



# LINGUISTICS

The University of Kansas



## Graduate Student Handbook Fall 2025

Department Chair: Dr. Alison Gabriele

Email: [gabriele@ku.edu](mailto:gabriele@ku.edu)

Phone: 785-864-1014

Office: 424 Blake Hall

Director of Graduate Studies (DGS): Dr. Andrew McKenzie

Email: [andrew.mckenzie@ku.edu](mailto:andrew.mckenzie@ku.edu)

Phone: 785-864-2881

Office: 409 Blake Hall

Graduate Program Coordinator: Alec Graham

Email: [alec.graham@ku.edu](mailto:alec.graham@ku.edu)

Phone: 785-864-2318

Office: 310 Bailey Hall

Office Manager: Bridget Guffey

Email: [bhguffey@ku.edu](mailto:bhguffey@ku.edu)

Phone: 785-864-2822

Office: 427A Blake Hall

Linguistics Main Office: 427 Blake Hall

Email: [linguistics@ku.edu](mailto:linguistics@ku.edu)

Phone: 785-864-3450

Linguistics Department Website: <http://linguistics.ku.edu/>

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## 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 20 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 Handbook 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 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 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

### 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 (33) 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 Linguistics 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 do NOT include LING 850, LING 851, LING 852, or LING 998. Elective list located in the [Appendix](#).

##### **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 must 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.

1. The student will orally present a draft proposal to the Research Seminar class.
2. 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).
3. The student's final written Research Proposal will be evaluated by a committee consisting of three faculty members and reported on a Progress-to-Degree form to the College Office of Graduate Affairs as the outcome of the M.A.'s examination.

The committee will evaluate the M.A. Research Proposal using the [M.A. Research Proposal 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 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.

4. After evaluating the written Research Proposal and at least two weeks before the final Oral Examination date, the committee will request that the Graduate Program Coordinator submit the pre-approval form to the College Office of Graduate Affairs
5. The Oral Examination will be the final oral presentation (in the class) of the final written Research Proposal, with questions from the students' committee and others in attendance. The Oral Examination usually takes place in the last week of class.

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

### ***Waiving of M.A. Course requirements***

Students who have previously acquired knowledge similar to that provided in a graduate LING course can ask the course instructor and DGS for a waiver for that course. If the waiver is granted, the waived course needs to be replaced by a different LING graduate course, excluding LING 850, LING 851, LING 852, or LING 998. The student must still take thirty-three (33) credit hours of graduate coursework.

## *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 (33) 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.

Ph.D. students are discouraged from taking more than approximately 33 credit hours during the M.A. component of their program. Three credit hours over the required 33 credit hours for the M.A. degree can be counted towards the Ph.D. degree.

Briefly, the requirements for the Ph.D. degree consist of a total of fifty-seven (57) 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. 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 do NOT include LING 850, LING 851, LING 852, or LING 998. Elective list located in the [Appendix](#).

#### **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 is to be determined by the student and the student's advisor. The course will include preparation of a written Research Proposal and oral presentation.

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 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 onto 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 into the student's file for the department's record and the Director of Graduate Studies and Graduate Program Coordinator 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 (33rd) hour of coursework 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 (3) hours of Master's Research Project credit (LING 899) may be applied toward the minimum of thirty-three (33) hours for the degree.

The Research Project must be defended successfully in an Oral Examination. The oral exam is scheduled once 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 two weeks before the exam date, the faculty advisor will request the department Graduate Program Coordinator to submit the pre-approval 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 through an Outcome Form to the Graduate Program Coordinator, who will confirm the outcome of the M.A. Oral Examination to the College Office of Graduate Affairs.

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 assign the M.A. Research Project 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. Coursework for Ph.D. 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. Both papers should represent original work and, if possible, both papers should 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 Graduate Program Coordinator. 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 and 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 (5) voting members. At least three (3) 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 (DGS). 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 into 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 student of the dissertation research. It must be completed in the spring semester of the 4<sup>th</sup> 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 Coordinator to submit a pre-approval form to the College Office of Graduate Studies, officially setting the date for the exam and listing 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 Coordinator 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. committee. The Oral Comprehensive exam is not open to the public. 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.

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 unanimous 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.

### *Post-Comprehensive Enrollment*

Once a doctoral student has completed the comprehensive exam (the Dissertation Proposal defense), they are in a status of **doctoral candidate**, commonly known as ABD (all but dissertation).

Doctoral candidates must enroll in at least 6 credit hours each fall and spring until they reach 18 post-comprehensive hours, or until they complete their degree, whichever comes first. If a student needs fewer than 6 hours to reach 18, they only need to enroll in enough hours that semester to reach 18. GTAs and GRAs need to be certified by the department before taking fewer than 6 hours.

Credit hours taken during the semester of the comprehensive exam count toward the 18 post-comp hours.

Each semester, a post-comp student must enroll in at least 1 dissertation hour (Ling 999 Doctoral Dissertation).

After the 18 hours is reached, a student only needs to enroll in 1 dissertation hour per semester until graduation, and they will still be full-time student.

Details on this policy can be read at [Post-Comprehensive Enrollment](#).

Linguistics students should also enroll in a Research Seminar, 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.

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

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

## *Dissertation Committee*

The Dissertation committee is the same committee as the Ph.D. committee. Its chair is the student's advisor, unless other arrangements are agreed upon, including having co-chairs. Any changes in committee membership must be reported to the committee chair and the department's 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](#). While University policy only requires 4 total members, please note that the department requires five (5) total members for the dissertation committee. Students may petition for an exception for several committee member situations, with the exception of the [Graduate Studies Representative](#). All changes must follow university 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 Director of Graduate Studies will submit a request to the Graduate Program Coordinator to submit a pre-approval form to the College Office of Graduate Studies, 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 of Graduate Affairs approves the request for the defense. Once the oral defense of the dissertation is approved, the Graduate Program Coordinator 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 to 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).

## *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 restraints, 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

KU offers a graduate certificate in Second Language Studies through the Department of Slavic, German and Eurasian studies. Students interested in the certificate program should first discuss with their Linguistics faculty advisor before communicating with the program contacts listed on the [Second Language Studies website](#).

### Admissions

#### Deadlines

To apply for Fall admission into the M.A. or Ph.D. program, please submit all application materials no later than **December 3**. 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 terms 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 consider 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 institutions attended post-bachelor. Transcripts must be sent from the previous institutions directly to KU.

By email:

[graduateadm@ku.edu](mailto:graduateadm@ku.edu)

By mail:

Graduate Admissions  
University of Kansas  
KU Visitor Center  
1502 Iowa St  
Lawrence, KS 66045

- 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.
- Non-native speakers of English must meet English proficiency requirements as described at <https://gradapply.ku.edu/english-requirements>.

**Note to all applicants:** We must receive all mandatory materials for your application to be considered for admissions. In particular, we cannot offer any admission status, conditional or otherwise. Requests to waive admission requirements are routinely not granted and will slow down the process of your application. Consult the online application checklist for updates on the status of your application.

**The deadline for applications for Fall admission is December 3.** We do not offer Spring or Summer 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.

## 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. Andrew McKenzie](#). Questions regarding the application process, required documents, or technical issues should be directed to the Graduate Program Coordinator, [Alec Graham](#).

## 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 & 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 or referred to by 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 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 the 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 the 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 Certificate Admissions Policy & Procedures**

KU offers a graduate certificate in Second Language Studies through the Department of Slavic, German and Eurasian studies. Students interested in the certificate program should first discuss with their Linguistics faculty advisor before communicating with the program contacts listed on the [Second Language Studies website](#).

## **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 via coursework in 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 the Director of Graduate Studies (DGS) 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 apply at <https://gradapply.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 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 procedures governing [Graduate Admissions](#).

By email:  
[graduateadm@ku.edu](mailto:graduateadm@ku.edu)

By mail:  
Graduate Admissions  
University of Kansas  
313 Strong Hall  
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 at <https://gradapply.ku.edu/english-requirements>.

**Note to Non-Degree Seeking Applicants:** The deadline of application for Spring 2026 is December 17. The deadline for Summer 2026 admission is May 01. Finally, the deadline for Fall 2026 admission is August 04. Applications will be considered as submitted. 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.

## 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 department records. The advisor can be the faculty member initially assigned or any member of the Linguistics faculty. Students may request a change of advisor at any time. The student does not need consent from their current advisor to end the advising relationship but must notify the Director of Graduate Studies if they end the relationship. When selecting a new advisor, the student should get consent from that person, and then also notify the DGS. If a student does not have an advising relationship, the DGS may set a deadline (of no less than one month) to select a new advisor and notify the DGS. If this deadline is not met, the student may be placed in probation or dismissed from the program. The Chair and the Associate Chair of the Linguistics Department can serve as additional points of contact for the student in the 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 Coordinator](#). 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 Coordinator. The Graduate Program Coordinator should follow up with the advisor and the committee at the end of the three-week timeframe.

## *Mentorship Agreements*

Students and advisors may draw up a formal mentorship agreement to clarify the responsibilities each has toward the relationship. If a student has two years or less time remaining on their time to degree limit, a formal mentorship agreement is required.

Related Policies: [KU Policy on Mentoring and Advising](#)

## *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, except per University policy.

### 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 (DGS). 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. Changes to a student's degree program may not be made during the summer or between semesters.

### Petitions

Whenever a graduate student wishes to petition for a waiver of or a change in a rule, the student should write the petition a letter or e-mail 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 Coordinator 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 webpage](#) 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 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 Coordinator 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 the members of the department faculty on official business and to the respective students, in accordance with the "[Buckley Amendment](#)". The Graduate Program Coordinator 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 state so 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 Coordinator 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 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 Coordinator 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 Coordinator no less than two (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.

### *Grading of Thesis and Dissertation Hours*

**SP - Satisfactory Progress.** Progress is consistent with the goals for the semester as agreed upon with the advisor and/or supports timely completion of the degree.

**LP - Limited Progress.** Progress is less than what was agreed upon with the advisor and/or may cause delays in timely degree completion. Consequences of receiving a single LP are determined by the DGS in conjunction with the advisor. A second LP results in academic probation.

**NP - No Progress.** The student has provided no evidence of progress on the thesis or dissertation work, or work completed was insufficient to move the thesis or dissertation project forward. Consequences of receiving an NP involve academic probation. In some cases, determined by the DGS in conjunction with the advisor, dismissal may be warranted. Consequences of a second NP involve dismissal.

### *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 procedure](#) 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 and 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 the 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 not 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 systemic 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 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 Dzə, Kifuliiru, Turkmen, and Kikuyu).

## *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 [KU Phonetics and Psycholinguistics Laboratory \(KUPPL\)](#), founded 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 judgement tasks.

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 Field Linguistics Laboratory, created in 2012, provides an environment for on-site elicitation work with speakers as well as the processing, analysis and archiving of field data. The laboratory is equipped with computer workstations and an assortment of audio/video recording devices suitable for a range of fieldwork projects.

The [Developmental Psycholinguistics Laboratory](#), established in 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 [Sociolinguistics Lab](#) (2023) studies the relationships between language variation, social meaning, and cognition. We are interested in questions like: How does language vary and change? What do people know about language and the way people use it? And how do people use this knowledge when communicating? We run experiments, delve into language corpora, and collect naturalistic speech data to answer these questions.

## *Colloquy*

Students and faculty meet regularly to hear talks and discuss linguistics topics at the “Linguistics Colloquy” which began in 1961. All Linguistics graduate students are expected to attend the Linguistics Colloquy as part of their training.

The Colloquy Committee is normally elected for each academic year at the beginning of the fall 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. Generally, a social reception is held after the Colloquy to encourage further engagement and interaction.

### *Frances Ingemann Lecture*

Each spring, 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 Arts and Sciences in recognition of Prof. Ingemann's significant contributions to the department and the university at large. Following the lecture, a dinner reception is held for further informal interaction.

### *Oread Lecture*

Each fall, the department invites a renowned scholar to give the annual Oread Lecture. All Linguistics graduate students are expected to attend the Oread Lecture as part of their training. Speakers are selected with input from both faculty and graduate students. This lecture series is supported by funding from Dr. Gregory Stump and Marcia L. Hurlow.

### *Kansas Working Paper in Linguistics*

[Kansas Working Paper in Linguistics \(KWPL\)](#), ISSN 1043-3805 (print), ISSN 2378-7600 (electronic) is an annual publication of the University 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](mailto: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](mailto: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 at the beginning of the fall semester for that 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 Paper in Linguistics \(KWPL\)](#), 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 all 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 from and shall not participate in the voting.

### *Graduate Teaching Assistants (GTAs)*

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 based on the following criteria:

- It is strongly recommended that all candidates for GTA positions, by the end of the semester in which the sections 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.
- Students not in good standing (including those on probation) are not eligible to be selected as GTAs.
- 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 (3) to four (4) 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 Department Chair. 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 amount of each award is determined by the Department based on fund availability.

### **The Frances Ingemann Linguistics Fellowships**

Awarded annually to outstanding graduate students in Linguistics. To be eligible for the awards, the student must be in residence and enroll in a minimum of six (6) credit hours in Linguistics or linguistic-related courses (approved by the student's advisor) each semester.

1. Excellence in the M.A. Program in Linguistics: awarded to the top M.A. student.
2. Excellence in the Ph.D. Program in Linguistics: awarded to the top Ph.D. student.

### **The Frances Ingemann Linguistics Research Scholarships**

1. Research awards may be used for any of the costs associated with conducting research including participant/consultant payments, travel costs associated with data collection, or completion of a research project (fees associated with conference travel are not allowed). Funds should support completion of research associated with doctoral milestones (MARF, minor paper, major paper, dissertation).
2. Students should include the following information in their [application for a research scholarship](#):
  - a. Budget for research expense associated with project (not conference related).
  - b. Budget justification describing the need for the funds (250 words).
  - c. Advisor endorsement (signature/email).
3. Receipts should be sent to the Linguistics Office Manager, Bridget Guffey. A final report needs to be submitted to the Director of Graduate Studies, Dr. Andrew McKenzie and the Office Manager, Bridget Guffey.

### **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.

## Admissions

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

### Related Policies and Forms:

- [Admission to Graduate Study](#)

## English Proficiency Requirements

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

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

Additional English Competency Requirements for GTAs:

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

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

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

## **Enrollment**

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

Fall and Spring semesters:

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

Summer sessions:

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

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

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

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

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

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

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

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

#### **Related Policies:**

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

## **Graduate Credit (including Transfer Credit)**

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

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

#### **Transfer Credit**

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

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

## Reduced Credit Hour Degree

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

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

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

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

### Related Policies:

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

## Credit/No Credit

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

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

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

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

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

### Related Policies and Forms:

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

## Probation & Dismissal

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

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

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

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

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

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

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

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

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

### Related Policies:

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

## Grading of Coursework

The Office of Graduate Studies' [Grading policy](#) governs requirements for the grading of graduate students above those described in [Article II](#) of the University Senate Rules and Regulations.

Additionally, individual schools, departments, or programs may have grading policies that are more stringent than those of Graduate Studies.

Students should also carefully review the [College-specific grading information](#), in particular the section on the SP/LP/NP grading scale for thesis & dissertation hours and the impacts of receiving a LP (limited progress) or NP (no progress). Students should also consult their adviser and the departmental grading section of this handbook for additional information that may affect them.

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

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

#### **Related Policies:**

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

## **Time Limits**

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

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

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

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

- [Master's Degree Program Time Constraints](#)
- [Engagement and Enrollment in Doctoral Programs](#)
- [Doctoral Degree Comprehensive Oral Exams](#) (on exam expiration and recertification)
- [Doctoral Program Profiles with Time To Degree Information](#)
- [Graduate Degree Completion Agreement](#) (PDF)

## **Leave of Absence**

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

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

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

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

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

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

## **Required University Milestones**

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

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

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

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

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

## **Oral 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 (in the linguistics M.A., this is the presentation of the MA Research Proposal or MA Research Project)
- Doctoral Comprehensive Oral Exam (in the linguistics Ph.D., this is the presentation of the Dissertation Proposal)
- 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 at the College's Policy Page:

### [Oral Exams and Defenses](#)

Students should work with their advisor well in advance of their planned exam date, schedule their exams in a timely fashion, and ensure that all University policies related to oral exam are being followed.

### *Oral Exam Committee Composition*

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

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

### *Oral Exam Attendance (Physical Presence)*

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

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

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

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

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

## **Doctoral Degree Requirements**

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

## Enrollment Requirement

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

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

### Related Policies and Forms:

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

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

During the semester in which the doctoral oral comprehensive exam is completed and each fall and spring semester follows, doctoral students must adhere to very specific enrollment requirements. These requirements may be different than enrollment requirements prior to the oral comp exam. Students are strongly advised to closely review the College's page on Post-Comp Enrollment. This page explains requirements in great detail.

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

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

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

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

### Related Policies and Forms:

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

## Graduate Certificate Requirements

The University offers a variety of [Approved Graduate Certificate Programs](#) to encourage current graduate students to pursue interdisciplinary study, gain a credential for expertise in an outside area of study, or provide an option for a coherent course of advanced study for those not ready to commit to a full degree program. Note that students must be fully admitted to a graduate certificate by the end of the last course that will count to fulfill the certificate. Students wishing to complete the certificate should apply as early as possible. Students whose interests or career goals may be served by a Graduate Certificate should familiarize themselves with the University's policies relating to Certificate programs (found below) early in their graduate career, in addition to individual certificate program requirements.

### Related Policies and Forms:

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

## Graduation Requirements (M.A. & Ph.D.)

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

### [COGA GRADUATION CHECKLISTS](#)

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

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

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

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

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

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

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

## Graduate Studies Funding Opportunities

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

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

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

[Graduate Student Travel Fund:](#) intended for graduate students presenting a paper at a national or regional meeting of a learned or professional society. A student may receive an award (max \$750)

only once per academic year, with priority given to students who have not received the fund previously. Funds are available on a first-come, first-served basis.

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

## 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](#)

Graduate Admissions is an office 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 Office of 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(s), 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.

## List of Electives

The following table contains the courses most commonly used to meet elective requirements and is not an exhaustive list of all possible elective options. Electives should be chosen in consultation with the student's advisor. Any course taken outside of the Linguistics Department needs to be approved by the advisor to count towards program requirements.

### Linguistics Courses

Course #	Course Name
LING 707	Phonetics II
LING 709	First Language Acquisition I
LING 714	Phonology II
LING 715	Second Language Acquisition I
LING 716	Second Language Acquisition II
LING 720	Research Methods in Linguistics
LING 721	Regression and Mixed-Effects Modeling for Language Science
LING 726	Syntax II
LING 727	Morphology
LING 731	Semantics
LING 735	Psycholinguistics I
LING 737	Psycholinguistics II
LING 738	Neurolinguistics I
LING 741	Field Methods in Linguistics Description
LING 742	Neurolinguistics II
LING 743	Language Variation and Change
LING 747	North American Indian Languages
LING 782	Research Methods in Child Language
LING 799	Proseminar in Child Language
LING 807	Seminar in Phonetics
LING 814	Seminar in Phonology
LING 822	Seminar in First Language Acquisition
LING 837	Seminar in Psycholinguistics
LING 842	Seminar in Neurolinguistics
LING 850	Topics in Research in Experimental Linguistics
LING 851	Research in Language Acquisition and Processing
LING 852	Research in Field and Formal Linguistics
LING 860	Seminar in Second Language Acquisition
LING 910	Linguistics Seminar
LING 980	Linguistics Field Work

**Outside Linguistics (confirm with advisor)**

<b>Course #</b>	<b>Course Name</b>
PSYC 791	Statistical methods in Psychology II
EPSY 710	Introduction to Statistical Analysis
EPSY 711	Introduction to Statistical Analysis Lab
EPSY 810	General Linear Methods
AAAS 502	Directed Language Study (Elementary)
AAAS 503	Directed Language Study (Intermediate)
AAAS 504	Directed Language Study (Advanced)
AAAS 770	Language and Society in Africa
CLDP 880	Seminar in Child Language: Research Methods
STAT 840	Linear Regression
JPN 762	Modern Japanese Texts
JPN 801	Directed Reading & Research in Japanese
LA&S 720	Introduction to Language Teaching Research
SPLH 716	Speech Perception
EPSY 896	Seminar in: _____
EPSY 803	Using R for Data Analysis
SLAV 679	Topics in: _____
LAC 602	Topics in Latin American Studies:
C&T 820	Methods of TESOL
SPAN 801	Teaching Spanish in Institutions of Higher Learning
EALC 702	Practicum in Teaching Japanese