



The University of Kansas
Master of Accounting

Graduate Program Student Handbook

Fall 2026

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

Department Directory

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All program inquiries may be sent to kumacc@ku.edu.

General Academic Policies and Procedures

Admission

General Information

The KU Master of Accounting (MAcc) program builds upon a foundation of accounting knowledge with challenging and advanced coursework. Students with undergraduate accounting degrees can complete the MAcc Program in a single academic year. Depending on required prerequisites, non-accounting undergraduates can finish the program in two years or less.

The full-time program includes 30 credit hours of curriculum. Students must complete the curriculum requirements for one of five concentrations to be eligible to graduate. Concentration types and requirement information can be found in the [Course Requirements](#) section of this document. All coursework is completed on the Lawrence campus. New students are admitted in the fall, spring, and summer.

Prerequisites

Students without a bachelor's degree in accounting from an AACSB accredited institution may be required to take prerequisite coursework. Accounting prerequisites must be completed prior to beginning graduate accounting coursework. Business prerequisites must be completed before MAcc graduation.

Accounting Prerequisite Courses

- May be transferred from a four-year institution or junior college:
 - Financial Accounting I
 - Managerial Accounting I
- Must be taken at KU or equivalent four-year institution:
 - Introduction to the Accounting Profession (Optional)
 - Intermediate Accounting I
 - Managerial Accounting II
 - Introduction to Taxation
 - Intermediate Accounting II
 - Accounting Information Systems (Self-study and proficiency exam)
 - Introduction to Auditing

Business Prerequisite Courses

- May be transferred from a four-year institution or junior college:
 - Legal Aspects of Business
 - Statistical Decision Making

- Must be taken at KU or equivalent four-year institution:
 - Finance
 - Organizational Behavior
 - Marketing Management
 - Operations Supply Chain Management
 - Business/ Managerial Economics OR International Business

Coursework is subject to change. Please contact kumacc@ku.edu with any questions or clarifications.

Deadlines

Applicants should apply to the semester that they intend to begin MAcc coursework. The deadline structure is as follows:

Semester	Priority Deadline	Final Deadline
Summer	March 1 st	May 1 st
Fall	March 1 st	July 1 st
Spring	October 1 st	December 1 st

The deadline date is always prior to the semester the applicant is applying to. For example, if an applicant intends to start coursework in Spring 2026, they should apply October 1st, 2025. Deadlines do not always occur on the first of the month due to conflicting weekends or holidays, so refer to the university's official listing of [graduate program deadlines](#) for accurate information. Applying by the priority deadline ensures that applicants are considered for scholarships, study abroad opportunities, and can enroll immediately when courses open.

Application Materials & Procedures

Applicants should complete the following steps to apply to the MAcc Program:

Create an Account

- Create an application account with KU Graduate & Postdoctoral Affairs at gradapply.ku.edu. Click the "Start Application" link.
- Input personal information on the first pages.

- On the Graduate Program Information page, make the following selections:
 - Are you applying to an online program? **Select “No”**
 - At which location do you intend to take the majority of your coursework? **Select “Lawrence (Main Campus)”**
 - Academic Intention - **Select “Degree-seeking”**
 - Academic Area of Interest - **Select “Business”**
 - Academic Program - **Select “Accounting (M.Acc)”**
- Under Entry Term select the appropriate start term. Applicants should select the term they intend to begin graduate coursework.

Business Supplement (Essays and DPR)

- Complete and upload the three required essays. The essays should speak to the applicant’s commitment and motivation for completing the MAcc Program. The three essay questions are:
 - How do you anticipate that earning a Master of Accounting (MAcc) degree from The University of Kansas will assist you in achieving your career objectives?
 - Describe a personal characteristic or something in your background that helps define who you are.
 - What are three of your most significant accomplishments and why do you view them as such?
- Pledge support to the Honor System of the School of Business.
- KU student applicants only:
 - KU students should upload a copy of their KU Degree Progress Report (DPR) checklist, which is available from the My Academic Progress section of the myKU portal at my.ku.edu, to their application.

Transcripts

- All applicants should enter the information for every post-secondary institution they have attended. Transcript information is below. If applicants are required to submit official transcripts based on their degree history, they should upload unofficial transcripts to their application while our office waits for official transcripts to arrive.
- Current and Previous KU Degree Applicants:
 - KU students do not need to provide an official transcript.
 - Instead, they should upload a copy of their KU Advising Report, which is available from My Academic Progress at my.ku.edu, to their application. They should not upload their KU Degree Progress Report (DPR) to this section.

- KU alumnus who do not have access to the KU Advising Report or have difficulty finding it should email kumacc@ku.edu and ask that our office upload their KU Advising Report to their submitted application.
- An official transcript is required from any educational institution outside of KU from which a student has earned a four-year degree. If a student has transferred credit from another institution to KU, we do not require an official transcript from that institution. Official transcripts can be sent to kumacc@ku.edu.
- Non-KU Applicants:
 - Non-KU applicants are required to submit official transcripts for their application.
 - If their institution offers official electronic transcripts, Non-KU applicants should order one and have it sent to kumacc@ku.edu.
 - If their institution does not offer official electronic transcripts, Non-KU applicants should have an official sealed transcript sent to us at the following address: KU School of Business, Attn: Haley Carpenter, 1654 Naismith Drive, Lawrence, KS 66045.
 - Please do not open an official transcript or it will no longer be considered “official.”

Recommendations

- Enter the names and email addresses of two recommenders on page 6.
 - We prefer at least one recommender to be a faculty member who can attest to the student’s academic ability.
- Select “I waive the right to access this report” to waive the right to review the recommendation.
- The two recommenders listed will receive an email from KU Graduate & Postdoctoral Affairs asking them to complete a recommendation online as soon as contact information has been submitted.
- Recommenders should complete both the survey and upload a supplemental letter with their online recommendation. KU faculty are not required to upload a supplemental letter.
- If an applicant’s recommenders have any difficulty attaching their supplemental letter to their online recommendation, they can email their letter to kumacc@ku.edu.
- Do not wait until recommendations have been completed to submit the application. Applicants should submit their application once they have completed all of the application steps they are responsible for.

Resume

- Applicants should upload their resume on page 8 and submit their signature on page 9.

GMAT & Final Steps

- The GMAT is not required for applicants who earned an undergraduate accounting degree from the University of Kansas.
- If an applicant is required to submit a GMAT score, please note that scores must be sent directly from the testing agency to KU to be considered official.
- Submit the application and enter payment information for the \$65 application fee (\$100 for international applicants).
 - Students who are Pell Grant recipients may qualify for a Pell Grant fee waiver. This will apply automatically when they submit their application.

We will review applications once the priority deadline has passed for the term that has been applied for. Applicants will be notified within 3 to 4 weeks whether they have been admitted, denied, or if we require an interview to evaluate their candidacy. Interviewed candidates typically hear of their admission decision a week after their interview.

Admitted applicants are expected to attend or review a scheduling meeting in April/November which covers how to enroll in and graduate from the MAcc Program. Applicants who do not submit all requested admissions materials by the final deadline may not be considered for admission and may be asked to reapply for a later admission cycle.

Requirements for Non-Native Speakers of English

Non-native English speakers must also provide proof of English proficiency. Please refer to [KU Graduate & Post Doctoral Affairs English Proficiency Requirements](#) for specific score requirements.

Admissions Contact Information

For any assistance or questions regarding the MAcc Program admissions process, please email kumacc@ku.edu. This allows us to triage inquiries to the correct contact. Please refrain from contacting individual department members directly or contacting multiple individuals separately with the same inquiry; this creates confusion, drains department resources, and may impact the timeliness of our response.

Enrollment

General Enrollment Information

Course schedules, referred to as course grids, are generally available for the upcoming academic year at the MAcc Program scheduling meetings, which are held in April and

November. Courses will open for enrollment in late April and November so that all students can enroll at once. Courses may appear full or closed until that time.

University holds may inhibit or postpone enrollment. If students do not attend or review a scheduling meeting recording, their enrollment may be delayed.

Students enrolling late, which includes students who have not enrolled in at least one course before 12:00 AM on the first instructional day of Fall, Spring, or Summer semesters for full-term courses, will be charged a late enrollment fee.

Enrollment may impact financial aid eligibility and enrollment in locations or courses outside of a student's home School or College program may have a different tuition and fee cost.

Permission Numbers

Some MAcc Program courses require instructor or departmental permission to enroll. Generally, if permission has been granted to enroll in a MAcc Program course no permission code is required (i.e. the course can be added to the enrollment portal cart despite appearing full or closed). If a permission code is required, it will be communicated once permission has been established.

Instructor Permission

Students should email Kelvie Crabb (kelvie@ku.edu) if they intend to enroll in:

- MBA Online courses (specified in the MAcc course offering grid)
- ACCT 599: Internship in Accounting

Study Abroad

Our program offers two study abroad opportunities:

- IBUS 895: Business in Latin America
- ACCT 500: Outsourcing in India

Both courses take place during the spring semester, with IBUS 895 occurring over winter break and ACCT 500 during spring break. Due to the time needed to coordinate travel arrangements, applications are due a year in advance. For example, a student who intends to study abroad in 2027 must apply in Spring 2026. Students approved for one of our study abroad experiences will be provided enrollment permission information closer to the start of the study abroad program.

Departmental Permission

New-to-KU MAcc students should email kumacc@ku.edu to bypass prerequisite requirements. A new-to-KU student is one who did not receive an undergraduate accounting degree from KU.

Changes in Enrollment and Late Enrollment

If a change in active enrollment status is necessary, students need to email kumacc@ku.edu immediately with their updated enrollment plans.

Special Populations

Co-Enrollment or Dual Enrollment

A co-enrolled (or dual enrolled) student is defined as one who is finishing their undergraduate coursework and beginning their graduate coursework in the same semester. Students are required to graduate from their undergraduate career in the co-enrolled semester, otherwise any graduate-level coursework they have completed will not count towards their MAcc degree.

Before students are admitted to the MAcc Program as a co-enrolled student, they are required to verify with their Financial Aid counselor if they will have any negative financial aid impacts due to being enrolled in two careers at the same time. Common types of aid affected are Pell grants and outside scholarships. At the meeting with their Financial Aid counselor, students should know how many undergraduate hours and MAcc hours they intend to take in their dual enrolled semester, and they must report their findings to kumacc@ku.edu by the deadline indicated by the MAcc Program.

Incoming KU Students

Students who are earning an undergraduate degree at KU and are entering the KU MAcc program will have both an active undergraduate and graduate term. When enrolling in coursework, two career lines will be available in the Enroll & Pay enrollment portal. It is important to enroll in the correct career or credit may not be earned towards the correct program. To change between undergraduate and graduate careers students must go to "Add a Class" and change the term under "Select Term." Press the green "CHANGE" button to the right of the term or changes will not save.

Neglecting to enroll in the correct career before the Add/Drop date has passed may require appealing to University policy to appropriately earn credit for the courses that have already been completed. Students in this situation should contact kumacc@ku.edu for guidance.

International Students

Generally, international graduate students are required to be enrolled in 9 credit hours and international graduate students with at least a 50% assistantship are required to be enrolled in 6 credit hours. More information can be found on the KU International Support Services [website](#).

Academic Integrity & Misconduct

The MAcc Program regards academic integrity as a fundamental expectation of all students and an essential component of the accounting profession. Students are expected to conduct themselves honestly and ethically in all academic and professional activities. Academic misconduct undermines the integrity of the educational process and is inconsistent with the standards expected of future accounting professionals.

Students are expected to comply with all applicable University policies, including the [University Senate Rules and Regulations](#) and the [School of Business Code of Conduct](#). Academic misconduct includes, but is not limited to:

- Giving or receiving unauthorized assistance on examinations, quizzes, assignments, or other academic work.
- Plagiarism, including presenting another person's ideas, words, or work as one's own without proper attribution.
- Unauthorized collaboration on assignments intended to be completed individually.
- Fabrication or falsification of data, research results, records, or other academic materials.
- Unauthorized use of artificial intelligence (AI) or other technologies when prohibited by the instructor or failure to disclose AI use when required by course policies.
- Unauthorized alteration of grades, academic records, or University documents, including forgery of signatures or approvals.
- Disruption of classes, threatening or intimidating behavior in an academic setting, or other conduct that interferes with the learning environment.
- Violations of regulations governing research involving human or animal subjects.
- Any other act of dishonesty that compromises the integrity of the academic process.

Faculty members are responsible for establishing expectations regarding collaboration and the use of AI or other technologies in their courses. Students are responsible for understanding and complying with the policies stated in each course syllabus.

Alleged violations of academic integrity will be addressed in accordance with University and School of Business policies. Depending on the nature and severity of the violation, sanctions may include a reduced or failing grade on an assignment or course, referral through the University's academic misconduct process, probation, suspension, or dismissal from the MAcc Program. A finding of academic misconduct may also affect a student's eligibility for graduate assistantships, scholarships, leadership positions, and other program opportunities.

Good Academic Standing

To remain in good academic standing, MAcc Program students must demonstrate satisfactory academic progress toward completion of the degree.

Students are expected to:

- Maintain a cumulative graduate GPA of 3.0 or higher.
- Make timely progress toward completing all degree requirements and program milestones.
- Successfully complete coursework in accordance with program requirements and published deadlines.

Students whose cumulative GPA falls below 3.0 or who fail to make satisfactory academic progress may be placed on academic probation, required to complete an academic improvement plan, or dismissed from the program, depending on the circumstances and applicable University and School of Business policies.

Good academic standing is determined independently of disciplinary matters. A student may satisfy the academic requirements for good standing while simultaneously being subject to disciplinary action for violations of University, School of Business, or MAcc Program policies, including academic misconduct or professional conduct violations.

Students placed on academic probation will receive written notification from the MAcc Program outlining the reasons for the probation, the specific requirements that must be satisfied to return to good academic standing, and the timeframe for doing so (typically one semester). The MAcc Program may require students on probation to complete an academic improvement plan or meet with program leadership to discuss their progress. Students who fail to satisfy the conditions of academic probation within the specified timeframe, or who otherwise fail to demonstrate satisfactory academic progress, may be dismissed from the MAcc Program.

Grading

Minimum Grade Requirements

The [Graduate & Postdoctoral grading policy](#) requires that graduate students earn a grade of C or higher in each course to demonstrate minimum levels of competency and receive graduate credit. Earning grades below that threshold may place a student outside of good academic standing and require a course to be retaken. Grades of C- and below are not passing grades but will impact a student's GPA.

Incomplete Grades

The grade of I (Incomplete) is intended for students who have completed the majority of the coursework at a passing level but are unable to finish a limited portion of the course due to documented extenuating circumstances beyond their control. An Incomplete is not intended to provide additional time for coursework because of poor planning, work commitments, or other avoidable circumstances.

An Incomplete may be granted only at the discretion of the instructor and must be arranged prior to the end of the course. Instructors may establish additional requirements for granting an Incomplete or may choose not to award Incomplete grades.

The MAcc Program expects students to complete all coursework by the published deadlines and strongly discourages Incomplete grades except in extraordinary circumstances. Students who receive an Incomplete should make completion of the remaining coursework their highest academic priority.

Students are responsible for completing all outstanding work by the deadline established by the instructor and University policy. Failure to complete the required work by the applicable deadline may result in the Incomplete converting to the appropriate final grade in accordance with University policy.

The accumulation of multiple Incomplete grades may indicate unsatisfactory academic progress. Students who accumulate three or more Incomplete grades, or who fail to resolve an Incomplete within the timeframe permitted by University policy, may be determined to be out of good academic standing. Such students may also become ineligible for graduate assistantship reappointment or other program-supported opportunities.

Grading for Thesis & Dissertation Hours

The MAcc Program is course-based only and does not offer a thesis/dissertation option.

Annual Student Progress Review

At the conclusion of each semester, the MAcc Program reviews each student's academic record to evaluate academic standing, including cumulative GPA and satisfactory academic progress.

Students are ultimately responsible for ensuring they satisfy all degree and concentration requirements and enroll in the appropriate courses to complete their program of study. To support students in this process, the MAcc Program provides detailed concentration guides and other resources outlining required and elective

coursework, as well as requiring students to attend a scheduling meeting (or view a recording of the meeting) prior to enrollment in the student's first MAcc semester.

Because the MAcc Program is a 30 credit hour program designed to be completed in a short period of time, students are expected to regularly monitor their degree progress and consult with the MAcc Program office if they have questions regarding course selection or graduation requirements. The semester progress review conducted by the MAcc Program does not constitute a comprehensive audit of degree completion requirements.

Professional Development

The MAcc Program has partnered with the KU School of Business Professional Development Program to provide students with career services support. Students are expected to adhere to the Business Professional Development Program [student expectations](#) for an effective experience.

Grievance Procedures

Grievances arising in the School of Business must be heard under the [School's Grievance Procedure](#). This procedure applies to faculty, unclassified professional staff, and students. Student teaching assistants with grievance issues are expected to follow the procedure outlined in the [Memorandum of Agreement](#) between the University of Kansas and the Board of Regents and the Kansas Association of Public Employees.

Petitions

Exceptions to the rules and requirements of the graduate program may be granted for sufficient reasons by the MAcc Program team. Petitions are considered on a case-by-case basis. Students should contact kumacc@ku.edu with any concerns that may require an exception to university rules and requirements.

Advising, Mentoring, and Communication of Assignments & Roles

Incoming graduate students are assigned to both Kelvie Crabb and Alee Phillips for MAcc Program academic advising, and students are permitted to meet with either faculty member through their office hours.

For advice on coursework selection, students may meet with their MAcc Program academic advisor after they have reviewed the most current recording of the scheduling meeting, which takes place in-person in the spring and fall semester and is hosted for reference on the MAcc Info Hub Canvas site.

Change of Faculty Advisor

Should students wish to see a different faculty academic advisor, they may do so by booking an office hours appointment with the alternate advisor. There is no maximum time frame by which students need to identify a new advisor, and as such there is no impact on a student's academic status for failure to identify an advisor within a specified time frame.

Regular & Timely Feedback from Thesis/Dissertation Advisors

The MAcc Program is course-based and does not offer a thesis or dissertation option. As such, students in the MAcc Program do not need and do not receive feedback regarding these processes.

Information for Graduate Assistants (GTA/GRA/GA)

Graduate Teaching Assistant positions are offered for ACCT 200: Fundamentals of Financial Accounting, ACCT 201: Managerial Accounting, BSAN 202: Statistics, and BUS 205: Business Writing. Students should contact the course coordinator for the respective course to learn more about these appointments. The School of Business follows the [base pay and benefit structure](#) established by the GTA Coalition and the University of Kansas as outlined in the Memorandum of Agreement. Please contact Business School HR regarding hiring specifics.

Degree Requirements & Procedures

Academic Catalog

Students may reference the [MAcc Program](#) entry in the University Academic Catalog ("Catalog") to learn more about degree completion requirements. The Catalog is the definitive source for requirements and regulations for every academic program offered at the University of Kansas. However, the Catalog is for informational purposes only and does not constitute a contract. Degree requirements listed in the Catalog have been approved by established University Governance procedures. Degree and program requirements and course descriptions are subject to change. This handbook serves as a supplement to provide further details on the requirements, policies, and procedures described in the Catalog.

Master's Degree Requirements

Coursework Requirements

The MAcc Program is course-based, so successful completion of the program is met by passing coursework and meeting the requirements below.

To graduate with a MAcc degree, students must have:

- 30 graduate credit hours and to satisfy requirements of one MAcc Program concentration.
 - If a concentration requirement was taken at the undergraduate level (e.g., ACCT 545), students are still required to complete 30 graduate hours. A maximum of twelve hours of 500-level coursework taken at the graduate level can be counted towards the MAcc degree.
- A 3.0 or better GPA in graduate-level coursework.
 - Courses taken for undergraduate credit do not count in a student's graduate GPA.
- At least a C to pass a class.
 - A C- is not a passing grade, but every grade earned impacts overall graduate GPA.
- An application to graduate submitted through Enroll & Pay for the semester a student plans to graduate.

Each concentration includes five required courses and five elective courses. An elective course is any course offered in the MAcc Program course description guide that is not a required course in a student's chosen concentration. Students may choose to enroll in up to two MBA courses with advisor approval.

The required courses in each concentration are as follows:

Assurance	Tax	Corporate	Advisory & Consulting	Information Systems & Controls
ACCT 545	ACCT 724	ACCT 513	ACCT 545	ACCT 545
ACCT 724	ACCT 731	ACCT 545	ACCT 724	IST 706
ACCT 743	ACCT 732	ACCT 721	ACCT 743	ACCT 743
ACCT 742	ACCT 734	ACCT 724	ACCT 746	BSAN 735
ACCT 746	ACCT 735	ACCT 728	MGMT 885	ACCT 746

Departmental Scholarships & Awards

MAcc Departmental Scholarships

The MAcc Program offers departmental scholarships, with award amounts based on merit, need, and specific scholarship criteria. To be eligible for need-based scholarships, students must demonstrate need through the FAFSA. The program scholarship application is limited to students who have been admitted to the MAcc Program. Applications open each spring and awarded funds will be applied to the fall and spring

semesters during the upcoming academic year. Students can expect the following program scholarship timeline:

- Application Opens: Late March
- Application Due: Early April
- Notice of Award: June
- Award Disbursement: August

We do not oversee award disbursement, and funds may not appear in Enroll & Pay until shortly before the semester starts. Questions regarding MAcc Program Scholarships may be directed to kumacc@ku.edu.

Self Memorial Scholarship

We also encourage students who will be transitioning from a KU undergraduate program into the MAcc Program to consider applying for the [Madison and Lila Self Memorial Scholarship](#). It is a merit-based scholarship that recognizes outstanding undergraduates from the University of Kansas who will be entering into their first year of a master's or doctoral degree program at KU in the fall semester. Each scholarship recipient will be provided with \$10,000 for their first year in the graduate program, with half being awarded in the beginning of the fall semester and the other half at the beginning of spring enrollment.

In addition to funding, scholars also participate in a Scholar Development Program. This program is a distinguishing feature of the Self Memorial Scholarship that provides recipients general education and training in career development and leadership roles, complementing the specialized education and training provided in a graduate program. In-person attendance at the Lawrence campus for program events is mandatory to receive scholarship funding.

It is important to note that this opportunity is not open to students who have already received their undergraduate degree and are currently taking classes in the MAcc Program. It is open to current co-enrolled students. Students may expect the following timeline:

- Application Opens: February
- Application Due: Early March
- Acceptance Deadline: April

Questions regarding this opportunity may be directed to sgf@ku.edu.

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](#)
- [KU Graduate Admissions](#)

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](#)

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 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 who are 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 and Forms

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

Graduate 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 to 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 and Forms

- [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 and 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 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, 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 automatically return 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 constitute 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 and Forms

- [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 and Forms

- [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 Programs](#)
- [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

- [Leaves of Absence](#) (policy)
- [Leaves 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

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](#)

Graduate Requirements

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

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.

Related Policies and Forms

- [Master's Graduation Checklist](#)
- [Doctoral Graduation Checklist](#)

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 postsecondary 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. Please note that these items listed below apply to **all members of the campus community** and are not specific to graduate students.

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