

The University of Kansas Master of Business Administration / MS Business Analytics Graduate Program Student Handbook

This handbook is intended to be an electronic document; it contains embedded links to websites and electronic documents. Information is incomplete in hard copy form.

Welcome to MBA/MS Graduate Business Programs

Welcome to the graduate business programs featured in this handbook. Whether you are pursuing a Master of Business Administration (MBA), Master of Science degree, MBA dual degree, or the MBA–Engineering Bridge Program, you are joining a community committed to academic excellence, ethical leadership, and professional growth.

The programs in this handbook prepare students to lead organizations, solve complex business challenges, and create value in an increasingly global and data-driven economy. Through rigorous coursework, applied learning, collaboration with peers, and engagement with faculty and industry professionals, students develop the analytical, strategic, and leadership skills needed for career success.

This handbook serves as a guide to the policies, procedures, and resources that support students in the following programs:

- Master of Business Administration (MBA)
- MBA Dual Degree Programs
- MBA–Engineering Bridge Program
- Master of Science in Business Analytics (MSBA)
- Master of Science in Organizational Leadership (MSOL)
- Master of Science in Supply Chain Management and Logistics (MSSCM)
- Entrepreneurship Certificate

The handbook begins with policies and resources that apply across these programs, followed by program-specific information. It supplements the University of Kansas Academic Catalog and Graduate Studies policies. Students are responsible for understanding both University policies and the requirements of their individual degree program.

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Introduction to MBA Programs

- Master of Business Administration (MBA)
- MBA Dual Degree Programs
- MBA–Engineering Bridge Program
- BS Health Information Management to MBA Program (BS-HIM/MBA)
- Hybrid MBA
- Online MBA

Master of Business Administration

Full-Time Experience

A KU MBA provides a premier business education. Based on the Lawrence campus, the full-time MBA is made for people without a background in business. Our small, cohort-based program means you'll receive individualized attention. You will work closely with a career coach, ensuring your success in a fast-paced 16-month experience. Come to the program where staff and faculty believe in you.

You'll begin with a cohort in the fall semester and complete the 49-hour program over three semesters, including a summer internship.

The **Patterson Fellows Program** is a merit-based scholarship for academically talented students incoming to KU's full-time MBA and Master of Science in Business Analytics programs.

To be considered for a GTA/GA/Patterson Fellowship, please submit your application by **May 1**. Interviews will be held.

MBA Dual Degree Programs

Earn an MBA on KU's Lawrence campus while specializing in a second discipline. Students interested in these programs must apply to both the School of Business and the other applicable school.

Full-Time MBA dual degree programs

- [MBA/M.S. in Business Analytics \(MSBA\)](#)
- [MBA/Doctor of Medicine](#)
- [MBA/Juris Doctor](#)
- [MBA/Doctor of Pharmacy](#)
- [MBA/Petroleum Management](#)
- [MBA/Architecture](#)

- [MBA/Doctor of Physical Therapy](#)
- [MBA/Doctor of Occupational Therapy](#)

MBA–Engineering Bridge Program

The KU MBA and undergraduate engineering bridge program allows students to begin taking MBA courses in their senior year of the engineering undergraduate program. Bridge program students can earn a Bachelor of Science from the [School of Engineering](#) and an MBA from the School of Business in five years.

A good fit for the program is a student who is on-pace to graduate, prepared for an academically rigorous senior year and meets the [admission requirements of the MBA program](#). Students will work with their engineering and MBA advisors to craft an academic plan that meets requirements for both programs.

Bachelor of Science in Health Information Management to MBA (BS-HIM/MBA)

The [KU Department of Health Information Management](#) and KU School of Business have partnered to provide selected students in health information management a pathway to an MBA upon completion of their undergraduate degree.

Following completion of a degree in health information management, students selected for this opportunity will join a fall MBA cohort. The full-time MBA program takes an additional 16 months to complete.

Hybrid MBA

The KU hybrid MBA is designed for military students and the Leavenworth community to expand their career opportunities.

The hybrid MBA program is ideal for students looking to advance their careers or pursue new opportunities. Military students can enhance their existing skills while learning how to effectively lead and manage people and organizations.

The program, which starts in either summer or fall semester, consists of 42 credit hours and is designed to give students the flexibility of online classes through [KU's military-friendly online MBA program](#), as well as valuable in-person instruction and connection. KU may articulate up to six hours of credit for leadership electives completed during the Command and General Staff Officer Course or at other accredited institutions. Courses provide exposure to foundational business concepts and incorporate practical knowledge and experiential learning.

Within the program, students can focus on supply chain management or organizational leadership. The fall and spring semesters are each divided into two eight-week sessions to maximize students' time and experience. Courses are taught either online or in person at KU's Leavenworth location.

[Online MBA](#)

KU's online MBA is designed for working professionals, offering flexible online coursework. The degree can be completed in under 3 years as a part-time student. There is also the opportunity to complete a dual online MBA/MSBA.

Introduction to MS Programs

- Master of Science in Business Analytics (MSBA)
- Master of Science in Organizational Leadership (MSOL)
- Master of Science in Supply Chain Management and Logistics (MSSCM)

Master of Science in Business Analytics

Preparing analytics leaders for AI-driven businesses

Our business analytics program prepares students to master AI-enhanced data gathering, quantitative modeling, and decision-making and storytelling for real-world business challenges.

Building on foundational business courses, statistics, data management, and programming, the program integrates advanced coursework in machine learning, digital transformation, AI applications and ethical AI deployment. Students gain hands-on experience in designing, managing, and optimizing scalable AI-driven analytics initiatives, from data asset integration to deploying intelligent systems that drive organizational growth.

Graduates emerge as strategic data science leaders capable not only of interpreting and analyzing complex datasets but also engineering AI-powered solutions that shape innovation, streamline operations, and create competitive advantages across industries.

The KU Master of Science in Business Analytics is a STEM-certified program.

Master of Science in Organizational Leadership (MSOL)

KU's master's in organizational leadership is designed for members of the military community in Leavenworth. Earn a business-focused degree that hones your skills while setting you on a path to earn your MBA.

The KU School of Business offers a dynamic, cutting-edge graduate program focused on building the foundational leadership skills necessary to excel in today's complex world.

The Master of Science in Organizational Leadership program is designed on the fundamental principles of business leadership, drawing on emergent thinking in leading, ethics, team-building and strategy. The curriculum incorporates relevant, practical knowledge balanced across the central tenets of leading and managing people and organizations.

The program, which starts each fall semester, consists of 30 credit hours, and KU may articulate up to six hours of credit for leadership electives completed during the Command and General Staff Officer Course or at other accredited institutions. The program leverages a hybrid curriculum — with 12 credits offered in a classroom setting and 12 in an online environment — and students have the option of applying their completed coursework toward a KU Master of Business Administration, which can be pursued online at your own pace.

Master of Science in Supply Chain Management and Logistics (MSSCM)

KU's master's in supply chain management is designed for members of the military community in Leavenworth. Earn a specialized degree that complements your skills while setting you on a path to earn your MBA.

The KU School of Business offers a highly focused and specialized graduate program in supply chain management intended to provide leaders in the field an opportunity to elevate their skills and posture them at the leading edge of their profession.

The program is designed to meet the emerging needs of supply chain professionals, drawing on a combination of relevant academic research and experiential learning to provide an unparalleled educational experience. The program, which starts in each fall semester consists of 30 credit hours, and KU may articulate up to six hours of credit for leadership electives completed during the Command and General Staff Officer Course or at other accredited institutions.

The program leverages a hybrid curriculum — optimizing in-person courses while providing students with added online flexibility — and students have the option of applying their completed coursework toward a KU Master of Business Administration, which can be pursued online at your own pace.

Introduction to Graduate Entrepreneurship Certificate

Develop your entrepreneurial competency and build foundational entrepreneurship skills through a combination of coursework and experiential learning. The certificate provides a hands-on introduction to the field of entrepreneurship. The certificate in entrepreneurship can benefit all disciplines and career paths by fostering innovative, strategic thinking.

Graduate KU students who hold an accredited undergraduate degree in any field may pursue the Graduate Entrepreneurship Certificate.

Admission to MBA / MS Programs

Admission Requirements

MBA programs are open to those who have earned a baccalaureate degree from an accredited college or university and whose undergraduate academic records, scores on the required standardized examination, and prior work experience indicate that they have the capability to complete the program. A Bachelor's degree in Business Administration, specifically, is not required, but business undergraduate coursework is preferred.

Exceptions for other areas of study are also considered. Admission is reviewed by the MBA Admissions Committee. Admission is limited based on space, facilities, faculty, and other resources.

All applications must include:

1. Completed application form
 - a. FULL-TIME & HYBRID: [KU Full-Time MBA Programs - Apply](#)
 - b. ONLINE: gograd.ku.edu/apply/
2. Official transcript from each college or university attended
3. Personal statement
4. Current resume
5. Reference letters (2)
6. GMAT or GRE score or approved waiver; Executive Assessment score for online programs
7. TOEFL score, if required: [KU English Proficiency](#)
8. Application fee

All admissions to any graduate program in business are subject to and in accordance with all rules and regulations. See [Admission](#) in the Graduate Studies section of the online catalog for more information.

Assessment Scores – GMAT / GRE / Executive Assessment / MBA Math

In-Person / Hybrid Programs: The GMAT exam is preferred. However, we will accept a GRE score and review it based on a GMAT concordance.

GMAT test waivers will be considered based on experience and academic preparation. Discuss the option with your admissions representative.

Online Programs: The Executive Assessment emphasizes your professional potential over test scores, we believe the assessment better aligns with the skills and knowledge needed in today's business world.

MBA Math: An alternative to the Executive Assessment

[MBA Math](#) is an efficient, accessible way to prepare for graduate-level coursework. Complete 24 self-paced lessons across five business-critical subjects, including finance, accounting, and statistics. Skip what you already know, focus on what you need, and prove your proficiency with short quizzes and interactive drills. Many students are able to complete the program in as little as 15 hours.

Application Deadlines

Admissions applications for all in-person and hybrid MBA and MS programs open on or about September 30 and close on May 1 for international applications and July 1 for domestic applications. These programs have a fall start.

Admissions applications for online MBA and online MSBA programs are accepted on a rolling basis, with fall, spring and summer start options.

MBA / MS Program Requirements

View MBA Degree Requirements: [Master of Business Administration | The University of Kansas Academic Catalog](#)

View MSBA Degree Requirements: [Master of Science in Business Analytics | The University of Kansas Academic Catalog](#)

View MSOL Degree Requirements: [Master of Science in Organizational Leadership | The University of Kansas Academic Catalog](#)

View MSSCM Degree Requirements: [Master of Science in Supply Chain Management and Logistics | The University of Kansas Academic Catalog](#)

View Entrepreneurship Certificate Requirements: [Graduate Certificate in Entrepreneurship | The University of Kansas Academic Catalog](#)

Advisors

All graduate students will be assigned an MBA / MS program coordinator respective to their degree program for the purpose of advising. Graduate students seeking the Entrepreneurship Certificate only will be assigned a faculty advisor from the Management & Entrepreneurship Department.

Tuition and Financial Aid

For information on tuition rates, financial aid opportunities, and how to apply for financial assistance, please visit [KU Financial Aid](#). The University of Kansas also offers assistantships, scholarships, and loans for qualified students.

MBA/MSBA Departmental Policies

Reduced Credit Hour Degrees

Kansas Board of Regents policy defines 30 hours as the minimum for master's degrees at KU. Departments may petition for a reduced hour degree master's degree for individual students. A reduction in hours is distinct from a transfer of credit and is reserved for those students especially well-prepared to complete a graduate-level degree and able to maintain a superior grade point average. If approved, you could be allowed to complete your degree by enrolling in up to 6 fewer hours of graduate credit than is typically required for that degree. No coursework is transferred and no modifications to the transcript are made.

Transfer Credit

The transfer credit option allows master's students to use graduate coursework completed at a different institution to fulfill course requirements for their KU degree. Transferred course(s) appear on the KU transcript in the original semester they were taken at the other institution

and with the grade obtained from that institution; however, the course title will appear as the KU course equivalent.

Up to 9 hours of credit can be transferred from another institution to KU. The MBA / MS department must approve the transfer request.

Some restrictions apply:

- The transfer of credit is only approved for master's degrees. KU policy doesn't allow transfer credit towards a PhD.
- Only courses taken for graduate credit while enrolling as a graduate student are eligible.
- The grade must be a B or higher (3.0 on a 4.0 scale or higher).
- The courses in question cannot have counted toward any previously completed undergraduate or graduate degrees.

If you believe a course from a previous institution may be eligible, you should contact your department to begin the process. The department will review the coursework to determine whether the course is equivalent to a specific course at KU and meets the transfer requirements. You will need to provide the department with documentation about the course, including an official transcript reflecting the courses from the other institution to be transferred in, as well as descriptions and/or syllabi for the courses in question. If approved by the department, they will submit the transfer request on your behalf.

Academic Integrity & Misconduct

The MBA / MS Department regards academic misconduct as a very serious matter. Students who violate conduct policies will be subject to severe penalties, up through and including dismissal from the Program. Please refer to the University Senate Rules and Regulations policy and the Rules and Regulations of the School of Business for specific guidelines about actions considered to be academic misconduct and the repercussions of such action. These actions include, but are not limited to disruption of classes, threatening an instructor or fellow student in an academic setting; giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments; knowingly misrepresenting the source of any academic work; unauthorized changing of grades; unauthorized use of University approvals or forging of signatures; falsification of research results; plagiarizing of another's work; violation of regulations or ethical codes for the treatment of human and animal subjects; or otherwise acting dishonestly in research.

[School of Business Code of Conduct | School of Business](#)

UNIVERSITY POLICIES AND DEGREE REQUIREMENTS

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

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

GENERAL POLICIES

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

[Admission](#)

Degree or non-degree seeking applicants must have a bachelor’s degree (as evidenced by an official transcript from the institution the degree was obtained).

Related Policies and Forms:

- [Admission to Graduate Study](#)

[English Proficiency Requirements](#)

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

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

Additional English Competency Requirements for GTAs:

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

Related Policies and Forms:

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

Enrollment

For graduate students, advising on enrollment and course selection take place at the department level. While individual units may have additional enrollment requirements, for students who are required to enroll full-time (e.g. students holding a GTA/GRA/GA appointment, international students on an F-1 or J-1 visa, students receiving federal financial aid, etc.) the University defines full-time enrollment it as follows:

Fall and Spring semesters:

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

Summer sessions:

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

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

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

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

Students who wish to leave their graduate program should inform the department of such plans in writing so that a Voluntary Withdrawal form may be submitted on their behalf. Please note that voluntarily withdrawing from your program does **not** automatically withdraw you from coursework. You must also withdraw from all classes in Enroll & Pay via the “Withdraw from the University” option.

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

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

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

Related Policies:

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

Graduate Credit (Including Transfer Credit)

The University's Graduate Credit [policy](#) defines KU's conditions for the following:

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

Transfer Credit

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

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

Reduced Credit Hour Degree

KU policy defines 30 hours as the minimum for master's degrees. Departments may petition for a reduced hour degree master's degree for individual students in cases where they may provide evidence that the student entered the program especially well-prepared to complete a graduate-level degree and the student is able to maintain a superior grade point average. Reduced credit hour degrees must be based on coursework or experiences that can be objectively measured, such as coursework or qualifying internship or study abroad programs. Professional or life experience does not qualify. A reduction in hours is distinct from a transfer of credit and is reserved for students whose prior coursework doesn't qualify for transfer credit (e.g. was already used to fulfill requirements towards a completed degree) and there are no modifications on the transcript.

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

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

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

Related Policies:

- [Graduate Credit](#)
- [Co-enrollment](#)
- [Master's Degree Requirements \(on Reduced Hour Master's Degree\)](#)

Credit/No Credit

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

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

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

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

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

Related Policies and Forms:

- [University Senate Rules and Regulations \(USRR\), Section 2.3.8](#)

Probation & Dismissal

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

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

Individual Schools/the College may set more stringent GPA requirements.

Students may also be placed on probation by their departments for other reasons that constituting a failure to make satisfactory progress towards degree. These may include, but are not limited to;

- Lack of progress on the thesis, dissertation, or capstone project
- Unacceptable academic performance on program milestones outside of coursework (e.g. exams)
- Unsatisfactory grades or GPA within foundational required courses (despite the overall cumulative GPA)
- An unsatisfactory result in their department's annual progress evaluation

Nearing or going beyond their maximum time to degree. See the Time Limits section below for more information.

Students should carefully review the [Good Academic Standing policy](#) for graduate students at KU for more information on what constitutes making satisfactory academic progress.

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

If a student is unable to raise their cumulative GPA or otherwise meet the communicated terms of the academic probation, the department will reconsider their continuation in the program, and in most cases will recommend the student for dismissal. Once dismissed, a student is no longer able to be enrolled in coursework and cannot complete their degree. Students dismissed from any graduate program may not be admitted to any other graduate program at the University of Kansas.

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

Related Policies:

- [Academic Probation](#)
- [Dismissed Enrollment](#)
- [Good Academic Standing policy](#)

Grading

The Office of Graduate & Postdoctoral Affairs' (GPA) [Grading policy](#) governs requirements for the grading of graduate students above those described in [Article II](#) of the University Senate Rules and Regulations. Additionally, individual schools, departments, or programs may have grading policies that are more stringent than those of GPA.

Students should also consult their advisor and the departmental grading section of this handbook for additional information that may affect them.

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

Related Policies:

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

Time Limits

The University expects that master's degree should typically be completed in two (2) years of full-time study, the doctorate degree in five (5) years of study, and both the master's and doctorate together in six-seven (6-7) years of study.

Students who anticipate exceeding these targets should review the information in the policies below, as well as consult with their program advisor to create a timeline for degree completion. In order to support this process, students are encouraged to use a Mentoring Agreement Template and/or adapt to their own needs to support effective mentoring and a positive mentoring relationship.

Note that individual schools/the College/degree programs may require Mentoring Agreements for students who are nearing their maximum time to degree.

Related Policies and Forms:

- [Master's Degree Program Time Constraints](#)
- [Engagement and Enrollment in Doctoral Programshttps://policy.drupal.ku.edu/graduate-studies/doctoral-program-time-constraints](https://policy.drupal.ku.edu/graduate-studies/doctoral-program-time-constraints)
- [Doctoral Degree Comprehensive Oral Exams \(on exam expiration and recertification\)](#)
- [Doctoral Program Profiles with Time to Degree Information](#)
- [KU CLAS Mentorship Agreement Template](#)
- [Univ. Michigan Rackham Graduate School Mentoring Plan Templates](#)
- [KU Graduate & Postdoctoral Affairs IDP template](#)

Leave of Absence

In exceptional circumstances (e.g. cases of illness, emergency, financial hardship, military leave, to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals) it may be necessary for graduate students to take a break from their program temporarily, without having to withdraw entirely from the program. An approved leave of absence allows a student to take a temporary break from enrolling in graduate coursework while remaining in good standing with the University and the department and while “stopping the clock” on their time to degree. When a student is on Leave of Absence status it is understood that they have temporarily suspended their graduate work and therefore will not make use of University resources, including faculty time.

Requesting a Leave of Absence is done through a University petition. University petitions must first be approved and supported at the program level, so students wishing to initiate the petition process should first consult with their Director of Graduate Studies and review their department's internal petition procedures. Units or the Director of Graduate Study may request documentation to support the student's need for a leave of absence.

In order for a Leave of Absence to be approved, the student must be withdrawn from all active and/or future enrollment. Withdrawal for the purposes of Leave of Absence is still subject to all Registrar deadlines, required forms, and applicable tuition and fees.

Students on Leave of Absence are automatically reactivated after their leave is over and are eligible to enroll for their intended semester back during the normal enrollment periods. See the KU [Academic Calendar](#) for exact dates that enrollment begins.

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

Related Policies and Forms:

- [Leave of Absence](#) (policy)
- [Leave of Absence](#) (GPA website, form linked at bottom of page)

Required University Milestones

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

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

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

Before a student is allowed to complete any of these three exams, pre-approval from the school/College is required in advance of the exam date. This pre-approval request will be submitted on the student's behalf by their department after the exam date has been scheduled. The school/College reviews the student record and verifies all University requirements have been fulfilled. The full list of these requirements may be found via the link in the heading above. Students should work with their departments well in advance of their planned exam date, to schedule their exams in a timely fashion and to ensure that all University policies relating to oral exams are being followed.

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

Oral Exam Committee Composition

All voting committee members must be appointed members of the Graduate Faculty of KU. Additionally, a majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty in the candidate's department or program of study.

Many additional restrictions apply, especially for doctoral exam committees. Master's and doctoral students should carefully review the University policies pertaining to exams, as well as consult with their Director of Graduate Studies when forming an exam committee. Your graduate program coordinator can assist with confirming the qualifying status of any faculty member at KU, or outside of KU.

Oral Exam Attendance

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

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

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

Related Policies and Forms:

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

DOCTORAL DEGREE REQUIREMENTS

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

Enrollment Requirement

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

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

Related Policies and Forms:

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

Continuous Enrollment for Post-Comprehensive Students

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

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

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

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

Related Policies and Forms:

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

GRADUATE CERTIFICATE REQUIREMENTS

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

Students whose interests or career goals may be served by a Graduate Certificate should familiarize themselves with the University's policies relating to Certificate programs (found below) early in their graduate career, in addition to individual certificate program requirements.

Related Policies and Forms:

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

GRADUATION REQUIREMENTS (Master's & Ph.D.)

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

Graduate & Postdoctoral Affairs Graduation Checklists ([Master's](#) | [Doctoral](#))

These graduation checklists provide a comprehensive list of all University requirements for graduation and should be consulted by every graduating master's or doctoral student as soon as graduation is expected. Submission of the final draft of the thesis or dissertation is done electronically. Students must comply with all University requirements for [formatting](#) and [electronic submission](#) of the thesis or dissertation. There is no University requirement that students provide a bound or printed copy of the draft.

We strongly encourage students to submit an Application for Graduation as early as possible; ideally prior to the 20th day of classes of the semester they intend to graduate.

GRADUATE & POSTDOCTORAL AFFAIRS FUNDING OPPORTUNITIES

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

[Summer Research Scholarships](#): intended primarily for post-comp doctoral students.

[Graduate Student Travel Fund](#): intended for graduate students presenting a paper at a national or regional meeting of a learned or professional society. A student may receive an award (max \$750) only once per academic year, with priority given to students who have not received the fund previously. Funds are available on a first-come, first-served basis.

[Doctoral Student Research Fund](#): Designed to support KU doctoral students who need assistance to carry out research that advances progress toward the degree. Applications for this fund are accepted only for a limited time as funding is available. Students are eligible to receive one award from this fund during their doctoral career. Students should check the link above for additional information and restrictions.

Policies Regarding Freedom of Expression on Campus

Kansas State Law (HB2333) requires post-secondary educational institutions in Kansas to publish in their handbooks and orientation programs the institution's policies, regulations, or expectations of students regarding free expression on campus.

Per KU General Counsel, this includes the following two policies:

- [KU Public Assembly Policy](#)
- [Kansas Board of Regents Statement on Free Expression](#)

Note that the two policies listed above apply to ALL members of the campus community; they are not specific to graduate students.