



LINGUISTICS

The University of Kansas



Graduate Student Guide

Fall 2019

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Introduction

Department Overview

The unique strength of the Linguistics department is the systematic pairing of theoretical and experimental investigations of linguistic knowledge. Its nucleus of full-time [faculty](#) members in Linguistics, plus [several actively involved faculty members](#) in other departments, serves a student body of about 30 graduate students. The first linguistics courses at KU were offered in 1957. In 1968, Linguistics became a department and was authorized to offer a Ph.D. degree.

Our M.A. and Ph.D. programs in Linguistics require the student to develop a solid understanding of the core areas of the discipline in addition to an in-depth specialty in one of the many areas available through the research interests of the faculty. Areas of special strength in the graduate program include phonetics, phonology, psycholinguistics, neurolinguistics, first language acquisition, second language acquisition, syntax, semantics, and the study of indigenous languages.

The M.A. degree program usually takes two years.

The Ph.D. degree program usually takes five years, which includes completing an M.A. degree en route to the Ph.D. All Ph.D. students receive a five-year funding package.

All students will work with their academic advisor to devise a course of study that best suits their research interests.

Graduate Student Guide Purpose

Students should be able to determine exactly where they stand at any time concerning the fulfillment of department rules and regulations. By referring to this document and to [checklists](#) kept in their files, students will know what still remains to be done, or at least will be able to ask specific questions about their status. All graduate students may obtain copies of their [checklists](#) in order to record their progress in fulfilling requirements.

Rules of procedure and requirements are set up so as to direct students toward the M.A. or Ph.D. and to make sure that when students receive the degree, they will have indeed reached the level of competence associated with that degree. As the discipline evolves, specific rules and requirements are often updated, and this document helps everyone keep track of these updates.

Degree Requirements

The requirements listed below are those in effect for students entering the program after July 1st, 2019. Students enrolled prior to those dates may, at their option, continue under the old regulations or may choose to work under the new regulations (in toto).

Master of Arts (M.A.) Degree

The requirements for the M.A. degree consist of thirty-three hours of graduate coursework, a written Research Proposal, and an oral examination.

M.A. Course Requirements

Thirty-three hours of graduate work consisting of:

Required Courses

LING 794 Proseminar

LING 705 Phonetics I

LING 712 Phonology I

LING 725 Syntax I

One of the following acquisition courses:

LING 709 First Language Acquisition I

LING 715 Second Language Acquisition I

One of the following processing courses:

LING 735 Psycholinguistics I

LING 738 Neurolinguistics I

One of the following research methods courses:

LING 720 Research Methods in Linguistics

LING 741 Field Methods in Linguistic Description

LING 782 Research Methods in Child Language

Two Electives (2 courses - 6 credit hours) to be determined by the student and the student's advisor.

Electives are NOT to include LING 850, LING 851, LING 852, or LING 998.

One advanced II-Level Course or Linguistics Seminar (1 course – 3 credit hours)

Advanced II-Level Courses

LING 707 Phonetics II

LING 714 Phonology II

LING 716 Second Language Acquisition II

LING 726 Syntax II

LING 727 Morphology

LING 731 Semantics

LING 737 Psycholinguistics II

LING 739 First Language Acquisition II

LING 742 Neurolinguistics II

Linguistics Seminar Courses

LING 807 Seminar in Phonetics

LING 814 Seminar in Phonology

LING 822 Seminar in First Language Acquisition

LING 826 Seminar in Syntax

LING 831 Seminar in Semantics

LING 837 Seminar in Psycholinguistics

LING 842 Seminar in Neurolinguistics

LING 860 Seminar in Second Language Acquisition

LING 910 Linguistics Seminar: _____

One Research Seminar Course (1 course – 3 credit hours) One of the following Research Seminar courses to be determined by the student and the student’s advisor.

During the course, students will complete a written Research Proposal and an oral presentation (Oral Examination).

LING 850 Topics in Research in Experimental Linguistics

LING 851 Research in Language Acquisition and Processing

LING 852 Research in Field and Formal Linguistics

The written paper and oral defense should include a detailed Research Proposal. The Research Proposal has to be completed no later than the semester in which the student completes the 33 hours of course work and the student must be enrolled in LING 850, LING 851, or LING 852 when they submit their Research Proposal. The student will first orally present a draft proposal to the Research Seminar class. Based on feedback from the class and their advisor, the student will then complete and submit the written Research Proposal to their advisor and two additional faculty members. The length of the Research Proposal should be around 10-20 pages (excluding references). The Oral Examination will be the final oral presentation (in the class) of the final written Research Proposal, with questions from the student’s committee and others in attendance. The Oral Examination usually takes place in the last week of the class.

The student’s written Research Proposal will be evaluated by a committee consisting of three faculty members, and reported by a Progress-to-Degree form to the College Office of Graduate Affairs as the outcome of the M.A.’s examination. After completing the written Research Proposal and at least 2 weeks before the final oral Examination date, the committee will request the department Graduate Program Assistant to submit the pre-approval Progress-to-Degree form to the College Office of Graduate Affairs.

The committee will evaluate the M.A. Research Proposal using the [M.A. Research Proposal rubric](#). A student will pass if all components were rated Outstanding, Very Good, or Acceptable. A student will fail if any of the components are judged “Unacceptable”. If the student fails, they are given two weeks to revise the Research Proposal. If any of the components are again judged “Unacceptable”, the student will not receive an M.A. degree.

Student must ensure completion of all graduation requirements before and following the written Research Proposal and Oral Examination. Please see [M.A. Degree Checklist](#).

Timetable

The M.A degree program is expected to take 2 years (33 credit hours).

Year 1:

Complete 18-21 credit hours (3-4 courses/semester) consisting of core and elective courses.

Year 2:

Complete 12-15 credit hours (2-3 courses/semester) consisting of core and elective courses.

Complete a written Research Proposal and an Oral Examination of the Research Proposal.

Students should take the Oral Examination no later than the semester in which the student is enrolled for their thirty-third hour of course work applicable to the M.A. in Linguistics and the student must be enrolled in LING 850, LING 851, or LING 852 when they submit their Research Proposal.

The department will consider petitions for exceptions to any of the requirements listed in this section.

Ph.D. Degree

For the Ph.D., students must complete all M.A. requirements (for Ph.D. students) as well as additional requirements at the Ph.D. level.

Briefly, the requirements for the Ph.D. degree consist of a total of fifty-seven credit hours, including an M.A. Research Project, responsible scholarship requirement, a research skills requirement, a research presentation requirement, two qualifying papers, a Dissertation Proposal, an Oral Comprehensive Examination, and a Doctoral Dissertation and its oral defense.

M.A. Course Requirements for Ph.D. Students

Thirty-three hours of graduate work consisting of:

Required Courses

LING 794 Proseminar
 LING 705 Phonetics I
 LING 712 Phonology I
 LING 725 Syntax I

One of the following acquisition courses:

LING 709 First Language Acquisition I
 LING 715 Second Language Acquisition I

One of the following processing courses:

LING 735 Psycholinguistics I
 LING 738 Neurolinguistics I

One of the following research methods courses:

LING 720 Research Methods in Linguistics
 LING 741 Field Methods in Linguistic Description
 LING 782 Research Methods in Child Language

Two Electives (2 courses - 6 credit hours) to be determined by the student and the student's advisor.

One elective course (3 credit hours) must be taken from the Advanced II-Level course list or Linguistics Seminar course list. Electives are NOT to include LING 850, LING 851, LING 852, or LING 998.

Advanced II-Level Courses

LING 707 Phonetics II
 LING 714 Phonology II
 LING 716 Second Language Acquisition II
 LING 726 Syntax II
 LING 727 Morphology
 LING 731 Semantics

Linguistics Seminar Courses

LING 807 Seminar in Phonetics
 LING 814 Seminar in Phonology
 LING 822 Seminar in First Language Acquisition
 LING 826 Seminar in Syntax
 LING 831 Seminar in Semantics
 LING 837 Seminar in Psycholinguistics

LING 737 Psycholinguistics II
 LING 739 First Language Acquisition II
 LING 742 Neurolinguistics II

LING 842 Seminar in Neurolinguistics
 LING 860 Seminar in Second Language Acquisition
 LING 910 Linguistics Seminar: _____

One Research Seminar Course (1 course – 3 credit hours) One of the following Research Seminar courses to be determined by the student and the student's advisor. The course will include preparation of a written Research Proposal and oral presentations.

LING 850 Topics in Research in Experimental Linguistics
 LING 851 Research in Language Acquisition and Processing
 LING 852 Research in Field and Formal Linguistics

M.A. Research Project course (1 course – 3 credit hours)

LING 899 Master's Research Project

M.A. Research Project for Ph.D. Students

The M.A. Research Project should consist of a detailed Research Proposal *and* include pilot results and preliminary analyses. Students continuing on to the Ph.D. should be able to continue working on the project with the aim of submitting it as a qualifying paper for the Ph.D. program. The minimum length of the Research Project is 20 pages.

When the student is ready to begin writing the Research Project (typically during their third semester of coursework), the student in consultation with their faculty advisor should form a research project committee consisting of two additional members of the faculty. As soon as the committee is formed, the membership should be entered in to the student's file for the department's record and the Director of Graduate Studies should be informed. The Research Project committee will approve the project topic, supervise the project, and conduct the M.A. Research Project Oral Examination.

A student who has begun work on a Research Project ideally should take the Oral Examination no later than the semester in which the student is enrolled for their thirty-third hour of course work applicable to the M.A. in Linguistics. Students **MUST** be enrolled in LING 899 Master's Research Project in the semester (e.g., Spring) in which they defend their Research Project (and they must continue to be enrolled until they have completed their M.A. Research Project).

Three hours of Master's Research Project credit (LING 899) may be applied toward the minimum of thirty-three hours for the degree. The student must be enrolled in LING 899 in the semester in which they defend their M.A. Research Project.

The Research Project must be defended successfully in an Oral Examination. The oral exam is scheduled when all three committee members have indicated in writing their approval or disapproval of the written Research Project for defense and at least two (including the faculty advisor) have approved scheduling the exam. At least 2 weeks before the exam date, the faculty advisor will request the department Graduate Program Assistant to submit the pre-approval Progress-to-Degree form to the College Office of Graduate Affairs. At this time, the student must deposit a final formatted copy of the M.A. Research Project in the main office. If both the student and advisor agree, the M.A. Research Project Oral Examination will be open to the public.

Following the Oral Examination, the student's performance will be evaluated by the project committee and reported by a Progress-to-Degree form to the College Office of Graduate Affairs as the outcome of the M.A. Oral Examination.

The committee will evaluate the M.A. Research Project using the [M.A. Research Project rubric](#). A student will pass if all components are rated Outstanding, Very Good, or Acceptable. A student will fail if any of the components are judged "Unacceptable". If a student fails, they are given two weeks to revise the Research Project. If any of the components are again judged "Unacceptable", the student will not receive an M.A. degree.

To determine whether the student can continue into the Ph.D. program, the committee will also evaluate the M.A. Research Project with the following grades: 0=fail, 1=pass but cannot continue to the Ph.D. program, 2=pass and can continue to the Ph.D. program.

Students must ensure completion of all graduation requirements before and following the Research Project exam. Please see the [M.A. Degree Checklist](#).

Ph.D. Course Requirements

Twenty-four hours of graduate work consisting of:

Four Advanced II-Level courses or Linguistics Seminar Courses (12 credit hours) (in addition to those taken at the M.A. level):

Advanced II-Level Courses

LING 707 Phonetics II
 LING 714 Phonology II
 LING 716 Second Language Acquisition II
 LING 726 Syntax II
 LING 727 Morphology
 LING 731 Semantics
 LING 737 Psycholinguistics II
 LING 739 First Language Acquisition II
 LING 742 Neurolinguistics II

Linguistics Seminar Courses

LING 807 Seminar in Phonetics
 LING 814 Seminar in Phonology
 LING 822 Seminar in First Language Acquisition
 LING 826 Seminar in Syntax
 LING 831 Seminar in Semantics
 LING 837 Seminar in Psycholinguistics
 LING 842 Seminar in Neurolinguistics
 LING 860 Seminar in Second Language Acquisition
 LING 910 Linguistics Seminar: _____

Two Elective courses (6 credit hours) May include LING 850, LING 851, LING 852, LING 998, which are repeatable for credit. Select in conjunction with student's advisor.

Two Research Seminars (6 credit hours) LING 850, LING 851, LING 852 are repeatable for credit

LING 850 Topics in Research in Experimental Linguistics
 LING 851 Research in Language Acquisition and Processing
 LING 852 Research in Field and Formal Linguistics

Research Skills

The university requires that every doctoral student have training in Research Skills pertinent to the field of research and appropriate to the doctoral level. This requirement must be met before taking the

Comprehensive Oral exam. One of the following courses with a grade of B or above fulfills the requirement for Research Skills:

- A graduate-level (500 or above) course in statistics
- LING 720 Research Methods in Linguistics
- LING 741 Field Methods in Linguistic Description
- LING 782 Research Methods in Child Language
- A graduate-level (500 or above) course in a computer programming language

A course taken for the M.A. degree (i.e., a research methods or statistics course) counts towards the Research Skills requirement.

Responsible Scholarship

The university requires that every doctoral student complete a course in Responsible Scholarship, pertinent to the field of research and appropriate to the doctoral level. This requirement must be met before taking the Comprehensive Oral exam.

LING 794 Proseminar fulfills the requirement of Responsible Scholarship

Research Presentation Requirement

Students must give one research presentation each semester beginning in their second year of the program. For students who are just beginning their independent Research Projects, this presentation may involve a discussion of published research relevant to the student's research interests or a presentation of the student's research proposal. This requirement may be satisfied through a presentation in one of the research seminars (LING 850, LING 851, LING 852), a presentation at a local, regional, or international conference, a presentation in the Linguistics colloquy series, or a presentation at any other relevant forum as determined by the faculty advisor. Students must include the titles and dates of these presentations in their annual report each year.

Qualifying Papers

Students need to write two qualifying papers: a Major Paper in their area of specialization with their advisor and a Minor Paper in a different area with a different faculty advisor. Both papers should represent original work and both papers must have different faculty advisors. The Major Paper may be an expanded version of the M.A. Research Project and should be of publishable quality. The minimum length of the Major Paper is 25 pages. The minimum length of the Minor Paper is 15 pages.

Before completion of course work, the student should form an Advisory Committee, whose role is to help the student with the qualifying papers. The student in the Ph.D. program will select a three-member faculty advisory committee appropriate to each of the areas they have selected to write the papers in. The advisory committee approves the topics, helps the student develop and write the papers, and approves the papers. The membership of the committees should be officially entered into the student's file for the department's record and the Director of Graduate Studies should be informed.

The Major and Minor Papers are developed in close consultation with the student's committee and the two papers must be supervised by different faculty members. It is the advisory committee's

responsibility to ensure the breadth of the papers' topics. The topics of the papers (when approved) and the eventual approval of the final papers should be officially entered into the student's file for the department's record and the Director of Graduate Studies should be informed. The adequacy of the papers is evaluated on the quality of the literature review, theoretical contribution, and research integration as well on the basis of their logical coherence and organization (see [Major paper rubric](#) and [Minor paper rubric](#)). The papers are only officially submitted after all committee members have signed the approval form and a copy of the form has been placed in the student's folder. The student should email a final approved copy of each paper to the Department Graduate Program Assistant. The papers should typically be submitted by the time the student has completed the 24 credit hours of Ph.D. coursework. The student does not need to orally defend the Major and Minor qualifying papers.

Dissertation Proposal

When writing the Major and Minor qualifying papers, the student may form a Ph.D. committee (4 Department of Linguistics Graduate Faculty members, 1 Graduate Studies Representative member), which helps the student work on the Dissertation, starting from the Dissertation Proposal. The Dissertation Proposal should clearly identify the research questions that the Dissertation will address, include a comprehensive literature review, lay out the methodology for the research, discuss preliminary data and results, if any, and present a timetable for the dissertation research. The minimum length for the Dissertation Proposal is 15 pages. The topic of the Dissertation (once approved by the Ph.D. committee), and the approved Dissertation Proposal should be filed in the student's folder.

The Ph.D. committee is composed of at least five voting members. At least three members must consist of tenured/tenure-track faculty holding dissertation graduate faculty status in Linguistics at the University of Kansas. Additionally, a fifth member is required from outside of the department to represent the Office of Graduate Studies. The outside member must hold dissertation graduate faculty status at the University of Kansas. The student may suggest names for the committee, including the outside member, but the final composition of the committee is determined by the student's advisor in consultation with the Director of Graduate Studies. Faculty from other institutions or faculty from KU who do not hold dissertation status can be asked to join the committee as Special Members, after consultation with the advisor and the DGS. The student or a faculty member may request that the committee membership be reviewed by the entire department. The membership of the committee should be entered in to the student's file for the department's records and the Director of Graduate Studies should be informed.

Oral Comprehensive Exam

The Oral Comprehensive Exam is the official exam required by Graduate Studies and consists of an oral defense of the Dissertation Proposal and the answering of any questions related to the fields of study of the dissertation research. It must be completed in the spring semester of the 4th year (at the latest).

The student, in consultation with their Ph.D. committee, will propose a date for the Oral Comprehensive exam. At least two weeks before the date of the proposed exam, the Chair of the Committee or the Director of Graduate Studies will submit a request to the Graduate Program Assistant to submit a pre-approval Progress-to-Degree form to the College Office of Graduate Affairs, officially setting the date for the exam and listing the members of the Ph.D. examination committee. The exam is not confirmed as scheduled until the College Office of Graduate Affairs approves the request for examination. Once the

exam is approved, the Graduate Program Assistant will announce the exam (date, time, place, & committee) to all Linguistics faculty by email, and post the exam date on the KU and Department calendar. The oral exam will typically last two to three hours.

The exam will be conducted by the student's Ph.D. exam committee. Any member of the Graduate Faculty may attend, and ask questions at the invitation of the chair of the exam. However, only the committee of record, including the outside member, shall vote. The Oral Comprehensive exam is not open to the public.

A secret ballot shall be taken immediately after the student has been excused from the examination room. For this first ballot, the members may write: "Pass" (satisfactory or with honors), "Fail," or "Discuss." If the result is unanimously pass or fail, there may be a short discussion of matters to be brought to the attention of the student, but the student will be recalled as soon as possible and informed of the decision. If the result of the first ballot is not unanimous, there will be discussion. When the chair of the committee feels that there has been sufficient discussion (their decision may be challenged and overruled by a majority vote), he/she will call for a second secret ballot, in which a majority shall decide the outcome. In the second ballot, only "Pass" (satisfactory or with honors) or "Fail" may be written on the ballots.

A student who fails the Oral Comprehensive exam will take it again at a time determined by the Ph.D. committee, in consultation with the student. A student will not be permitted to take the Oral Comprehensive exam more than three times.

Upon passing the Oral Comprehensive examination, the student officially becomes a "Ph.D. candidate."

Post-Comprehensive Enrollment

During the semester in which the comprehensive exam is completed and each Fall and Spring semester following, doctoral candidates must enroll in at least 6 credit hours per semester (however, 9 credit hours is recommended) until all requirements for the degree are completed OR until 18 post-comprehensive hours have been completed, whichever comes first. At least one of these credit hours each semester must be a dissertation hour (LING 999). Students are strongly advised to closely review the [continuous enrollment](#) guidelines of the [University Policies & Degree Requirements](#) section of this handbook and the [Graduate Studies policy for Doctoral Candidacy](#).

Students should also enroll in either LING 850 Research in Experimental Linguistics, LING 851 Research in Acquisition and Processing, or LING 852 Research in Field and Formal Linguistics at least once following their Oral Comprehensive exam. LING 850, LING 851, and LING 852 are repeatable for credit.

Dissertation Committee

The Dissertation committee is the same committee as the Ph.D. committee. Any changes in committee membership must be reported to the committee chair and the department Director of Graduate Studies. Such changes must be approved in writing by all old and new committee members and by the student. If any one of these people is not satisfied with the changes, the case will be decided by a majority vote of the graduate faculty of the department. After the Dissertation is in substantially final form, no such changes in committee membership will be approved except under extraordinary

circumstances. [University policy dictates the composition of exam committees](#). Students may petition for an exception for several committee member situations, with the exception of [the Graduate Studies Representative](#). Therefore, all changes must follow university policy guidelines.

The Dissertation committee shall meet shortly after being constituted (or reconstituted in the case of a change in committee membership) to determine the procedures it wishes to follow. It will be the responsibility of the chair of the dissertation committee to see that the other readers have access to copies of the Dissertation in progress, though the candidate is responsible for preparing and distributing this material. The following guidelines are suggested: The student will submit chapter-length sections to the dissertation faculty advisor and at least a second reader as work progresses, and make revisions according to their comments and discussion. The other readers will be asked to read the first complete draft for general criticism, well in advance of the time proposed for the Dissertation Defense, and the student will make revisions according to their comments.

Dissertation Defense

When at least four members of the Ph.D. committee including the faculty advisor have given approval in writing for defense of the Dissertation (all members must indicate approval or disapproval in writing), a final oral defense of the Dissertation may be scheduled. At least two weeks before the date of the proposed defense of the dissertation, the Chair of the Committee or the Director of Graduate Studies will submit a request to the Graduate Program Assistant to submit a pre-approval Progress-to-Degree form to the College Office of Graduate Affairs, officially setting the date for the oral defense of the dissertation, listing the members of the examination committee, and the title of the Dissertation. The exam is not confirmed as scheduled until the College Office of Graduate Affairs approves the request for the defense. Once the oral defense of the dissertation is approved, the Graduate Program Assistant will announce the defense (date, time, place, & committee) to all Linguistics faculty by email, and post the date on the KU and Department calendar. At this time, a formatted copy of the Dissertation must be deposited by the student in the main office.

The defense will normally last one to two hours. It is open to all members of the Graduate Faculty and to the public. The student will be asked first to summarize their Dissertation, and then will be questioned by the committee. Vote will be by the committee of record and will be taken immediately after the exam by [secret ballot](#) (see procedure under Oral Comprehensive Exam section).

Submission of Final Copies

The department will not certify completion of requirements until bound copies of the Dissertation have been received. The Department requires one bound copy, and it is expected that the student will present one bound copy to the dissertation committee chair or co-chairs.

University Requirements

Throughout the course of doctoral study, the student must fulfill all relevant College and University policies such as those concerning doctoral residency, time constraints, continuous post-comprehensive enrollment (Fall and Spring), human subjects review, electronic filing, and graduation. Refer to the [University Policies and Degree Requirements](#) section of this document for more information.

Second Language Studies Certificate

Overview

The graduate certificate in Second Language Studies (SLS) can enhance the preparation and professionalization of graduate students. The certificate provides an opportunity at KU for graduate students to add a concentration in applied linguistics and language teaching.

Certificate Requirements:

The certificate is awarded to M.A. or Ph.D. students who successfully complete 4 graduate-level courses across disciplines (12 credit hours total) as outlined below:

1. LING 700 Introduction to Linguistics or equivalent offered in each participating department
2. LING 715 Second Language Acquisition
3. LA&S 720 Introduction to Language Teaching Research
4. Elective course in Second Language Studies. This may be fulfilled by a Teaching Methods course required of GTAs teaching in the SLLC (FREN 704, SLAV 824, SPAN 801) or by other approved related courses, including those offered by the School of Education.

A student who has prior coursework deemed equivalent to any of the required courses may replace the required course with an approved elective. For more information about the graduate certificate in SLS, please contact Prof. Nina Vyatkina, Department of German Languages and Literatures, vyatkina@ku.edu.

Admissions

Deadlines

To apply for Fall admission into the M.A. or Ph.D. program, please submit all application materials no later than **December 15th**. The Linguistics Department does not admit new students for the spring or summer terms. Complete applications are reviewed in January and admission decisions are typically communicated in February. Consult the online application checklist for updates on the status of your application.

Application Materials & Procedures

Applicants to our program should complete the KU [Application for Graduate Study](#).

Please be aware that the following items will need to be prepared in advance and uploaded with the online application:

- A current Curriculum Vitae or Resume.
- A Statement of Purpose describing your academic and career objectives. This very important part of your application helps the faculty to decide whether our program is appropriate for you. In the statement, you should explain why you want to study linguistics and what you intend to do with the knowledge you would gain from studying here. You should also note any special circumstances concerning your application, your prior training or experience, and anything else you wish the faculty to take into account in evaluating your application.
- Three (3) letters of recommendation (LOR). If possible, these letters should come from faculty members who have supervised your earlier work. You will need to provide the names, titles, and contact information of the individuals you are requesting recommendations from on the online application. If the person recommending you is unable to complete the LOR online, they can send a hardcopy directly to the department.
- Official transcripts from all institutions from which a degree was obtained and from all institutions attended post-bachelor. Transcripts must be sent from the previous institutions directly to KU.

By email: graduateadm@ku.edu	By mail: Graduate Admissions 313 Strong Hall University of Kansas 1450 Jayhawk Blvd. Lawrence, KS 66045
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- An official Graduate Record Examination (GRE) score report. Although the online application will ask you to self-report your scores, official scores must also be sent directly from GRE. KU's University code is 6871.
- A writing sample on a linguistically-related topic is ideal, but one that showcases your general academic abilities in logic reasoning and argumentation is also welcome.
- **Note to all applicants:** We must receive all materials for your application to be considered for admissions. In particular, we cannot offer any admission status, provisional or otherwise, without GRE or proof of English proficiency for non-native speakers of English. Consult the online application checklist for updates on the status of your application.

Admissions Contact Information

Prospective students are encouraged to research and contact relevant [faculty](#) in the department concerning their particular interest, as well as the Director of Graduate Studies, [Dr. Allard Jongman](#). Questions regarding the application process, required documents, or technical issues should be directed to the Graduate Program Assistant, [Corinna Johnson](#).

Non-Native Speakers of English

The Office of Graduate Studies requires applicants, international or domestic, whose native language is not English to demonstrate English proficiency. Refer to [Admissions](#) under the [University Policies and Degree Requirements](#) section of this document for more information regarding the University's requirements for providing proof of English proficiency.

M.A. Admissions Policy & Procedures

M.A. applications are evaluated by the entire faculty of the Linguistics Department. When a student's application dossier is complete, it is circulated among the faculty. If a majority of the graduate faculty of the department vote in favor of admitting the student, they will be admitted. A student will be accepted if they meet all University requirements for admission described in the [University Policies & Degree Requirements](#) section of this handbook, meet all Department admissions requirements, if their undergraduate courses and/or work experience indicate reasonable preparation for graduate study in Linguistics, and there is an available faculty member to serve as their advisor. Admission to the M.A. program depends on an evaluation of the student's potential for completing the M.A. and the availability of a faculty member to serve as the student's advisor.

Ph.D. Admissions Policy & Procedures

Ph.D. applications are evaluated by the entire faculty of the Linguistics Department. When a student's application dossier is complete, it is circulated among the faculty. Admission to the Ph.D. program depends on an evaluation of the student's potential for completing the Ph.D., the availability of a faculty member to serve as the student's advisor, and the availability of a 5-year funding package.

Students with only a baccalaureate degree are welcome to apply to the Ph.D. program if their ultimate degree objective is the Ph.D. If admitted, the student will have to complete all M.A. requirements (Research Project option) before moving onto Ph.D. studies. Admission does not constitute automatic advancement to the Ph.D. program. The student's M.A. Research Project Committee will evaluate their project with the following grades: 0=fail, 1=pass but cannot continue to the Ph.D. program, and 2=pass and continue to the Ph.D. program.

Second Language Studies Certificate Admissions Policy & Procedures

Current KU Students

A student must be in good standing with their graduate degree program in order to participate in the certificate program. A graduate GPA of 3.0 or higher is required for admission. The application process entails completing the online application, payment of the application fee, and submitting required materials:

- A current Curriculum Vitae or Resume.
- A personal statement declaring your interest in Second Language Studies and its relationship to your graduate course of study and/or career objectives.
- One letter of recommendation from your graduate degree program.
- A KU Advising report in lieu of an official transcript.

New Students or KU Alumni

Non-KU students or KU Alumni must have a previously completed advanced degree in an applicable field with a graduate GPA of 3.0 or higher. The application process entails completing the online application, payment of the application fee, and submitting required materials:

- A current Curriculum Vitae or Resume.
- A personal statement declaring your interest in Second Language Studies and its relationship to your graduate course of study and/or career objectives.
- Two letters of recommendation from persons familiar with your academic work or potential for graduate study.
- Official transcripts from any institutions where coursework related to study in your second language was completed.

By email:

graduateadm@ku.edu

By mail:

Graduate Admissions
313 Strong Hall
University of Kansas
1450 Jayhawk Blvd.
Lawrence, KS 66045

Non-Degree Seeking Admissions Policy & Procedures

Students with a completed Bachelor's degree who have demonstrated academic competence and wish to take an upcoming graduate-level course in LING may apply as a non-degree seeking (NDS) student.

Please note undergraduate prerequisite course completion is typically necessary to succeed in graduate-level coursework. If you intend to enroll in coursework via NDS status for non-graduate study pursuits and personal interests, please specify what courses you would like to complete in the department. Not all courses may be open to NDS students; please contact our Director of Graduate Studies before applying to receive a list of courses available to NDS students.

Any applicant seeking to be admitted as a non-degree seeking student must submit an application at <https://graduate.ku.edu/apply>. Applicants must have a cumulative GPA of 3.0 or higher in their post-secondary courses. Applicants must include the materials below in their application:

- Applicants must provide a [copy of an official transcript](#) from all post-secondary institutions they've attended. Copies of official transcript(s) can be uploaded directly into the online application. If admitted, applicants must have an official, sealed transcript sent to the Office of Graduate Admissions.
 - Applicants must provide evidence of a completed bachelor's degree. A qualifying bachelor's degree must be conferred by a regionally-accredited university or a foreign university with substantially equivalent degree requirements. A bachelor's degree may or may not be accepted by a department if it contains credit awarded for work experience that was not directly supervised by faculty members (e.g., life experience) or which was not evaluated in units that identify the academic content (e.g., if the work was graded on a P/F or S/U basis). For more information about what constitutes a completed bachelor's degree and about procedures used to provide and evaluate transcripts, see the procedures governing [Graduate Admissions](#).

By email:	By mail:
graduateadm@ku.edu	Graduate Admissions
	313 Strong Hall
	University of Kansas
	1450 Jayhawk Blvd.
	Lawrence, KS 66045
- Applicants must have a cumulative GPA of 3.0 or higher in their post-secondary courses.
- Non-native speakers of English must meet English proficiency requirements as described here <http://graduate.ku.edu/english-proficiency-requirements>.

Note to all applicants: The deadline of application for Fall admission is December 15. We do not offer Spring admission. Complete applications are reviewed in January and admission decisions are typically communicated in February. Consult the online application checklist for updates on the status of your application. Non-degree-seeking applicants are not required to meet the other standards for Regular admission.

Provisional Admission Policy & Procedures

On rare occasions, the department may recommend an applicant who does not meet the University's minimum requirements for provisional admission. This may occur, for example, if a student's overall undergraduate GPA is deficient but the major GPA, GRE scores, and admissions essay suggest strong potential for success in graduate study. All recommendations for provisional admission are contingent on approval by the College and University.

To continue in the program, students admitted provisionally must meet with the DGS at the start of the academic term, must comply with any requests for additional meetings or communications, and must earn at least a 3.0 GPA in the first semester of graduate coursework at KU.

Department Policies & Procedures

Progress to Degree

Entering Students (Degree and Non-Degree seeking)

The Director of Graduate Studies (DGS) of the Department serves as the advisor of entering students until the students select their advisors based on their research interests and mutual agreement with the faculty members they wish to work with.

Selection of an Advisor

Before enrolling for their second semester of graduate work, each student should select an advisor who will help the student plan a course of study. The student will ask a faculty member to serve in that capacity and, if that person agrees, will obtain their written consent for departmental records. The advisor can be the faculty member initially assigned or any other member of the Linguistics faculty. Students may request a change of advisor at any time. The student should get consent from the new advisor and then also notify the Director of Graduate Studies. The Chair and the Associate Chair of the Linguistics Department can serve as additional points of contact for the student in this process. The advisor exercises much responsibility in directing the student's program.

Biannual Committee Meetings

Students should meet every semester with their entire committee appropriate for their progress level in the program to inform the committee of their academic progress. Students who have not formed a committee should meet with their advisor if one has been selected or with the Director of Graduate Studies.

Annual Review

Each spring semester, students are required to submit an electronic copy of their CV and annual review form to their advisor and the Graduate Program Assistant at kuling_grad@ku.edu. Additionally, each spring semester, the faculty reviews the progress of all graduate students and will send an individual letter to each student outlining the extent of their progress in the program.

Student Paper Submission

When a student submits a draft of an M.A. Research Proposal, M.A. Research Project, qualifying paper (Major Paper, Minor Paper), Dissertation Proposal, or Dissertation to the advisor or the committee, the advisor and members of the committee should provide feedback to the student within three weeks. The student also should submit an electronic copy to the Graduate Program Assistant at kuling_grad@ku.edu. The Graduate Program Assistant should follow up with the advisor and the committee at the end of the three-week timeframe.

Degree Program Changes

Rules and Requirements

When rules or requirements for a given degree program are changed, they generally become effective for students entering at the beginning of the following semester. Students already enrolled at the time of the change may choose to work under the new regulations (in toto), but may not be forced to do so.

Exceptions

Each time the advisor (or the committee appropriate to the student's progress level in the program) proposes a change in a student's program that is not specifically allowed for in this or subsequent documents, it shall be reported to the Director of Graduate Studies. The DGS will inform the department faculty and the student in writing. If neither the student nor a faculty member asks within two weeks of the written notice that the matter be discussed at a department meeting, the change will be entered on the official checklist in the student's file. The formal recording of decisions should keep everyone aware of any trends that might have long-range effects on the program or on the student's academic progress. Such changes may not be made during the summer or between semesters.

Petitions

Whenever a graduate student wishes to petition for waiver of or a change in a rule, the student should write a letter to their advisor. The advisor will consider the petition (possibly meet with the student), make a decision/recommendation, and report it to the Department in writing. If neither the student nor any member of the faculty of the Department objects, the recommendation is final two weeks after publication. If there is an objection, the petition is then considered by the entire faculty as soon as possible.

In cases where the policy or requirement being petitioned is a University policy, the DGS will decide whether to support the student's petition. Students should always consult with their advisor prior to submitting a petition to the DGS to ensure that a petition is necessary and that all the appropriate supporting documentation is accounted for. If the DGS is in support, the Graduate Program Assistant will submit a petition form to the College Office of Graduate Affairs (COGA) accompanied by supporting materials as required. The specific petition form outlines the supporting material needed for each petition. These materials must accompany the petition sent to COGA. COGA's [petitions web page](#) provides additional information regarding University petitions, including supplemental documentation that may be required by the University. Additional information regarding the more common University petitions, such as [Leave of Absence](#), [Enrollment requirements](#), and [Time Limit Extensions](#) may also be found in the [University Policies & Degree Requirements](#) section of this document.

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

Student Files

Graduate student files are the joint responsibility of the Director of Graduate Studies (for new students), the respective advisors, and the students, although the Graduate Program Assistant will normally take care of keeping each file up to date.

The files should contain the original application, transcripts, and letters of recommendation, official correspondence (to and from the student, letters written on the student's behalf to other officers of the university or to scholarship agencies, etc.), current grade reports and a degree progress checklist. Access to student files is restricted to members of the department faculty on official business and to the respective students, in accordance with the "[Buckley Amendment](#)." The Graduate Program Assistant determines if an individual has the right to access.

If a student wishes to have their file released to someone not in the Department, they must so state in writing by completing the [Authorization to Release Student Information](#) form. In the case of a student requesting transfer to another department, the Graduate Program Assistant will transmit transcripts only and will keep the original application, a copy of the Progress-to-Degree form requesting transfer, and all correspondence until/unless it can be established that it is legal to release that correspondence.

The checklist in each student's file is based on the set of requirements that was in effect at the time of their admission to the program unless the student has chosen to come under a new program. Students are encouraged to maintain duplicate checklists and to compare them with the official ones from time to time.

Progress-to-Degree Forms (PTDs)

Progress-to-Degree forms are the official means by which the Department and the College Office of Graduate Affairs communicate regarding changes in a student's status. PTDs must be used to request authorization to administer exams and report final results, for leave of absences, time limit extensions, to request transfer credits, etc. The department Graduate Program Assistant will process all PTDs by request from the DGS, committee chair, or faculty advisor, whoever is required for the specific PTD form.

PTD requests for exams (M.A. Research Proposal, M.A. Research Project, Oral Comprehensive, and Dissertation defense) must be submitted to the Graduate Program Assistant no less than 2 weeks before the tentative exam date.

Academic Guidelines

Grading

A grade of C or higher must be achieved for a course to count toward a degree in the Linguistics graduate program; however, only grades of A or B are normally taken as indications that a graduate student has done satisfactory work in a course. Students should carefully review the University's grading

policy, found under [Grading](#) in the [University Policies and Degree Requirements](#) section of this handbook.

Good Standing

To be considered in "good standing" in any graduate program, the University requires graduate students to maintain a minimum GPA of 3.0 (or "B" average) and be making timely progress toward meeting their degree requirements. For additional information on good standing, as well as [probation and dismissal procedures](#) for those students that do not meet the requirements for good standing, see the [University Policies and Degree Requirements](#) section of this document.

Academic Integrity & Misconduct

In the Department of Linguistics, we consider academic integrity essential to our work and we expect students to adhere to its principles in conducting research. This means students acknowledge the sources they use in their academic work and cite them fully and correctly; not acknowledging a source constitutes plagiarism.

Plagiarism is presenting someone else's words or work as your own. Plagiarism applies to material taken from a book, an article, the internet, or from another person without properly citing your sources. Paraphrasing another writer, substituting words, or rearranging sentences from the work of another also constitutes plagiarism. Plagiarism is easily detected with database and search engines. Students should consult with faculty well before paper due dates if they are not sure about how to handle a source. The [KU Writing Center](#) also provides guidance on incorporating and properly citing reference sources, and how to avoid plagiarism.

Plagiarism is academic misconduct and is a violation of rules and regulations of the University of Kansas. Penalties for academic misconduct range from failure of the assignment to expulsion from the University.

Academic integrity also means work on examinations and assignments must be carried out by authorized means. Students are subject to sanctions by the University for Academic Misconduct if they violate these principles. Additional information and definitions are provided in the [University Senate Rules and Regulations](#).

Grievance Procedures

The Linguistics Department advises graduate students to first attempt to resolve issues directly with the party involved. If a complaint or grievance arises that cannot be resolved directly, or if the student does not feel comfortable attempting to resolve the issue, the Department Chair or any neutral party may be used to seek a conciliatory solution. If no mutually satisfactory resolution can be arrived at, the student should then follow the department's [official grievance procedure](#), which has been approved by the University.

Professional Development

Research

The unique strength of the Linguistics department is the systematic pairing of theoretical and experimental investigations of linguistic knowledge. As such, both our teaching and research focus on language as a cognitive system. We study the underlying rule system inherent in complex phonological, morphological, and grammatical structures of language. We also explore what it means to know a language both as an innate system in the human mind and the maturation of that system within the mind of the individual speaker, exploring similarities and differences in how children and adults acquire linguistic knowledge. The formal study of phonology, morphology, and syntax, for example, provides insight into the structure of language. Phonetic, psycholinguistic, and neurolinguistic research in turn explores how underlying structures influence the actual production and comprehension of language. Our experimental orientation distinguishes us from linguistics departments with a sole emphasis on theoretical linguistics. Moreover, our curriculum emphasizes linguistic diversity as a reflection of human diversity: We teach a variety of “The Structure of _____” courses (recent examples include Arabic, Chinese, Japanese, Kaqchikel, Kiche, Kiowa, and Quechua). We also offer a Field Methods course, always centered around a native speaker of a language unfamiliar to the students (recent examples include Kaqchikel, Marathi, Quechua, and Vietnamese).

Facilities

The department currently houses 6 research/teaching laboratories. These 6 labs employ a vast array of methods for the collection and analysis of a wide range of linguistic data.

The [Phonetics and Psycholinguistics Laboratory](#), established in 1999, focuses on acoustic, aerodynamic, and perceptual measurements for the experimental study of speech and language, including its production, perception, and acquisition.

The [Second Language Acquisition Laboratory](#), established in 2005, explores the nature of acquisition and processing in adult second language learners, using interpretation, self-paced reading, and speeded grammaticality judgment tasks.

Established in 2005, the [Mayan Language Acquisition Laboratory](#) archives video and audio recordings of children acquiring four Mayan languages: Ch’ol, Mam, K’iche’ and Q’anjob’al.

The [Neurolinguistics and Language Processing Laboratory](#), founded in 2006, investigates the cortical representation of language and uses ERP (event-related potentials) as well as lexical decision and priming paradigms.

The [Developmental Psycholinguistics Laboratory](#) (2009) investigates how preschool-age children acquire and use the knowledge of meaning in their first language, utilizing linguistic comprehension tasks and the visual-world eye-tracking paradigm.

Our most recent addition, the [Second Language Processing and Eye-tracking Lab](#) (2012) explores how non-native speakers process phonetic, phonological, and morphosyntactic aspects of a second/foreign language.

Colloquy

Students and faculty meet regularly to hear talks and discuss linguistic topics at the "Linguistics Colloquy" which began in 1961. All Linguistics Graduate students are expected to attend the Linguistics Colloquy series as part of their training.

The Colloquy Committee is normally elected for each academic year at the last colloquy of the spring semester, and is in charge of setting up the program and making arrangements. Both students and faculty may serve on the Colloquy Committee. The Chair of the Department is an ex-officio member of the Committee. The Department supports the Colloquy with secretarial help and publicity expenses. Following the Colloquy, there is usually a social reception for further informal interaction.

Frances Ingemann Lecture

Each year, the department invites a renowned scholar to give the annual Frances Ingemann Lecture. All Linguistics Graduate students are expected to attend the Frances Ingemann Lecture as part of their training. Speakers are selected with input from both faculty and graduate students. Care is taken to balance the different areas within Linguistics. This lecture series is supported by the College of Liberal Arts and Sciences in recognition of Prof. Ingemann's significant contributions to the department and the university at large. Following the lecture, there is a dinner party for further informal interaction.

Kansas Working Papers in Linguistics

[Kansas Working Papers in Linguistics](#) (KWPL), ISSN 1043-3805 (print), ISSN 2378-7600 (electronic) is an annual publication of the University of Kansas Department of Linguistics. KWPL is intended as an open-access forum for the presentation of the latest original research by the faculty and students of the Department of Linguistics and other related departments at the University of Kansas. Contributions by persons not associated with the University of Kansas are also welcome. Since KWPL is a working paper, publication in KWPL does not preclude later publication elsewhere of revised versions of papers.

Annual calls for papers are typically announced early in the calendar year. Authors may email papers directly to the KWPL editors at kwpl@ku.edu. KWPL welcomes submissions of papers on all topics in the field of linguistics, including phonetics, phonology, morphology, syntax, semantics, language acquisition, psycholinguistics, neurolinguistics, linguistic anthropology, and indigenous languages.

Papers should be a maximum of 25 pages, single-spaced, and in accordance with the [KWPL stylesheet](#). Any further questions regarding KWPL or the submission process can be directed to kwpl@ku.edu.

Linguistics Graduate Student Association (LGSA)

LGSA is a duly constituted organization within the university, to which all enrolled graduate students automatically belong. Election of officers of the association (president, vice-president, secretary/treasurer, & department representatives) is held late in the spring semester for the following academic year. Activities of the association may vary from time to time, but normally include:

- Maintenance of a small library: maintaining dissertations and theses, and student papers placed in the collection on the recommendation of a member of the faculty.
- Production of the [Kansas Working Papers in Linguistics](#), an annual volume published online at KU ScholarWorks containing original research papers by graduate students and faculty.
- Student Department Representatives will participate in meetings of the Department, with voting privileges. Their participation will be subject to the following conditions:

Students shall participate in discussion of and vote on departmental policies and planning (e.g., proposals of new courses and revisions of existing courses, formulation of degree requirements, preparation of reading lists, processing reports and requests for information).

Students shall not participate in discussion of matters pertaining to personnel and evaluations (e.g., selection and appointment of faculty committees or representatives, graduate admissions, M.A. and Ph.D. examination preparation and evaluation, recommendations for student awards and fellowships, budget matters), and other related matters as determined by the Chair.

Student opinion shall be solicited on such matters as promotion and tenure recommendations, recruitment of new faculty, and preparation of class schedules, but only faculty shall vote on them. In the case of student petitions, the student representatives will be excused and shall not participate in the voting.

Graduate Teaching Assistants

Our overriding concern is to provide the best possible instruction in undergraduate Linguistics courses, while providing financial support and teaching experience in Linguistics for our graduate students.

Criteria

Teaching Assistants for undergraduate Linguistics courses will be selected on the basis of the following criteria:

- It is strongly recommended that all candidates for GTA positions, by the end of the semester in which the selections are made, have successfully completed a minimum of one graduate-level course in each of the following areas: Phonetics, Phonology, Syntax, First Language Acquisition or Second Language Acquisition, Psycholinguistics or Neurolinguistics.
- Academic excellence is essential. Grade point average in Linguistics work taken at the University of Kansas will be an important consideration.

- The GTA Selection Committee will normally prefer students who have been admitted to the Ph.D. program by the deadline for application, and other things being equal, seniority in the graduate program may be considered.
- Evidence of quality in prior teaching experience will be considered. Candidates should document relevant experience if they wish it to be taken into consideration by the GTA Selection Committee. Documentation may take the form of teaching evaluations from any pertinent source (AEC, secondary school(s), other universities or departments, etc.) and/or of letters of recommendation from instructors or others who are familiar with the applicant's teaching. It is recognized that many applicants will not have had prior teaching experience. Demonstrated ability to organize and present material before a group is important, however. Useful experience can include course and seminar presentations in the Department as well as conference presentations and Linguistics Colloquies.
- The Office of Graduate Studies requires all applicants whose native language is not English to demonstrate English proficiency. Refer to [English proficiency requirements](#) in the [University Policies and Degree Requirements](#) section of this document for more information for providing proof of English proficiency to be appointed as a GTA.

KU Fellowships require a commitment from the Department to support the fellowship holder with an assistantship for an additional three to four years of study (based on the individual fellowship funding) at the minimum standard stipend rate. To meet this commitment, priority will be given to holders of these fellowships.

Within the constraints above, the committee will attempt to ensure that all students who pass the Oral Comprehensive Examination without having taught a Linguistics course, and who desire to teach, have the opportunity to do so for at least one semester.

Appointment Term Limits

According to KU regulations, a student who is admitted to a graduate program to obtain only a master's degree is limited to six semesters of GTA appointments. A student admitted to pursue only a doctorate or admitted to pursue more than one degree in a single department is eligible for up to a total of sixteen semesters as a GTA. A KU student may not serve more than sixteen semesters as a GTA, except as described under the "[Clean Slates](#)" guidelines. For additional information refer to the [University of Kansas Term Limits for Appointments of Graduate Teaching Assistants policy](#).

No student may hold a GTA appointment the term of which begins in a semester after the one in which the student has successfully defended their Dissertation.

Procedures

Completed applications for the academic year, fall semester, spring semester, or summer session are typically due by mid-March.

After the final deadline for submissions of applications has passed, the faculty members of the GTA Selection Committee meet and rank the applicants according to the criteria above. The committee submits a written report to the Chair of the Department, recording any dissenting votes, and noting, where applicable, the candidates' preferences. The Chair of the Department selects from the ranked list those candidates they believe best fit the staffing requirements for the semester(s) in question.

The Chair's final selection must be voted on by the faculty members of the Department. Each candidate is notified in writing, after the Department's final selection. This notification will come from the Graduate Program Assistant. Each candidate who is not selected will be notified of their standing on the waiting list for positions that may become vacant.

Linguistics Awards

All eligible students are automatically considered for the Department of Linguistics awards by the Fellowships and Awards Committee in the spring semester for the coming year.

The Frances Ingemann Linguistics Scholarship

Awarded annually to an outstanding graduate student in Linguistics. The amount of the award is determined by the Department each spring. To be eligible for the award, the student must be in residence and enroll in a minimum of 6 credit hours in Linguistics or linguistic-related courses (approved by the student's advisor) each semester.

Linguistics Research Fellowship

This award recognizes senior graduate students (who have passed their Ph.D. Oral Comprehensive Exam - ABD) who have shown exceptional achievement and promise in research. The fellowship minimally provides support for one semester in which recipients will be able to focus on doing research.

Outstanding Graduate Teaching Award

This award recognizes exceptional teaching. Students who receive this award show exceptional commitment to their students and demonstrate the ability to bring Linguistics to life in the classroom.

Outstanding Service Award

This award recognizes exceptional service. Students who receive this award have contributed in some way to the broader goals of strengthening the department.

UNIVERSITY POLICIES AND DEGREE REQUIREMENTS

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

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

GENERAL POLICIES

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

[Admission](#)

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

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

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

Related Policies and Forms:

- [Admission to Graduate Study](#)

[English Proficiency Requirements](#)

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

- Declaration of native speaker status on the online application for graduate study.
- Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English-medium U.S. college or university or a college or university in the United Kingdom,

Australia, New Zealand, Ireland, English-speaking province of Canada, or an English-speaking Caribbean country, with instruction conducted in English. Degrees earned online may not be used to verify English proficiency. Note: this option is not sufficient for employment as a Graduate Teaching Assistant.

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

Applicants that do not meet the minimum scores should review the English Proficiency Chart, provided via the link above, for information about provisional admission and petition processes based on exceptional circumstances applicants should submit their scores directly to the Office of Graduate Studies:

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

Related Policies and Forms:

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

Enrollment

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

Fall and Spring semesters:

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

Summer sessions:

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

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

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

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

Students who wish to leave their graduate program should inform the department of such plans in writing so that a Voluntary Withdrawal form may be submitted on their behalf.

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

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

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

Related Policies:

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

Graduate Credit (Including Transfer Credit)

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

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

Transfer Credit

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

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

Reduced Credit Hour Degree

KU policy defines 30 hours as the minimum for master's degrees. Departments may petition for a reduced hour degree Master's degree for individual students in cases where they may provide evidence that the student entered the program especially well-prepared to complete a graduate-level degree and the student is able to maintain a superior grade point average. A reduction in hours is distinct from a transfer of credit and is reserved for those students in that they may in some cases be based on coursework that was already used to fulfill requirements towards a completed degree, some non-coursework (e.g. internships, study abroad), and there are no modifications on the transcript.

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

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

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

Count Toward Degree

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

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

Related Policies:

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

Credit/No Credit

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

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

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

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

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

Related Policies and Forms:

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

Probation & Dismissal

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

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

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

to make adequate progress on a thesis or dissertation, unacceptable academic performance on program components outside of coursework (e.g. exams), an unsatisfactory result in their department's annual evaluation, or as a result of going beyond their official time to degree. Students should carefully review the [Good Academic Standing policy](#) for graduate students at KU for more information on what constitutes making satisfactory academic progress.

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

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

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

Related Policies:

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

Grading

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

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

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

Related Policies:

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

[Time limits](#)

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

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

Related Policies and Forms:

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

[Leave of Absence](#)

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

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

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

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

Related Policies and Forms:

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

Oral Exams

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

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

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

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

The following are University policies pertaining to these oral exams:

Oral Exam Committee Composition

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

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

Oral Exam Attendance (Physical Presence)

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

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

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

Related Policies and Forms:

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

DOCTORAL DEGREE REQUIREMENTS

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

Residency Requirement

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

Related Policies and Forms:

- [Doctoral Program Time Constraints](#)

[Continuous Enrollment for Post-Comprehensive Students](#)

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

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

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

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

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

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

Related Policies and Forms:

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

GRADUATE CERTIFICATE REQUIREMENTS

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

Related Policies and Forms:

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

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

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

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

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

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

Submission of the final draft of the thesis or dissertation is done electronically. Students must comply with all University requirements for [formatting](#) and [electronic submission](#) of the thesis or dissertation. There is no University requirement that students provide a bound or printed copy of the draft.

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

GRADUATE STUDIES FUNDING OPPORTUNITIES

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

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

Summer Fellowships: intended primarily for doctoral students.

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

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

KEY OFFICES AT KU

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

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

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

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

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

[Office of Graduate Studies](#)

Graduate Studies is the office of the Dean of Graduate Studies at KU. The Executive Council of Graduate Studies sets policies and regulations governing graduate study, and offers various programs for graduate students throughout the year. While COGA should be your first stop for any questions your department cannot answer, you may be referred to Graduate Studies for certain matters, especially for questions about [GTA/GRA/GA appointments and policies](#). [The University's Doctoral Hooding Ceremony is coordinated by Graduate Studies](#).

[Graduate Admissions](#) (Within the Office of Graduate Studies)

Contact Graduate Admissions for questions regarding, KU Online Application for Graduate Study, ADMIT system / Prospect, English proficiency requirements, and official transcripts.

[Office of the Registrar](#)

Contact the registrar for questions related to enrollment (if the question cannot be resolved via the enrollment changes link provided above under COGA), tuition, campus fees, the Academic Calendar, and fee petitions.

Financial Aid

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

International Student Services (ISS)

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

Center for Teaching Excellence (CTE)

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

APPENDIX

Linguistics Checklist Forms for M.A. Degree

Form A_{M.A.}: Personal Information

Form B_{M.A.}: M.A. Coursework, Written Paper Proposal, and Oral Examination

Form C_{M.A.}: M.A. Research Proposal Evaluation Rubric

Form D_{M.A.}: M.A. Flowchart

Linguistics Checklist Forms for Ph.D. Degree

Form A: Personal Information

Form B: M.A. Coursework for Ph.D. Program

Form C: M.A. Research Project and Oral Examination

Form D: M.A. Research Project Evaluation Rubric

Form E: Ph.D. Coursework

Form F: Ph.D. Major Paper – Qualifying Paper

Form G: Ph.D. Major Qualifying Paper Evaluation Rubric

Form H: Ph.D. Minor Paper – Qualifying Paper

Form I: Ph.D. Minor Qualifying Paper Evaluation Rubric

Form J: Dissertation Proposal, Oral Comprehensive Exam, and Ph.D. Committee

Form K: Ph.D. Dissertation Evaluation Rubric

Form L: Ph.D. Dissertation Defense

Form M: Ph.D. Flowchart

Linguistics Checklist Forms for M.A. Degree Degree Requirements

(Updated Fall 2019)

Form A M.A.: Personal Information

Form B M.A.: M.A. Coursework, Written Research Proposal, and Oral Examination

Form C M.A.: M.A. Research Proposal Evaluation Rubric

Form D M.A.: M.A. Flowchart

Form A M.A.: *Personal Information*

Name: _____

KU ID: _____

Email: _____

Cellphone: _____

Program/Research: _____

Date Admitted: _____

Expected Degree Completion Date: (2-year program) _____

Form B M.A.: M.A. Coursework, Written Research Proposal, and Oral Examination

Student Name: _____

ID#: _____

Thirty-three credit hours of graduate work				
Required courses (21 credit hours):	<u>Course #</u>	<u>Semester</u>	<u>Credits</u>	<u>Grade</u>
1. Ling 794 Proseminar	_____	_____	_____	_____
2. Ling 705 Phonetics I	_____	_____	_____	_____
3. Ling 712 Phonology I	_____	_____	_____	_____
4. Ling 725 Syntax I	_____	_____	_____	_____
5. Ling 709 First Lang. Acquisition I or Ling 715 Second Lang. Acquisition I	_____	_____	_____	_____
6. Ling 735 Psycholinguistics I or Ling 738 Neurolinguistics I	_____	_____	_____	_____
7. One of the following research methods courses: Ling 720, 741, 782	_____	_____	_____	_____
Electives (6 credit hours) (Not to include LING 850, 851, 852, 998):				
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
Advanced II-Level Course or Linguistics Seminar (3 credit hours) :				
10. _____	_____	_____	_____	_____
Research Seminar Course (3 credit hours) (LING 850, 851, 852) Student will complete a written Research Proposal, oral presentation, and Oral Examination.				
11. _____	_____	_____	_____	_____
Advisor: _____				
Committee (2): _____				
Written Proposal (Title): _____				
Oral Examination Date & Outcome: _____				

Form C *M.A.*: *M.A. Research Proposal Evaluation Rubric*

Components	Outcome Quality Levels			
	Outstanding - 4	Very Good - 3	Acceptable - 2	Unacceptable - 1
Statement of the Problem	Very well written. Sets up and articulates an interesting question. Provides a concise, thoughtful statement of the problem and its broad significance.	Clearly written. Presents interesting questions and describes their importance.	Provides a general discussion of the question or issues, but does not discuss their broader significance.	Shows a fundamental lack of understanding of the problem. Poorly written, incomplete, lacks structure.
Grounding in the Literature	Places the work within a larger context. Appropriately integrates relevant material. Shows keen understanding of the significance of the research.	Provides a meaningful summary of the literature and builds a case for the research.	Cites most of the key literature. Lacks critical analysis and synthesis.	Fails to cite important, relevant literature. Does not clearly relate the literature to the student's contribution. Misinterprets the literature.
Methodology/ Approach	Proposes original or existing methodology. Design of study clearly shows grasp of methods used.	Proposes appropriate methodology that addresses the hypotheses.	Proposes use of appropriate methods. Design of study allows an adequate test of hypotheses.	Proposes inappropriate or incorrect methodology to test hypotheses.
Discussion	Places the study in a larger theoretical context.	Identifies the significance of the study and its limitations.	Does not discuss the significance or limitations of the Research Proposal.	Insufficient or incoherent discussion of the proposed study. Shows lack of understanding of linguistic theories.
Overall	Original, significant, and innovative. Clearly understands the significance of the study.	Solid, clearly written, and well organized.	Workmanlike; demonstrates competence.	Poorly written; does not understand basic concepts.

Form D_{M.A.}: M.A. Flowchart

- 33 credit hours of coursework (including a Research Seminar LING 850/LING 851/LING 852 course) and selecting an advisor
- M.A. Research proposal topic and committee (advisor plus 2 faculty members)
- Initial presentation of a Proposal in the Research Seminar (LING 850/LING 851/LING 852)
- M.A. Research Proposal - A written Research Proposal
- After the final written Proposal is completed and 2 weeks before the Oral Examination date, the committee will request the department Graduate Program Assistant to submit the pre-approval Progress-to-Degree form to the College Office of Graduate Affairs
- Final Oral Examination of the Research Proposal in the Research Seminar (LING 850/LING 851/LING 852) class
- The Proposal committee will evaluate the M.A. Research Proposal using the [M.A. Research Proposal rubric](#)

Linguistics Checklist Forms for Ph.D. Degree
Degree Requirements

(Updated Fall 2019)

Form A: Personal Information

Form B: M.A. Coursework for Ph.D. Program

Form C: M.A. Research Project and Oral Examination

Form D: M.A. Research Project Evaluation Rubric

Form E: Ph.D. Coursework

Form F: Ph.D. Major Paper – Qualifying Paper

Form G: Ph.D. Major Qualifying Paper Evaluation Rubric

Form H Ph.D. Minor Paper– Qualifying Paper

Form I: Ph.D. Minor Qualifying Paper Evaluation Rubric

Form J: Dissertation Proposal, Oral Comprehensive Exam, and Ph.D. Committee

Form K: Ph.D. Dissertation Evaluation Rubric

Form L: Ph.D. Dissertation Defense

Form M: M.A./Ph.D. Flowchart

Form A: Personal Information

Name: _____

KU ID: _____

Email: _____

Cellphone: _____

Program/Research: _____

Date Admitted: _____

Expected Degree Completion Date: _____ (5-year program)

Form B: M.A. Coursework for Ph.D. Program

Student Name:

ID#:

Thirty-three credit hours of graduate work				
Required Courses (21 credit hours):	<u>Course #</u>	<u>Semester</u>	<u>Credits</u>	<u>Grade</u>
1. Ling 794 Proseminar	_____	_____	_____	_____
2. Ling 705 Phonetics I	_____	_____	_____	_____
3. Ling 712 Phonology I	_____	_____	_____	_____
4. Ling 725 Syntax I	_____	_____	_____	_____
5. Ling 709 First Lang. Acquisition I or Ling 715 Second Lang. Acquisition I	_____	_____	_____	_____
6. Ling 735 Psycholinguistics I or Ling 738 Neurolinguistics I	_____	_____	_____	_____
7. One of the following Research Methods courses: Ling 720, 741, 782	_____	_____	_____	_____
Advanced II-Level Course or Linguistics Seminar (6 credit hours):				
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
Research Seminar Course (3 credit hours): (LING 850, 851, 852) Student will complete a written Research Proposal and oral presentations.				
10. _____	_____	_____	_____	_____
M.A. Research Project (3 credit hours):				
11. <u>Master's Research Project (LING 899)</u>	<u>899</u>	_____	<u>3</u>	_____

Form C: M.A. Research Project and Oral Examination

Student Name: _____

ID#: _____

Advisor: _____

Date: _____

M.A. Research Project Committee members:

Date: _____

Date: _____

M.A. Research Project Title: _____

M.A. Research Project - Proposal Approval:

Date Approved: _____

Committee Signatures: _____

M.A. Research Project - Oral Examination:

Oral Examination Date: _____

Committee Signatures: _____

Oral Examination Outcome: _____

Date Final/Approved Written M.A. Research Project Deposited: _____

*Form D: M.A. Research **Project** Evaluation Rubric*

Components	Outcome Quality Levels			
	Outstanding - 4	Very Good - 3	Acceptable - 2	Unacceptable - 1
Statement of the Problem	Very well written. Sets up and articulates an interesting question. Provides a concise, thoughtful statement of the problem and its broad significance.	Clearly written. Presents interesting questions and describes their importance.	Provides a general discussion of the question or issues, but does not discuss their broader significance.	Shows a fundamental lack of understanding of the problem. Poorly written, incomplete, lacks structure.
Grounding in the Literature	Places the work within a larger context. Appropriately integrates relevant material. Shows keen understanding of the significance of the research.	Provides a meaningful summary of the literature and builds a case for the research.	Cites most of the key literature. Lacks critical analysis and synthesis.	Fails to cite important, relevant literature. Does not clearly relate the literature to the student's contribution. Misinterprets the literature.
Methodology/ Approach	Uses original or existing methodology. Design of study shows grasp of methods used.	Appropriate; uses existing methodology well. Correctly applies methods.	Demonstrates competent use of existing methods. Design of study allows an adequate test of the hypotheses.	Uses the wrong methodology or uses the methodology incorrectly. Data are not handled appropriately.
Results/Analysis	Promising results obtained from data analyses. Analyses map back to the hypotheses insightfully. Discusses the limitations of the analysis.	Well executed. Shows good understanding of the analytical methods. Provides good arguments for or against the hypotheses.	Analyses are executed correctly, but additional analyses may have yielded further insights.	Misanalyses data or fails to analyze relevant data. Results do not follow from the analysis and mistakes are made in interpretation.
Discussion/ Conclusion	Places the study in a larger theoretical context.	States what was done and identifies its significance and limitations.	Summarizes and repeats what was found. Does not discuss the significance or limitations of the research.	Insufficient or incoherent discussion of results. Shows lack of understanding of linguistic theories.

Form E: Ph.D. Coursework

Student Name:

ID#:

Twenty-four credit hours of graduate work				
Four Advanced II-Level or Linguistics Seminar Courses (12 credit hours):				
	<u>Course #</u>	<u>Semester</u>	<u>Credits</u>	<u>Grade</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
Two Electives (6 credit hours) (May include LING 850, 851, 852, 998):				
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
Two Research Seminars (6 credit hours) LING 850, 851, 852 are repeatable for credit:				
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____

Additional University Requirements:				
Research Skills				
A graduate-level course in statistics, computer programming language, or LING 720, 741, 782.				
9. _____	_____	_____	_____	_____
Responsible Scholarship				
10. <u>LING 794 - Proseminar</u>	<u>794</u>	_____	_____	_____

Form F: Ph.D. Major Paper – Qualifying Paper

Student Name:

ID#:

Advisor: _____

Date: _____

Advisory Committee:

Date: _____

Date: _____

Major Paper - Topic Approval

Title: _____

Date Approved: _____

Committee Signatures: _____

(Submit topic proposal to Committee and Linguistics office.)

Major Paper - Approval

Title: _____

Date Approved: _____

Committee Signatures: _____

(Submit Major Paper to Committee and Linguistics office.)

Form G: Ph.D. Major Qualifying Paper Evaluation Rubric

Components	Outcome Quality Levels			
	Outstanding – 4	Very Good - 3	Acceptable - 2	Unacceptable - 1
Statement of the Problem	Very well written. Sets up and articulates an interesting question. Provides a concise, thoughtful statement of the problem and its broad significance.	Clearly written. Presents interesting questions and describes their importance.	Provides a general discussion of the question or issues, but does not discuss their broader significance.	Shows a fundamental lack of understanding of the problem. Poorly written, incomplete, lacks structure.
Grounding in the Literature	Places the work within a larger context. Appropriately integrates relevant material. Shows keen understanding of the significance of the research.	Provides a meaningful summary of the literature and builds a case for the research.	Cites most of the key literature. Lacks critical analysis and synthesis.	Fails to cite important, relevant literature. Does not clearly relate the literature to the student's contribution. Misinterprets the literature.
Methodology/ Approach	Uses original methodology or existing methodology in creative ways. Design of study shows sophisticated, comprehensive grasp of methods used.	Appropriate; uses existing methodology well. Applies methods in correct and sometimes creative ways.	Demonstrates competent use of existing methods. Design of study allows an adequate test of the hypotheses.	Uses the wrong methodology or uses the methodology incorrectly. Data are not handled appropriately. Does not observe human subject protections.
Results/ Analysis	Robust, meaningful, interesting results obtained from sophisticated data analyses. Analyses map back to the hypotheses insightfully. Discusses the limitations of the analysis.	Well executed. Shows good understanding of the analytical methods. Provides good arguments for or against the hypotheses.	Analyses are executed correctly, but additional analyses may have yielded further insights.	Misanalyses data or fails to analyze relevant data. Results do not follow from the analysis and mistakes are made in interpretation.
Discussion/ Conclusion	Places the study in a larger theoretical context. Informs our understanding of the nature of language.	States what was done and identifies its significance and limitations.	Summarizes and repeats what was found. Does not discuss the significance or limitations of the research.	Insufficient or incoherent discussion of results. Shows lack of understanding of linguistic theories.
Overall	Original, significant, and innovative.	Solid, clearly written, and well organized.	Workmanlike; demonstrates competence.	Poorly written; does not understand basic concepts.

Form H: Ph.D. Minor Paper – Qualifying Paper

Student Name:

ID#:

Advisor: _____

Date: _____

Advisory Committee:

Date: _____

Date: _____

Minor Paper - Topic Approval

Title: _____

Date Approved: _____

Committee Signatures: _____

(Submit topic proposal to Committee and Linguistics office.)

Minor Paper - Approval

Title: _____

Date Approved: _____

Committee Signatures: _____

(Submit Minor Paper to Committee and Linguistics office.)

Form I: Ph.D. Minor Qualifying Paper Evaluation Rubric

Components	Outcome Quality Levels			
	Outstanding - 4	Very Good - 3	Acceptable - 2	Unacceptable - 1
Statement of the Problem	Very well written. Sets up and articulates an interesting question. Provides a concise, thoughtful statement of the problem and its broad significance.	Clearly written. Presents interesting questions and describes their importance.	Provides a general discussion of the question or issues, but does not discuss their broader significance.	Shows a fundamental lack of understanding of the problem. Poorly written, incomplete, lacks structure.
Grounding in the Literature	Places the work within a larger context. Appropriately integrates relevant material. Shows keen understanding of the significance of the research.	Provides a meaningful summary of the literature and builds a case for the research.	Cites most of the key literature. Lacks critical analysis and synthesis.	Fails to cite important, relevant literature. Does not clearly relate the literature to the student's contribution. Misinterprets the literature.
Methodology/ Approach	Uses original methodology or existing methodology in creative ways. Design of study shows sophisticated, comprehensive grasp of methods used.	Appropriate; uses existing methodology well. Applies methods in correct and sometimes creative ways.	Demonstrates competent use of existing methods. Design of study allows an adequate test of the hypotheses.	Uses the wrong methodology or uses the methodology incorrectly. Data are not handled appropriately. Does not observe human subject protections.
Results/ Analysis	Robust, meaningful, interesting results obtained from sophisticated data analyses. Analyses map back to the hypotheses insightfully. Discusses the limitations of the analysis.	Well executed. Shows good understanding of the analytical methods. Provides good arguments for or against the hypotheses.	Analyses are executed correctly, but additional analyses may have yielded further insights.	Misanalyses data or fails to analyze relevant data. Results do not follow from the analysis and mistakes are made in interpretation.
Discussion/ Conclusion	Places the study in a larger theoretical context. Informs our understanding of the nature of language.	States what was done and identifies its significance and limitations.	Summarizes and repeats what was found. Does not discuss the significance or limitations of the research.	Insufficient or incoherent discussion of results. Shows lack of understanding of linguistic theories.
Overall	Original, significant, and innovative.	Solid, clearly written, and well organized.	Workmanlike; demonstrates competence.	Poorly written; does not understand basic concepts.

Form J: Dissertation Proposal, Oral Comprehensive Exam, and Ph.D. Committee

Student Name: _____

ID#: _____

Advisor: _____ **Date:** _____

Ph.D. Committee (one Graduate Studies Representative required):

_____ **Date:** _____

_____ **Date:** _____

_____ **Date:** _____

_____ **Date:** _____

Dissertation Proposal Paper - Approval

Title: _____

Date Approved: _____

Committee signatures: _____

(Submit Dissertation Proposal to Committee and Linguistics office.)

Schedule Oral Comprehensive Examination:

Oral Examination Date: _____

Outcome: _____

Date Written Dissertation Proposal Deposited: _____

Form K: Ph.D. Dissertation Evaluation Rubric

Components	Outcome Quality Levels			
	Outstanding - 4	Very Good - 3	Acceptable - 2	Unacceptable - 1
Statement of the Problem	Very well written. Sets up and articulates an interesting question. Provides a concise, thoughtful statement of the problem and its broad significance.	Clearly written. Presents interesting questions and describes their importance.	Provides a general discussion of the question or issues, but does not discuss their broader significance.	Shows a fundamental lack of understanding of the problem. Poorly written, incomplete, lacks structure.
Grounding in the Literature	Places the work within a larger context. Appropriately integrates relevant material. Shows keen understanding of the significance of the research.	Provides a meaningful summary of the literature and builds a case for the research.	Cites most of the key literature. Lacks critical analysis and synthesis.	Fails to cite important, relevant literature. Does not clearly relate the literature to the student's contribution. Misinterprets the literature.
Methodology/ Approach	Uses original methodology or existing methodology in creative ways. Design of study shows sophisticated, comprehensive grasp of methods used.	Appropriate; uses existing methodology well. Applies methods in correct and sometimes creative ways.	Demonstrates competent use of existing methods. Design of study allows an adequate test of the hypotheses.	Uses the wrong methodology or uses the methodology incorrectly. Data are not handled appropriately. Does not observe human subject protections.
Results/ Analysis	Robust, meaningful, interesting results obtained from sophisticated data analyses. Analyses map back to the hypotheses insightfully. Discusses the limitations of the analysis.	Well executed. Shows good understanding of the analytical methods. Provides good arguments for or against the hypotheses.	Analyses are executed correctly, but additional analyses may have yielded further insights.	Misanalyses data or fails to analyze relevant data. Results do not follow from the analysis and mistakes are made in interpretation.
Discussion/ Conclusion	Places the study in a larger theoretical context. Informs our understanding of the nature of language.	States what was done and identifies its significance and limitations.	Summarizes and repeats what was found. Does not discuss the significance or limitations of the research.	Insufficient or incoherent discussion of results. Shows lack of understanding of linguistic theories.
Overall	Original, significant, and innovative.	Solid, clearly written, and well organized.	Workmanlike; demonstrates competence.	Poorly written; does not understand basic concepts.

Form L: Ph.D. Dissertation Defense

Student Name:

ID#:

Dissertation Title:

Dissertation Defense:

Defense Date: _____

Committee Signatures: _____

(Submit Ph.D. Dissertation to Committee and Linguistics office.)

Dissertation Defense Outcome: _____

Date Bound Copy Deposited: _____

Form M: M.A./Ph.D. Flowchart

- 33 credit hours of coursework (including LING 850/851/852 and LING 899: Master's Research Project) and selecting an advisor
- M.A. Research Project proposal topic and committee (advisor plus 2 faculty members)
- M.A. Research Project proposal - A written Research Project Proposal and an oral presentation (in LING 850/851/852)
- M.A. Research Project - A written Research Project and oral defense (MUST be enrolled in LING 899 M.A. Research Project in the semester in which you defend your Research Project)

After the final written Project is completed and 2 weeks before the Oral Examination date, the committee will request the department Graduate Program Assistant to submit the pre-approval Progress-to-Degree form to the College Office of Graduate Affairs

- The committee will evaluate the M.A. Research Project using the [M.A. Research Project rubric](#)

- 24 additional credit hours of course work
- Research Skills requirement, Responsible Scholarship requirement, and Research Presentation requirement
- Minor Qualifying written Paper (evaluated with [Minor Paper rubric](#))
- Major Qualifying written Paper (evaluated with [Major Paper rubric](#))
- Dissertation Proposal
- Oral Comprehensive Examination of the Dissertation Proposal
- Dissertation (evaluated with [Dissertation rubric](#))
- Final Oral Dissertation Defense