

Graduate Council Meeting Minutes

March 7, 2023 – 3:30 p.m.

K-State Union, Room 227

Present: A.P. Adams, L Bonella (Hale Library), J. Canfield, I. Ciampitti, T. Graff (GSC President), M. Higgins, S. Joseph, H. Kang, M. Kleinhenz, A.A. Knoblauch, Y. Li, M. Miller (Student Success Coord.), J. Nikkel (Global Campus), A. Nutsch, B. Olson, C. Petrescu (Dean), S. Porath, P. Reyes, A. Rys, T. Smock, H. Woods, M. Young (Gradaute Faculty Associate)
Absent: M. Basel, B. Beyer, M. Flynn, A. Ivanov, M.K. Kim, V. Padilla Carroll, R. Sadykov, G. Topham, M. Wei

1. Opening remarks.

2. Approval of Minutes. February 7, 2023 meeting. https://www.k-state.edu/grad/faculty-resources/graduate-council/agendaminutes/2023_agenda_minutes/GC2023_02_Minutes.pdf

Motion: Dr. Kang motioned to approve the minutes as presented.

Second: Dr. Reyes

Vote (YES-NO-ABSTAIN): 14-0-0. Motion passed.

3. Graduate School update

- University strategic planning initiative update
- Implementation of Guidebook for Graduate Council Proposal Submissions

www.ksu.edu → Academic units (Registrar) → Faculty/Staff (Curriculog) → Course & Curriculum Process → Instruction Manuals, Documents, & Guides → Graduate Program Resources

https://www.k-state.edu/curriculog/ccap/business_process_guides/index.html

4. Graduate Council Committee Chairs leadership meeting: no report was provided

5. Academic Affairs Committee – Matthew Basel, Chair

- Report.
- Action Items.

See Chapter 5, The Graduate Faculty, of the Graduate Handbook for eligibility and nomination requirements. <https://www.k-state.edu/grad/student-success/graduate-handbook/chapter5.html>

a. Graduate Faculty Nominations:

Name	Position	Department/Program	Type	Page
Priscilla Brenes	Extension Assistant Professor	Food, Nutrition, Dietetics, and Health	Member	22
Amy Guffey	Instructor	Music, Theatre, and Dance	Member	26
Sarah Jackson	Teaching Assistant Professor	Horticulture and Natural Resources	Member	29
Chelsea Spencer	Research Assistant Professor	Applied Human Sciences	Member	32

Name	Position	Department/Program	Type	Page
Xuan Xu	Post-Doctoral Researcher	School of Applied and Interdisciplinary Studies	Associate	35
Priscilla Brenes	Extension Assistant Professor	Food, Nutrition, Dietetics, and Health	Certification	22
Ryan Van Dusen	Instructor	Special Education, Counseling, and Student Affairs	Non-Graduate Faculty	38

Motion: The Academic Affairs committee motions to approve the four regular membership, one associate, one certification, and one non-graduate faculty to teach a graduate course nomination as presented.

Vote (YES-NO-ABSTAIN): 13-0-0. Motion passed.

b. Course and Curriculum Items.

To view the proposals in Curriculog,

First - Login to Curriculog using your K-State eID and password: <https://kstate.curriculog.com>

Second - Go to the course or curriculum agenda at links listed below.

From the list of proposals, hover over the proposal and click View/Edit Proposal Icon

In User Tracking, change "Show current" to "Show current with markup"

View the proposal

Use the browser back button to return to the agenda and select next proposal

For more information on viewing proposals, see:

<http://www.k-state.edu/curriculog/training/view/index.html>

Course Changes - https://kstate.curriculog.com/agenda:1946/form		
College	Course Number	Title
Arts and Sciences	ART 602	Twentieth Century Art History III: Abstract Expressionism to Pop Art
	ART 603	Twentieth Century Art History IV: Conceptual Art to Contemporary Art
	ART 612	History of Italian Renaissance Art
	ART 613	History of Northern Renaissance Art
	ART 614	Italian Renaissance Architecture: Patronage and Construction

Course Changes - https://kstate.curriculog.com/agenda:1946/form		
College	Course Number	Title
	ART 622	Baroque Art History
	ART 634	History of Modern Sculpture
	ART 675	History of Ceramics
	ART 695	Topics in Art History
	BIOCH 799	Advanced Research Training in Biochemistry
Health and Human Sciences	CFT 865	Human Sexuality
	HDFS 909	Advanced Qualitative Methods in Family Science
Business Administration	MIS 656	Business Data Pipelines
	MIS 677	Senior MIS Project

Motion: The Academic Affairs committee motions to approve all Course Changes as presented.
Vote (YES-NO-ABSTAIN): 14-0-0. Motion passed.

Curricular Changes - https://kstate.curriculog.com/agenda:1947/form	
College	Title
Education	Counselor Education and Supervision (Ph.D.)
Health and Human Sciences	Nutrition, Dietetics, and Sensory Sciences Dietetic Internship (MSDI) (This is a sub-plan under existing Nutrition, Dietetics, and Sensory Science (MS))
School of Applied and Interdisciplinary Studies (Olathe)	Professional Interdisciplinary Sciences Graduate Certificate
	Professional Skills for STEM Practitioners Graduate Certificate
Education	School Counseling (Ed.S.)

Motion: The Academic Affairs committee motions to approve all Curricular Changes as presented.
Vote (YES-NO-ABSTAIN): 15-0-0. Motion passed.

New Courses - https://kstate.curriculog.com/agenda:1948/form		
College	Course Number	Title
Education	EDCEP 832	Counseling Techniques

New Courses - https://kstate.curriculog.com/agenda:1948/form		
College	Course Number	Title
	EDCEP 855	Professional Counseling Orientation and Ethical Practice
	EDCEP 867	Counseling Mental Health Disorders
	EDSP 615	American Sign Language - Intermediate
Health and Human Sciences	FNDH 645	Capstone in Dietetics
	FNDH 760	Applied Community Dietetics
	FNDH 761	Applied Management in Dietetics
	FNDH 762	Applied Clinical Dietetics
	FNDH 860	Dietetics Practicum
Arts and Sciences	MUSIC 732	Music Business 2
	MUSIC 733	Music Marketing and Management Internship

Motion: The Academic Affairs committee motions to approve all New Courses as presented.
Vote (YES-NO-ABSTAIN): 15-0-0. Motion passed.

New Curricula - https://kstate.curriculog.com/agenda:1949/form	
College	Title
Arts and Sciences	Accelerated Music (B.A.) Master of Business Administration (MBA)
	Security Studies (Graduate Certificate)

Motion: The Academic Affairs committee motions to approve all New Curricula as presented.
Vote (YES-NO-ABSTAIN): 14-0-0. Motion passed.

Discontinued Curricula - Click on titles below	
College	Title
Business Administration	Organizational Leadership (Graduate Certificate)
Arts and Sciences	Political Science (M.A.)

Motion: The Academic Affairs committee motions to discontinue all Discontinued Curricula as presented.
Vote (YES-NO-ABSTAIN): 14-0-0. Motion passed.

6. Student Affairs Committee – A. Abby Knoblauch, Chair

- Report: benchmarking of policies is underway
- Action Items.

7. Committee on Planning – Perla Reyes, Chair

- Report: working with Student Affairs committee on following up on the benchmarking studies
- Action Items:

A through D below are second readings for changes to the Graduate Handbook. They require a vote.

E through G below are first readings.

a. Chapter 3.A., paragraph 3 – Reading Two

The Ph.D. requires at least three years of full-time study beyond the bachelor's degree, equivalent to at least 90 semester hours of course work and research credits. The Ed.D. requires a minimum of 90 hours beyond the baccalaureate, including course work and research credits. Both degrees require a dissertation. Students who hold a master's degree **or a professional doctoral degree** may request transfer of up to 30 hours of that degree toward ~~either a doctoral degree (See section 3.D.5 and 3.D.6 below). Students who hold professional doctorate degrees (DVM, MD, JD, etc.) may transfer a maximum of 12 graduate credit hours from a professional doctorate degree toward either doctorate degree (See section 3.D.5c).~~ The regulations governing supervisory and examining committees, preliminary and final examinations, and dissertations are the same for both degrees.

Rationale: Remove this sentence because it actually conflicts with the section 3.D.5c transfer policy.

Motion: The Committee on Planning motions to approve the changes to **Chapter 3, Section A, paragraph 3** for the 2023-2024 Graduate Handbook.

Vote (YES, NO, ABSTAIN): 15-0-0. Motion passed.

b. Chapter 3.D.6.c.(2) – Reading Two

(2) Students who have transferred credit from a master's degree (up to the maximum of 30 hours allowed) may normally ask to apply up to 10 more hours of transfer credit ~~for~~ **of** doctoral-level work **taken at another accredited institution**. These hours must represent credit earned beyond a master's degree, even when the master's program included more than 30 hours. A graduate program may request additional credit be transferred for students in their doctoral program. Graduate programs granted such an exemption to the normal transfer limit will present evidence of quality of the students' programs of study during periodic program reviews.

If a new faculty member requests the transfer to Kansas State University of one of her/his graduate students from the institution they are both leaving, a minimum of 12 Kansas State University credits must be completed before the student can graduate with a doctoral degree from Kansas State University. The supervisory committee must validate the transfer student's

qualifications in two ways: 1.) verifying compliance with the standards established by the University Research Compliance Office and 2.) reviewing and recommending for transfer to Kansas State University any credits from the student's previous university that will be applied to the student's new program of study at Kansas State University.

Rationale: Adding language to make the policy clearer.

Motion: The Committee on Planning motions to approve the changes to **Chapter 3.D.6.c.(2)** for the 2023-2024 Graduate Handbook.

Vote (YES, NO, ABSTAIN): 14-0-0. Motion passed.

c. **Chapter 3.D.5, paragraph 1. – Reading Two**

With the exception of accelerated programs (See Chapter 2, Section K), no graduate student may use credit from the same course to meet the requirements for both an undergraduate degree and a graduate degree. A graduate student may earn a master's degree or a doctoral degree at Kansas State University after receiving the same degree, in the same or another field, at another institution. The degree sought at Kansas State University is subject to the same provisions for transfer of credit as a first degree.

Rationale: This will make the policy clearer for students that obtained a master's degree at K-State via an accelerated program.

Motion: The Committee on Planning motions to approve the changes to **Chapter 3, Section D.5, paragraph 1** for the 2023-2024 Graduate Handbook.

Vote (YES, NO, ABSTAIN): 14-0-0. Motion passed.

d. **Chapter 2: The Master's and Education Specialist Degrees** (Attachment 1) – **Reading Two**

Motion: The Committee on Planning motions to approve the changes to **Chapter 2: The Master's and Education Specialist Degrees** for the 2023-2024 Graduate Handbook.

Vote (YES, NO, ABSTAIN): 14-0-0. Motion passed.

e. **Chapter 4, Section B10** (*Transfer credits toward grad certificates*) - **Reading One**

10. To be awarded a graduate certificate, the student (a) must have earned all the required credits in the six years prior to the semester in which the certificate plan is submitted (b) must not be on probation, (c) must have a cumulative GPA of 3.0 or higher on graduate coursework and on coursework applied to the certificate, (d) must meet all the requirements of the Graduate School and the student's certificate program, (e) must be enrolled during the semester in which the certificate requirements are completed, and (f) must provide official transcripts for any approved transfer credits. **Transfer credit must be from an accredited institution.** Certificate programs may specify higher requirements.

f. **Chapter 2, Section D5** (*Applying grad credit from in-house certificates to master's degree*) - **Reading One**

Graduate students may not apply credit from the same course toward the requirements for both

an undergraduate and a graduate degree, except as described in the concurrent B.S./master/graduate certificate programs approved by the Graduate Council. Credits that were earned more than seven years prior to the semester in which the program of study is approved cannot be applied.

Overlapping graduate credit

- a. Students who take more than one master's degree may not apply more than six hours of overlapping graduate credit in total across the degree programs.
- b. Students who wish to earn a master's degree after earning a doctorate may not apply more than 10 credit hours of doctoral work from the first degree toward the master's degree.
- c. Students who earn a graduate certificate from Kansas State University may apply all of the graduate credits from the certificate towards a master's degree provided the credits are applicable to the student's program of study for the master's degree. These credits are subject to revalidation guidelines as described in Chapter 2, J4.

g. **Chapter 3, Section D** (*Revalidation of in-house Ph.D. courses that are more than 10 years old*) - **Reading One**

Graduate work leading to the doctoral degree demands a high degree of intellectual achievement. It necessarily depends on extensive prior preparation and involves the development of understanding and knowledge at the most advanced levels. Programs of study are therefore expected to reflect in the course selection an intensive specialization extending to the limits of knowledge in one's field. ~~Credits that were earned more than six years prior to the semester in which the program of study is approved cannot be accepted except as noted in Chapter 3, section D.5.~~ Credits that were earned more than 10 years prior to the date of final examination may not be used to satisfy degree requirements. With the support of their faculty advisor, students may petition the Graduate School to have expired credits examined for possible revalidation.

8. Assessment and Review Committee – Haijun Kang, Chair

- Report: update provided on the implementation of the new program review process. Process going well.
- Action Items

9. Graduate Student Council – Tucker Graff, President

- Report: update provided on the student presentations and the Capitol upcoming event
- Action Items

10. Informational Items.

- a. Graduate Faculty Memberships.

Name	Position	Department/Program
Joseph Parcell	Professor	Agricultural Economics

- b. Emergency Non-Graduate Faculty to Teach Graduate Courses

Name	Position	Department/Program	Course
Jenny Burkowski	Clinical Instructional Faculty	Physician Assistant Program	PAS 780 – Clinical Medicine

11. Adjournment. The Council adjourned at 4:23 pm.

ATTACHMENT 1

Chapter 2: The Master's and Education Specialist Degrees

(Changes need to reflect the Ed.S.)

Christy Craft, Head, Dept of SECSA

A. Admission and General Requirements

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

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

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

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

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

A culminating experience is required to earn a master's or Education Specialist degree. The culminating experience should verify the student's competence to synthesize information across the student's program of study. The culminating experience will be completed prior to or during the semester the student plans to graduate based on the recommendation of the supervisory committee. The Supervisory Committee is responsible for administering the culminating experience and must include at least 3 graduate faculty members. The majority of the Supervisory Committee must vote in favor for the student to pass his/her defense (a tie vote is a failure). The major professor is responsible for returning the signed ballot to the Graduate School.

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

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

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

B. The Supervisory Committee

Upon admission to a master's or Education Specialist degree program, the student confers with the head of the academic program and selects an advisor or major professor pro term from among the graduate faculty who are qualified to direct masters students and who are willing to assume the responsibility. Upon the recommendation of the head of the academic program, the Dean of the Graduate School then appoints a supervisory committee consisting of the major professor, who chairs the committee, and at least two other members of the graduate faculty**. In addition to the members recommended, the Dean of the Graduate School may appoint other members to the supervisory committee from the graduate faculty. All members of a student's supervisory committee participate as peers and have the responsibility for planning the program of study, advising the student, administering the final examination or evaluating the culminating experience, ensuring that University regulations and program requirements are met, and ensuring that the student's master's or Educational Specialist program is of high quality.

The supervisory committee also is responsible for ensuring that no conflicts of interest exist. Conflicts of interest to be avoided include those that may arise from personal or professional relationships between committee members, committee members and the student, with funding sources, and with any other stakeholders.

C. The Program of Study

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

Program/Committee Change form should be submitted to the Graduate School before graduation. General guidelines for preparing a program of study posted on the Graduate School website should be followed when preparing a program of study.

D. Courses

Graduate study demands a high degree of intellectual aptitude. It presupposes a broad preparation and involves the acquisition of specialized knowledge. These facts should be reflected in the graduate student's program of study. Credits that were earned more than seven years prior to the semester in which the program of study is approved cannot be accepted except as noted in Chapter 2, section D.6.

D.1 Course Levels and Programs

Master's and Education Specialist students should earn a significant majority of their credit hours in courses numbered 700 or above. Therefore, of the 30 to 32 credit hours normally required for the master's program of study at least 18 hours should be at the 700 level and above, including the thesis/research and the report/problems hours required by the thesis and report options (see Chapter 2.A). Of the 60 credit hours required for the Education Specialist degree, at least 36 hours should be at the 700 level and above, including the thesis/research and the report/problems hours required by the thesis and report options (see Chapter 2.A). Courses at the 600-level may be included, but 500-level courses in the student's major area are expected to have been completed as undergraduate prerequisites to graduate study or as undergraduate deficiency courses assigned upon admission. The use of 500-level supporting courses in the master's or Education Specialist program is therefore restricted as follows: (1) No course in the student's major area may be at the 500 level, and (2) normally no more than 6 credit hours may be at the 500 level.

D.2 Problems Courses

No more than 3 hours in problems or other individualized courses may be applied in a 30-hour program. No more than 6 hours in problems or other individualized courses may be applied in a program of more than 30 hours.

D.3 Short Courses and Workshops

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

D.4 S Courses

Departments may choose to offer certain courses or course sections that are primarily intended to teach or provide practice in skills and principles deemed important to a particular profession or

discipline but that may not be applied to a master's or Education Specialist degree program. Such courses or course sections are designated by the letter S.

D.5 Courses Applied Toward Multiple Degrees

Graduate students may not apply credit from the same course toward the requirements for both an undergraduate and a graduate degree, except as described in the concurrent B.S./master/graduate certificate programs approved by the Graduate Council. Credits that were earned more than seven years prior to the semester in which the program of study is approved cannot be applied.

Overlapping graduate credit

- a. Students who take more than one master's and/or Educational Specialist degree may not apply more than six hours of overlapping graduate credit in total across the degree programs.
- b. Students who wish to earn a master's or Education Specialist degree after earning a doctorate may not apply more than 10 credit hours of doctoral work from the first degree toward the master's or Education Specialist degree.

DVM Students enrolled in a Master's Program

- a. For students concurrently enrolled in the DVM program and a Master's program, a maximum of 12 graduate credit hours from the College of Veterinary Medicine DVM curriculum may be applied to their Master's program of study.
- b. For students who have not yet earned a bachelor's degree and are enrolled in the DVM program and a Master's program, the Master's degree shall be awarded concurrently with the DVM.

D.6 Transferred from another institution

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

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

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

Subject to the recommendation of the supervisory committee, master's students with professional doctorate degrees (DVM, MD, etc.) may include a maximum of 12 graduate credit hours from a professional doctorate degree in their 30-hour master's program or 24 graduate credit hours in their 60-hour Education Specialist degree. As an earned degree, the transfer credit is not subject to the seven year time limit.

Graduate credit transferred from another institution may not exceed 10 credit hours for the master's degree or 20 credit hours for the Education Specialist degree, and then only for courses graded B or better. Credits that were earned more than seven years prior to the semester in which the program of study is approved cannot be transferred except for approved credit from earned degrees and as noted above. Research credit earned at other institutions cannot be transferred for credit as part of a program of study.

D.7 Off-Campus Programs

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

D.8 Off-Campus Research

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

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

Regardless of the location at which the research is conducted, the final oral examination will normally be given on the Manhattan campus unless the academic program is completely online. Exceptions can be made if requested by the student, recommended by the supervisory committee, and approved by the Department Head or Graduate Program Director and the Dean

of the Graduate School. In the case of an examination in which the participants are not all in the same location, any technology used to conduct the examination must support simultaneous oral interaction between the student and all members of the examining committee. When unusual circumstances arise in the guidance of off-campus students, supervisory committees should consult with the Dean of the Graduate School.

E. Grade Requirements

E.1 Graded Work

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

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

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

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

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

No more than 3 hours of credit/no-credit or pass/fail (exclusive of research credit hours) may appear on the program of study for the master's degree and no more than 6 hours of credit/no-credit or pass/fail (exclusive of research credit hours) may appear on the program of study for the Education Specialist degree.

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

E.3 Incomplete Policy

The grade of Incomplete (I) is given in regular courses (except for theses and directed research courses) upon request of the student for personal emergencies that are verifiable. The faculty

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

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

E.4 Retake Policy

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

F. Inactive Status and Probation

F.1 Inactive Status

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

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

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

F.2 Probation

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

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

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

F.3 Removal from Probation

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

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

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

G. Dismissal and Reinstatement

G.1. Dismissal

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

- a. Failure of a student admitted on probation to achieve a minimum cumulative GPA of 3.0 in the first 9 credit hours of graduate coursework, or failure of a student to meet other conditions specified in the admission letter.
- b. Failure of a student placed on probation for deficient grades to achieve a cumulative GPA of at least 3.0 within 2 semesters for full-time students and within 12 credit hours for part-time students (see F.3)
- c. Failure to meet published departmental or University requirements.
- d. Failure to maintain satisfactory progress toward a graduate degree.
- e. Failure in the final degree examination(s) (see Chapter 2.K.3).
- f. Failure to acquire mastery of the methodology and content in a field sufficient to complete a successful thesis or dissertation.

g. Qualifying for placement on probation a second time, except when the first period of probation is a condition of admission (Chapter 1.C) or when the second period is a condition of reinstatement (section G.2).

h. A recommendation for suspension or expulsion by the Honor Council.

G.2 Reinstatement

A student who has been denied continued enrollment may petition for reinstatement to the same program or for admission to a different one. The procedures for reinstatement are described in Appendix C Graduate Student Reinstatement Procedure.

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

H. Foreign Language Requirement

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

I. Theses and Reports

I.1 General

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

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

Candidates who undertake a thesis or report should allow sufficient time (at least ten working days) for review by the major professor and the supervisory committee and for making any necessary revisions before proceeding to the final examination.

See Appendix B for more information on theses and reports.

[See Appendix R of the Kansas State University Handbook](#) for a full description of University policies and associated institutional procedures for intellectual property.

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

I.2 Copies

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

Following a successful final examination, the candidate must provide an electronic copy of the thesis or report to the Graduate School, which will be deposited with the University Libraries. Theses and reports submitted to the Graduate School must be in final and acceptable form, incorporating any revisions required by the supervisory committee. The final electronic copy must also conform to the stylistic guidelines adopted by the academic unit and to the physical requirements established by the Graduate School, available on the Graduate School website under [Requirements and Guidelines for Electronic Theses, Dissertations, and Reports](#).

J. Final Examination

J.1 Nature

A culminating experience is required to earn a master's or Education Specialist degree. The culminating experience should verify the student's competence to synthesize information across the student's program of study. The culminating experience will occur after the student has completed the program of study and other requirements or during the term in which the candidate intends to complete them. The Supervisory Committee is responsible for administering the culminating experience and must include at least 3 graduate faculty members. The majority of the Supervisory Committee must vote in favor for the student to pass his/her defense (a tie vote is a failure). The major professor is responsible for returning the signed ballot to the Graduate School.

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

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

J.2 Scheduling

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

Final examinations should be scheduled so as to give the supervisory committee at least two weeks to review the thesis. Preference is for final examinations to be given on the Manhattan campus unless the academic program is completely online. However, arrangements can be made for the student and the supervisory committee to conduct the defense via video conference. The student must work with their major professor or co-major professors and graduate program director to arrange a physical location for the on-campus faculty members. On-campus faculty members should participate in the same location. The major professor or co-major professors is responsible for obtaining signature on the ballot from all committee members. Committee members will sign the ballot and return the scanned copy to the major professor or provide their vote via digital means. The original ballot with committee member's signature and the scanned ballots or digital message will be delivered to the Graduate School.

J.3 Failure and Repetition

At least 2/3 of the supervisory committee must approve the candidate's performance before he or she is deemed to have passed the final examination. A refusal to vote by the major professor or any member of the supervisory committee shall be recorded as a negative vote. A candidate who fails a master's examination may take a second examination no sooner than two months nor later than 15 months after the failure, with permission of at least 2/3 of the supervisory committee, unless the Dean of the Graduate School grants an extension. A third defense is not allowed.

At least 2/3 of the members of the supervisory committee must sign the final ETDR before the ballot can be processed and the thesis or report submitted to K-REX.

J.4 Competency Revalidation of Courses

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

The form and content of this competency examination is determined by each master's or Education Specialist program which may impose additional requirements for revalidating the student's competency in the supporting course work. In a master's or Education Specialist

program for which such a revalidation examination may be inappropriate, an exception to this policy may be sought from the Dean of the Graduate School.

J.5 Change in Program and Research Credit

A graduate student who changes from doctoral program to a master's or Education Specialist degree with thesis option may include up to eight hours of dissertation research credit toward their thesis research credit if recommended by the supervisory committee.

K. Accelerated Bachelor-Master Program*

K.1 Nature and Rationale

The Accelerated Bachelor-Master program offers the opportunity for outstanding students to advance their careers in a significant way by pursuing a Bachelor and a Master degree in an accelerated and coordinated program. It provides the opportunity to high performing undergraduate students who pursue this program to count nine graduate credit hours of coursework towards both the graduate and the undergraduate programs. These credit hours will count as unrestricted electives in the bachelor degree. A student can join this program in their sophomore or junior year. Doctoral degrees are excluded from this accelerated program. Graduate education involves a close working relationship between a student and a Graduate Faculty mentor, and the Accelerated Bachelor-Master Degree Program develops this relationship early in a student's career.

*In previous handbooks, these programs were called concurrent. The name was changed in Summer 2022.

K.2 Procedures for Proposing an Accelerated Graduate Program

Graduate programs are invited to develop program specific guidelines for recruiting current undergraduates into the Accelerated Degree Program and for guiding students admitted to the program. These guidelines should include the time in the student's undergraduate career in which the student would be admitted into the graduate program, the plans in place to provide the student with the high level of advising necessary for program success, and the identification of the graduate courses (9 graduate credit hours) that count towards both undergraduate and graduate programs' requirements.

K.3 Accelerated Graduate Program Guidelines

Admission Requirements

Students applying for the accelerated program are not required to have completed their bachelor degree prior to pursuing the master program. The following requirements must be met before an individual can be admitted into this program:

- The student must be seeking the bachelor's degree.

- The student must have completed a minimum of 75 credit hours toward the bachelor degree at time of application for admission to the accelerated program.
- The student's cumulative undergraduate GPA must be at least 3.0.
- Student must meet all other Graduate School admission criteria as outlined in the Graduate School Handbook.
- A student who has completed all coursework for the bachelor's degree is not eligible for the accelerated program.
- The student will be admitted into the accelerated program with a provisional graduate admission status.
- Upon successful completion of 9 credits that count towards both bachelor and master degree, the student will receive full admission to the master program.

Graduation Requirements

- After completion of the nine (9) graduate credit hours from the master degree that are counted toward the bachelor's degree, the student can apply to be awarded the bachelor's degree.
- The student must complete 30 graduate credit hours with a graduate GPA of at least 0., including the 9 credits that count towards both bachelor and master degrees.
- In the event that the student begins this program but does not wish to finish the ~~MA/M.S.~~ **masters** degree requirements, the student must notify the College Dean's Office and Graduate School office. A notation on the student's transcript will indicate courses taken at the graduate level were applied to the bachelor's degree only.
- Students in accelerated programs may apply to be awarded with their bachelor's degree the semester they complete undergraduate degree requirements, which may occur 1 to 2 semesters prior to completion of the master's degree.

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