciting nominations for election, determining the procedures for ensuring equitable representation, and administering the election process.

Policy Committees:

- *Graduate Student Affairs Committee.* Membership: at least one representative from each of the Academic Area Caucuses, as appointed by each Caucus, and, also as voting members, the two graduate student representatives who represent the Graduate Student Council on the Graduate Council. Charge: matters concerning the admission and retention of graduate students by graduate degree programs and graduate certificate programs. Specific duties may include: considering initiatives which impact the quality of teaching/research in graduate education and the funding of graduate education; considering initiatives which impact and facilitate faculty efforts in student recruitment; and recommending policies to Graduate Council concerning graduate student admission requirements, academic misconduct, and matters of readmission. A subcommittee will comprise the Graduate Council representatives to the Graduate Student Grade Appeal Board. The Committee serves as the Graduate Council Grievance Committee and the Graduate Council Readmission Committee.
- *Graduate Academic Affairs Committee.* Membership: at least one representative from each of the Academic Area Caucuses, as appointed by each Caucus. Charge: matters of graduate courses, curricula, programs, and graduate faculty membership. Specific duties may include: review proposals concerning graduate courses, graduate curricula, graduate programs and program-specific criteria for graduate faculty membership prior to their consideration by Graduate Council; and the review of existing graduate curricula and programs. This Committee will serve as the Graduate Council representation during any formal review of graduate programs.
- *Graduate Council Committee on Planning.* Membership: at least one representative from each of the Academic Area Caucuses, as appointed by each Caucus. Charge: matters of policy influencing the quality of graduate education and the administration of the Graduate Council. Specific duties may include: monitoring the planning activities of matters which impact graduate education and scholarship and to provide graduate faculty input into such planning activities, reviewing policy changes which result in changes to the Graduate Handbook prior to consideration by the Graduate Council, and considering matters of financial exigency that impact graduate education.
- *Graduate Council Assessment and Review Committee.* Membership: at least one representative from each of the Academic Area Caucuses, as appointed by each Caucus, and additional members from the Graduate Faculty as appointed by the Graduate Dean to fulfill the responsibilities of the committee. Charge: matters of reviewing, evaluating, and approving the assessment plans and annual assessment reports submitted by various graduate units throughout the university. The GCARC will regularly review the current procedures for graduate program review, identify how to incorporate feedback data from the assessment process, determine the feedback mechanism to the graduate programs and

the Graduate Deans, and submit recommendations to the Graduate Council's Committee on Planning to update the Graduate Handbook. Annually the GCARC will review and approve the graduate programs' annual assessment reports within the timeline designated by the Provost's Office.

D. GRADUATE COURSES

D.1 Prerequisite Policy

The prerequisites to graduate courses may be either specific courses or specific numbers of credits in pertinent subjects. Departments may choose to include the statement "Students without the prerequisite must have the permission of the instructor" at the beginning of the course descriptions in the *Graduate Catalog*.

The following Graduate Council Academic Area policies are incorporated in the general Graduate Council policy on prerequisites:

Humanities:

1. In disciplines that require the development of skills and the acquisition of knowledge in a set order, specific courses are normally cited as prerequisites.
2. In disciplines that regard a set order for acquiring skills and knowledge as either inadvisable or unnecessary, prerequisites may be stated in terms of class standing or a minimum number of semester hours of prior course work in a specific area.

Physical and Social Sciences:

1. All 600-999 courses must have course work prerequisites.
2. Courses in the 500-599 range normally have course work prerequisites as specified above. The minimum acceptable prerequisite for a 500-599 course is class standing (e.g., junior or senior).

Faculty wishing to depart from the general policies set forth above must submit, in conjunction with their request for approval of the course in question, a written justification for the proposed deviation.

D.2 Practica and Internships

Experiential courses such as practica and internships that are similar to regular employment or on-the-job training may be offered for graduate credit on the following conditions:

- a. There must be a prerequisite or concurrent enrollment in at least one other graduate course that treats of the theory and the body of knowledge underlying the experiential course. Normally a recitation or lecture should be an integral part of the experiential course.
- b. The student must be closely supervised by a graduate faculty member.

The student may receive remuneration while enrolled in a practicum or internship that has been approved in advance by the supervisory committee.

D.3 Graduate Course Approval

All courses that carry graduate credit, except those numbered 500-599, must be approved by the Graduate Council. When a department submits a course for approval, the following procedures should be followed:

- a. The course is approved by the department and by the college.
- b. The Course Approval Form, available in the Graduate School, is filled out by the department and signed by the college dean. Two copies of this form are submitted to the Graduate School.
- c. The Graduate School sends the request to the appropriate Committee. The Committee may request clarification, additional information, or consultation.
- d. The Committee returns the form, with its recommendation, to the Graduate School. If the course is approved by the Committee, it is sent to the Graduate Council for action. If it is not approved, the submitting department head or program chairperson is notified in writing by the chairperson of the Committee of the reasons for rejection.
- e. If the department does not agree with the decision, the department head or program chairperson has the right to appeal by supplying written notice to the Dean of the Graduate School and requesting that the recommendation be placed on the agenda of the next regularly scheduled Committee meeting and that the department head or program chairperson be allowed to discuss the decision.

D.4 Graduate Course Removal

All courses that carry graduate credit, except those numbered 500-599, must be approved by the Graduate Council to be dropped from the program. When a department submits a course to be dropped, the following procedures should be followed.

- a. Course removal is approved by the department and by the college.
- b. The course form, available through the Graduate School, is filled out by the department. The form is then signed by the department head and college dean and submitted to the Graduate School.
- c. The Graduate School sends the request to the appropriate committee. The committee may request clarification, additional information, or consultation.
- d. The committee returns the form, with its recommendation, to the Graduate School. If the request is approved by the committee, it is sent to the Graduate Council for action. If it is not approved, the submitting department head or program chairperson is notified in writing by the chairperson of the committee of the reasons for rejection.
- e. If the department does not agree with the decision, the department head or program chairperson has the right to appeal by supplying written notice to the dean of the Graduate School and requesting that the recommendation be placed on the agenda of the next regularly scheduled committee meeting and that the department head or program chairperson be allowed to discuss the decision.

E. GRADUATE PROGRAMS

E.1 New Graduate Programs

All requests to offer new graduate degree programs and graduate certificate programs must be approved by the Graduate Council.

- a. The following approvals are mandatory, in the order given: the department or program Graduate Faculty, the department head or program chairperson, other departments or colleges offering similar material, college course and curriculum committee, college faculty (unless the course and curriculum committee is the official representative of the college faculty), and college dean.
- b. The request is forwarded to the Dean of the Graduate School, who sends it to the appropriate Academic Area Caucus for their information and review, and to the Graduate Academic Affairs Committee for their review. The Academic Affairs Committee may request clarification, additional information, or consultation.
- c. The Graduate Academic Affairs Committee returns the request with its recommendation to the Graduate School. If the advanced degree is approved by the Committee, it is sent to the Graduate Council for action. If it is not approved, the submitting department head or program chairperson is notified in writing by the Dean of the Graduate School of the reasons for rejection.
- d. If the department or program does not agree, the department head or program chairperson has the right to appeal by supplying written notice to the Dean of the Graduate School and requesting that the recommendation be placed on the agenda of the next regularly scheduled Graduate Academic Affairs Committee meeting and that the department head or program chairperson be allowed to discuss the decision.

E.2 Graduate Program Discontinuation

All requests to discontinue graduate degree programs and graduate certificate programs must be approved by the Graduate Council.

- a. The following approvals are mandatory, in the order given: the department or program Graduate Faculty, the department head or program chairperson, other departments or colleges offering similar material, college course and curriculum committee, college faculty (unless the course and curriculum committee is the official representative of the college faculty), and college dean.
- b. The request is forwarded to the dean of the Graduate School, who sends it to the appropriate Academic Area Caucus for their information and review, and to the Graduate Academic Affairs Committee for their review. The Academic Affairs Committee may request clarification, additional information, or consultation.
- c. The Graduate Academic Affairs Committee returns the request with its recommendation to the Graduate School. If the request to discontinue is approved by the committee, it is sent to the Graduate Council for action. If it is not approved, the submitting department head or program chairperson is notified in writing by the dean of the Graduate School of the reasons for rejection.

- d. If the department or program does not agree, the department head or program chairperson has the right to appeal by supplying written notice to the dean of the Graduate School and requesting that the recommendation be placed on the agenda of the next regularly scheduled Graduate Academic Affairs Committee meeting and that the department head or program chairperson be allowed to discuss the decision.

F. GUIDELINES FOR AWARD OF CREDIT

F.1 Regular Courses

It is accepted practice among Regents' institutions, as well as an established standard for accreditation, to so design and teach graduate courses that a week's work is required for 1 hour of credit. For a regular semester of fifteen weeks, one class hour per week is expected for one hour of credit. In addition, contact hours spread over the 15 weeks allow students to assimilate material and to do the outside scholarly work expected as an integral part of graduate study. The work week thus runs considerably longer than 40 hours.

F.2 Non-Traditional Courses

To accommodate increasing interest in graduate study for professional advancement, several nontraditional formats have arisen. Credit is now sought for intensive short courses, as well as for workshops, professional meetings, travel, and weekend sessions, both on and off campus. Despite differences in style and location, such offerings should be conducted consistently with the accepted standard, so that the meaning of a credit remains the same.

As with regular courses, the value of workshops and short courses derives from the responsibility assumed by faculty for rigorous and substantive content and for the reliable evaluation of students. Passive exposure or proforma equivalency in contact hours is not sufficient for academic credit.

For each unit of graduate credit in intensive or short courses, there should be at least 15 hours of direct instruction and a proportionate amount of outside scholarly work. Direct instruction should extend over at least 3 days per credit, and no more than 1 credit should be earned per week. In rare instances, the Dean of the Graduate School may authorize exceptions, provided there is ample documentation that the requirements for direct instruction and outside work are met. A limited reduction in contact hours may be permitted if appropriate additional outside work is required as approved by academic deans and the Graduate School. Such additional outside work is expected to be over and beyond the outside work associated with a course offered in the usual semester-long format. When any exception is allowed, course publicity must indicate the nature of outside work in sufficient detail to give an accurate picture of the work involved for a typical student, as well as a date for the completion of all work.

F.3 Other Credit Activities

If professional meetings, musical or dramatic performances, films, art exhibits, or similar events are counted as part of the in-class experience, sufficient reading, structured discussion, research, writing, and similar activities must be required to meet the requirements presented here. Credit must not be offered simply for attendance at professional meetings or campus events. The additional requirements must be substantial and qualitatively comparable to those to which students are held for comparable credit in regular courses.

APPENDIX A. GRADUATE STUDENT RIGHTS AND GRIEVANCE PROCEDURE

A. GRADUATE STUDENT RIGHTS AND RESPONSIBILITIES

1. Every graduate student has:
 - a. Freedom of inquiry, conscience, expression, and association and the right to petition for the redress of grievances.
 - b. The right, to the extent permitted by law, to have any information about his or her opinions and associations unrelated to academic performance or assigned responsibilities that has been acquired by professors or administrators in the course of their work as instructors, advisors, or counselors held confidential at his or her request and not disclosed to others without his or her consent.
 - c. Freedom from unfair treatment by faculty or administration in the assignment and evaluation of academic work toward the completion of requirements for a particular course.
 - d. The right to due process in the conduct of proceedings pursuant to the provisions of this document or of any proceedings conducted under any other provisions of any other rule or regulation governing Kansas State University.
 - e. The right to immunity from reprisal in the form of University disciplinary action or proceedings for seeking redress pursuant to the provisions of this document.
2. Every graduate student is responsible for:
 - a. The exercise of applicable rights and freedoms, as enumerated above, in a manner that does not materially and substantially interfere with the requirements of appropriate discipline in the operation of the institution nor infringe upon the rights of other students, faculty, or staff.
 - b. Completing the requirements and meeting the standards of any course in which he or she is enrolled.
 - c. Understanding the legal and ethical standards applicable to scholarship in general and to the student's discipline, and understanding the policies and procedures that the University has in place to ensure compliance with these standards.

B. GRADUATE STUDENT ACADEMIC GRIEVANCE PROCEDURES

The *Graduate Handbook* contains general rules and procedures governing graduate education developed by the Graduate Council. In addition, each graduate program may have more detailed departmental or program guidelines that specify how that degree program operates within general Graduate School policies, and what graduate students can expect during their graduate career. If departmental or program policies are inconsistent with Graduate School policy, the Graduate School policy is the overriding policy.

1. Scope of Authority

This policy is designed to resolve concerns and grievances brought by graduate students related to their graduate level academic program as more fully defined below. The formal grievance must be initiated within 6 months of the time that the graduate student knows of the matter prompting the grievance, or the graduate student relinquishes any opportunity to pursue the grievance. Under these procedures, a graduate student is any person who has been formally admitted as a graduate student at the time the alleged events leading to the grievance occurred. A grievance means a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the graduate student claims is unjust or is in violation of his or her rights established through formal prior agreement. "Grievances" under this procedure shall include disputes over grades, course requirements, graduation/degree program requirements, and thesis and dissertation committee and/or advisor decisions.

Non-academic conduct of graduate students is governed by the KSU Student Code of Conduct in the *Student Life Handbook* and the hearing procedures therein. The undergraduate grievance procedure, as described in Appendix A of the Student Life Handbook, applies to any academic matter involving an undergraduate student taking graduate courses. The Veterinary Medicine academic grievance procedures, as described in Appendix A of the *Student Life Handbook*, govern academic matters involving courses within the DVM degree.

The K-State Honor & Integrity System, as described in the *Student Life Handbook*, governs issues of academic integrity. Allegations of misconduct believed to constitute discrimination, including sexual harassment as described and defined in the "Policy Prohibiting Sexual Harassment," and "Policy Prohibiting Racial and/or Ethnic Harassment" should be referred to the Affirmative Action Office or the Office of Student Life. Allegations of assault covered under the "Policy Prohibiting Sexual Violence" should be referred to the Office of Student Life.

2. Definition of Terms

- a. Graduate Student - Under these procedures, a graduate student is any person who has been formally admitted into the Graduate School of Kansas State University and was enrolled as a graduate student at the time the alleged events leading to the grievance occurred.
- b. Grievance - A grievance means a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the graduate student claims is unjust or is in violation of his or her rights established through formal prior agreement. "Grievances" under this procedure shall include disputes over grades, course requirements, graduation/degree program requirements, and thesis and dissertation committee and/or advisor decisions.
- c. Respondent - The person(s) against whom a grievance is being made.
- d. Working Days - For the purpose of this section a "working day" is defined as any weekday that is part of the regular nine-month academic calendar, including all days that classes are conducted and the period of final examinations. Legal holidays and the time when summer school is in session are excluded from the definition of "working day." However, if it is agreed to by all of the parties, a hearing can be conducted and/or the process completed during a vacation period.

3. Guidelines for Administrative Review and Conflict Resolution

- a. The graduate student should attempt to resolve any grievance first with the faculty member, supervisory committee, or administrator involved.
- b. If, after earnest inquiry, the conflict remains unresolved, the graduate student should discuss the grievance with the department head/chairperson or other immediate administrative superior of the respondent, the academic dean or his/her designee and, if pertinent, with any relevant departmental faculty member or committee. If the outcome of this conflict resolution process is successful, then the resolution shall be reduced to writing with copies provided to the graduate student, respondent, administrative superior, and academic dean involved in the conflict resolution session.
- c. If the conflict resolution process is not successful, the academic dean and the associate dean of the Graduate School will confer to determine if further conflict resolution steps should be pursued.

4. Formal Grievance Procedure

- a. If the grievance is not resolved by the above discussions and the graduate student then chooses to pursue the matter further, the issue must be reduced to writing within 10 working days by the graduate student and sent immediately to the associate dean of the Graduate School. A Notice of Grievance form, available in the Graduate School

or on the Graduate School website, must be submitted with the written statement. The written grievance shall include a clear, concise statement of the policy or policies/procedures violated, and the redress requested. The associate dean of the Graduate School shall forward a copy of the grievance to the respondent. Within 10 working days after receipt of the grievance, the respondent shall provide the associate dean of the Graduate School with a copy of his or her written response.

- b. Upon receipt of the written response, the associate dean of the Graduate School shall, within 10 working days, appoint an ad hoc grievance committee to hear and make a recommendation regarding the grievance. The associate dean of the Graduate School shall appoint, from the membership of the Graduate Council, a committee chair (without vote), and 3 committee members. A member of the Graduate School staff will be selected as secretary (without vote). Two graduate students will be appointed as committee members from a slate of nominees selected by the Graduate Student Council.
- c. The hearing shall be scheduled within 30 working days after the appointment of the ad hoc grievance committee barring extenuating circumstances.
- d. Guidelines for ad hoc grievance committee hearings-
 1. Pre-hearing procedures
 - a. Notice of the time and place of the hearing shall be given by the chair to the graduate student and the respondent not less than 10 working days prior to the hearing.
 - b. The notice shall include the written grievance and the written response of the respondent.
 - c. A copy of the procedures guiding the hearings shall accompany the notice.
 - d. The following must be submitted by each party to the chair at least five working days prior to the hearing:
 - i. A copy of all written supporting documentation that the party will present at the hearing,
 - ii. A list of witnesses to be called by the party (each party is responsible for ensuring that his/her witnesses are at the hearing), and
 - iii. The name of any advisor who will accompany the party to the hearing and whether the advisor is an attorney.

2. Hearing

- a. The hearing will be conducted informally and the committee will have complete discretion in deciding any procedural questions that arise during the hearing.
- b. At the hearing, each party may be accompanied by an advisor, who may advise the party but not participate in the hearing.
- c. All hearings shall be closed except for parties to the grievance and their advisors unless the graduate student requests that the hearing be open. All parties are advised that the Committee routinely records the hearing for its own use.
- d. The committee will permit each party to present a brief opening statement of no more than 10 minutes.
- e. The evidence shall be presented by the graduate student and then by the respondent at the hearing.
- f. The parties and the committee shall have the opportunity to question all witnesses.
- g. The committee will accept any evidence, information, or testimony, which it feels is pertinent to the grievance and will help the committee understand and evaluate the issue(s) before it. The committee chair will determine the relevance and materiality of the evidence offered. Legal rules of evidence shall not apply.
- h. Following the presentation of evidence, the committee will permit each party to present a brief closing statement of no more than 10 minutes.
- i. The committee will meet in closed session to deliberate and recommend action to the Dean of the Graduate School on the grievance.
- j. Within ten (10) working days from the conclusion of the hearing, the committee will prepare a report which will serve as its recommendation to the Dean of the Graduate School. The report will contain the factual findings of the committee and the reasons for the recommendation. The Dean of the Graduate School will consider the committee's recommendation and transmit a final decision to both parties within ten (10) working days of receiving the Committee's recommendation.

5. Enforcement of the Graduate School's Decision

The Graduate School has the authority to enforce the decision.

APPENDIX B.

DISSERTATIONS, THESES, AND REPORTS

A. GENERAL REQUIREMENTS

The faculty of individual graduate programs should establish policies regarding an appropriate style and general format of dissertations, theses and reports for their students. In the absence of detailed program requirements, the supervisory committee is responsible for specifying the style and general format to be used. Specific format requirements may be found in the current Student Guide for Master's and Doctoral Candidates, available on the Graduate School website.

Regardless of the style and format used, a thesis or dissertation must be sufficiently complete to allow an independent investigator to repeat or verify all of the work leading to the author's results and conclusions. In certain cases, when a manuscript prepared for publication is to be used, the terseness or page restrictions required by professional journals may prevent an author from meeting this condition with the publishable manuscript alone. In such cases, the thesis or dissertation must include additional materials that ensure independent reproducibility tables, descriptions of unproductive or unsuccessful explorations, derivations, and so forth.

An abstract, not exceeding 350 words, must accompany each copy of the dissertation, thesis or report. A thesis or dissertation must also include a title page that carries the signature block listing the major professor(s).

All theses, and reports are to be bound in accordance with specifications for Class A binding of the Library Binding Institute. To cover the cost of binding, the student must deposit a money order made out to an approved bindery. Specific information is available in the Graduate School. The university library will forward manuscripts to the bindery.

Dissertations may be bound for personal use through Heckman Bindery. Heckman Bindery information is available on the Graduate School website.

B. PUBLICATION

A dissertation is an original contribution to knowledge, and it should be available to interested scholars outside of Kansas State University. After completing their doctorate, authors may publish their dissertation in any form they see fit, but the University participates in a program intended to make these works accessible to the widest possible audience.

Dissertations are microfilmed by UMI/ProQuest, and the abstracts submitted with them are published in Dissertation Abstracts. Works so listed are available from UMI/ProQuest as on-demand publications. A publication form from UMI/ProQuest must be completed online and submitted with the electronic dissertation.

Access to all ETDR's (electronic theses, dissertations, reports) is available through K-State Research Exchange (K-REx). The full text is available in PDF format, supplemental files are available in their native format.

C. SEQUESTRATION

The purpose of sequestration is to delay for a limited time public dissemination of patentable or otherwise proprietary or sensitive materials. Prior to the final defense, the student and his/her major professor may request that the University act to protect the student's rights concerning the dissertation, thesis, or report by temporarily sequestering the work. Approval must be obtained from the Dean of the Graduate School at least 30 days prior to graduation.

If the dissertation, thesis, or report does not contain material believed to be patentable, the student's major professor should send a request of sequestration directly to the Dean of the Graduate School. If the dissertation, thesis, or report does contain material believed to be patentable, the student's major professor notifies the University Patent Advisory Committee. The chairperson of the University Patent Advisory Committee notifies the major professor of the committee's decision. The major professor sends a letter to the Graduate School requesting sequestration.

If approved by the Dean of the Graduate School, the Graduate School defers electronic submission of the dissertation, thesis, or report. In place of electronic submission, a disk or CD of the PDF file(s) is submitted to the Graduate School. The disk or CD is stored in a secure location in the Graduate School during the period of sequestration. However, this procedure involves no delay in the conferral of the degree. The student whose dissertation, thesis, or report has been approved for sequestration still deposits with the Graduate School the normal fees for graduation. These fees cover the cost of microfilming by UMI/ProQuest, if applicable, at the time of degree completion.

Sequestration is normally limited to four years. Nevertheless, under compelling circumstances that require continued protection, the Dean of the Graduate School may approve further sequestration at the student's or major professor's request on a year-by-year basis for an additional three years.

If the request for sequestration is approved, the Graduate School provides the student a preliminary receipt for the required disk or CD after it is submitted. After the sequestering period, Graduate School provides the student and major professor a receipt indicating the ETDR file(s) have been made available through K-State Research Exchange and submitted to UMI/ProQuest.

As long as the disks or CD remain in the secure location within the Graduate School, access to them may be obtained only with the student's and major professor's written permission authorizing the type of access. On each occasion when the document is reviewed, it will not leave the Graduate School and the user must sign a form on the same day on which he or she uses them indicating he/she had access to the document.

At the end of the sequestration period, the University has the right to disseminate information from the dissertation, thesis, or report as an original contribution to knowledge. For the dissertation, publication normally will be accomplished by electronically submitting the work to UMI/ProQuest for microfilming.

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