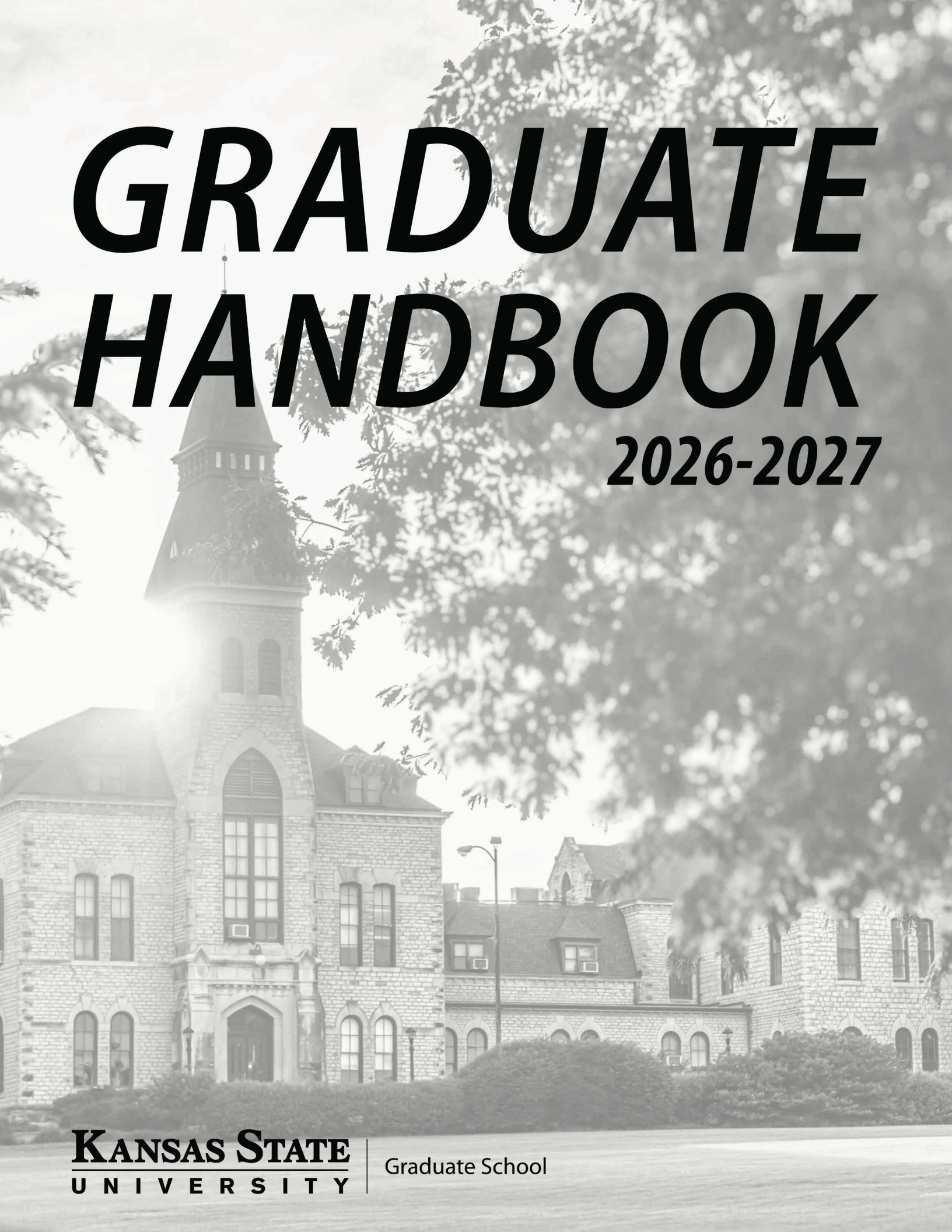


GRADUATE HANDBOOK

2026-2027

KANSAS STATE UNIVERSITY | Graduate School

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INTRODUCTION

The Graduate Handbook was developed by the Graduate Faculty through the recommendations and actions of the Graduate Council. The policies and procedures outlined are designed to ensure high standards in graduate education at Kansas State University, while providing for flexibility in policy implementation. The Graduate Council expects each graduate program to build on this foundation to achieve their programmatic vision of excellence.

The Graduate Handbook is published online and in PDF format every summer with changes approved by the Graduate Council over the prior academic year. Graduate students should become familiar with the policies and degree requirements in the Graduate Handbook. While flexibility is encouraged, regulations will not be waived or exceptions granted just because someone is unaware of specific policies or procedures.

The Graduate School and Graduate Council invite comments from students and faculty on any portion of the Handbook deemed to warrant attention or modification. This is particularly true if any policy or procedure appears to be at odds with achieving the primary objective of excellence in graduate education at Kansas State University.

Phillip D. Payne, Ph.D.

Interim Dean of the Graduate School

1. ADMISSIONS, ENROLLMENT, AND PROGRESS

A. ADMISSION PROCEDURES

Graduate programs have the responsibility of reviewing credentials from prospective graduate students and making recommendations on admission. Official application, instructions and deadlines are available on the Graduate School website. Correspondence regarding admission to the Graduate School should be addressed to the appropriate graduate program, which will provide information on program admission requirements, application deadlines, and any required supplementary forms.

As part of their Graduate School application, applicants must submit transcripts from all institutions previously attended. Failure to disclose a complete academic history may result in denial of admission, revocation of admission and assistantship offers, and/or suspension or dismissal after admission. If admitted to the Graduate School, the applicant must submit official transcripts showing the conferral of all previous degrees. All transcripts become part of the applicant's official file and are not returned.

If the graduate faculty of a graduate program recommends admission, the Graduate School completes the final review and determines admission status. If the graduate program decides against admission, it notifies the applicant. Admission to graduate study does not imply admission to candidacy for an advanced degree. For a doctoral degree, such candidacy is confirmed only upon successful completion of the preliminary examination.

An individual who either intentionally withholds pertinent information or provides fraudulent information on an application for admission or readmission may be subject to denial of admission, disenrollment, or immediate dismissal from the university. Such decisions are made by the Dean of the Graduate School after a complete review and consultation with the appropriate academic unit. Prior to reaching a decision, the Dean of the Graduate School will provide the individual with written notice of the proposed action. The individual may request a conference with the Dean, to be held within seven (7) business days of the written notice, during which the individual may provide a response or any other information for the Dean's consideration.

When an applicant is required to prepare a personal statement or writing sample as part of the admissions process, the applicant must be the author of the statement or sample in question. An applicant who submits a personal statement or writing sample that is not their original work, either because it was written by someone else or a software program utilizing artificial intelligence, the applicant will be deemed to have provided fraudulent information and may be denied admission or readmission on that basis.

B. ENTRANCE REQUIREMENTS

An applicant to the Graduate School at Kansas State University must have a bachelor's degree substantially the same as the ones granted by Kansas State University, including three-year Bologna bachelor's degrees. That is, it must represent a broad range of courses in the basic academic disciplines. Applicants whose degrees do not meet these standards may be denied admission to graduate degree programs at Kansas State University. Admission is denied to applicants holding bachelor's degrees with a significant amount of credit for work that was not

supervised by a faculty member of an accredited college or university or evaluated in units that identify the academic content. A limited amount of credit for experience, when awarded as an acceptable part of a bachelor's degree for internships, fieldwork, or the like, is not a cause for denial but must be clearly identified as graded work.

All students admitted to the Graduate School must meet the following requirements:

B1. Graduates from colleges and universities in the United States

a. A bachelor's degree from a college or university accredited by a regional or national institutional accrediting agency recognized by the U.S. Department of Education.

b. Undergraduate preparation in the proposed major field equivalent to that acquired by a graduate of Kansas State University, or evidence of an appropriate background for undertaking an advanced degree program, and

c. A cumulative grade point average (GPA) of 3.0 or higher on a 4.0 scale or GPA of 3.0 in the last 60 hours of coursework. This GPA is based only on courses graded on a multi-level scale, usually A, B, C, D, F.

See section 1-C: Admission Categories.

B2. Graduates of foreign colleges and universities

All international students admitted to the Graduate School must demonstrate the same level of achievement as U.S. students. That is, they must hold a degree from an established institution comparable to a college or university in the United States, have an outstanding undergraduate record, have the demonstrated ability to do graduate work, and provide evidence of language proficiency sufficient for the pursuit of a graduate degree. Admission may be denied to students from technical schools, which may provide excellent training in special areas, but do not offer degrees equivalent to those of colleges and universities. Questions about the qualifications of international students should be directed to the Graduate School.

B3. English proficiency requirements

The Graduate School requires each applicant whose native language is not English to demonstrate competence in the English language by achieving a satisfactory score (defined below) on the Test of English as a Foreign Language (TOEFL), the International English Language Testing Systems (IELTS) or Pearson Test of English (PTE). The test date should be no older than eighteen months from the application deadline.

Please note that any non-native English speakers, whether a U.S. citizen, permanent resident, or international student, interested in a Graduate Teaching Assistantship must meet the speaking requirements as specified in Chapter 1, Section G5.

Score Requirements:

Test	Minimum Score
iBT TOEFL (Internet based) [Valid scores earned prior to January 21, 2026]	79
iBT TOEFL (internet based) [Valid scores earned on or after January 21, 2026]	4.5
IELTS	6.5
Pearson Test of English (PTE)	58

* ETS no longer offers the Paper Based Test. Current valid Paper Based Tests completed within the last two years will be accepted.

An applicant who has received a degree from a United States college or university is exempt from this requirement. Individual programs may have more stringent requirements for demonstration of English language proficiency.

Graduate Programs may use MyBest™ Score or the most recent iBT TOEFL in assessing language proficiency for admissions of international students. Programs must determine which score to use and apply it consistently for all applicants.

B4. Graduate Pathway Program

Kansas State University offers a Graduate Pathway Program for students who need to complete intensive English language courses for one or two semesters but are otherwise eligible to be admitted to a graduate program. Students with English scores below the criteria outlined below are directed to the Full-time Intensive English Program.

Though not all students are eligible for both tracks, specific requirements of the Pathway Program include the following:

Track 1:

a. Provisional admission to a graduate degree program for fall or spring semester.

b. English test scores that meet the criteria below:

	At least one Reading, Writing, or Listening part score of:	No Reading, Writing, or Listening part score below:
IBT TOEFL (test dates before 1/21/2026)	20	16
IBT TOEFL (test dates after 1/21/2026)	4.5	4.0
IELTS	6.5	6.0
PTE	58	46

WildCAT EPT	59	52

c. Full-time enrollment for the Graduate Pathway Program: Track 1 is 9 credit hours even if a student has a graduate assistantship. Enrollment includes 1 or 2 English Language Program Advanced English courses () and 1 or 2 graduate classes, excluding research hours. The graduate course(s) must be scheduled around the English support courses. The graduate courses will be determined by the graduate program at the time of admission to the Pathway Program.

d. Completion of the Pathway Program is based on completion of all classes, English and academic, with grades A or B. Students who do not demonstrate this may be permitted to continue in the Pathway for a second semester.

Track 2:

a. Provisional admission to a graduate degree program for fall or spring semester.

b. English test scores that meet the criteria below:

	Minimum Total Score	**No more than one part score below:**	**No part scores below:**
IBT TOEFL (test dates before 1/21/2026)	56	14	11
IBT TOEFL (test dates after 1/21/2026)	3.5	3.5	3.0
IELTS	5.5	5.5	5.0
PTE	46	46	41
WildCAT EPT	195	50	45

c. Semester 1: Enrollment in 12-18 credit hours of Intensive English courses offered by the English Language Program (ELP) at the High Intermediate English or Advanced English I level. Placement into classes will be made according to ELP placement criteria. Full-time enrollment is a minimum of 12 credit hours.

d. Semester 2: Enrollment in 3-6 credit hours of ELP Advanced English classes and enrollment in 3-6 credit hours of graduate coursework for a total of 9 credit hours. Placement into classes will be made according to ELP placement criteria.

e. Completion of the Pathway Program is based on completion of all classes, English and academic, with grades A or B (80% or above for Credit/No Credit classes). Students who do not demonstrate this may be permitted to continue in the Pathway for an additional semester.

C. ADMISSION CATEGORIES

Any student pursuing graduate studies at Kansas State University will be classified into one of the following categories:

- Degree seeking (master's, Education Specialist, doctoral)
- Accelerated program students
- Credential seeking (graduate certificate or licensure preparedness)
- Visiting (non-degree seeking)

C1. Degree seeking

A degree seeking student admitted into a master's, Education Specialist, or doctoral program can be admitted into one of the three types listed below if they fulfill the admission criteria listed under each type.

a. Full standing

- Undergraduate training essentially the same as that at Kansas State University.
- B average or higher in junior and senior years.

b. Provisional

- Transcript evaluation uncertain, as is sometimes the case with international students.
- B average or higher in junior and senior years, but some course deficiencies in undergraduate work.
- Final transcripts indicating award of a degree not yet in hand; applicant completing degree; other criteria for full standing met.

c. Probationary

- *Grade point average from 2.65 to 2.99 (A=4.00) in last two years*

  If work has shown a marked improvement in later semesters and there are grades of B or better in demanding courses in major and related areas, admission is considered.

- *Grade point average below 2.65 in last two years*

  Admission is considered only upon documentation that the student is now qualified to do graduate work. Evidence may include: (1) satisfactory grades on a GRE Advanced Test or Miller Analogies Test; (2) satisfactory work at another graduate school; or (3) outstanding professional experience that demonstrates the ability to handle academic work in the major area.

  Probationary and provisional students are advised of deficiencies and of other conditions to be met to achieve full standing. Their status is reviewed after completing 9 hours of course work at Kansas State University. Those who have

earned grades of B or higher and GPAs of 3.0 or higher for the first 9 hours, exclusive of individualized study, and removed all deficiencies specified at the time of admission, will be placed in good standing.

C2. Accelerated program students

Students applying for an accelerated Bachelor-Master program are required to have completed their bachelor's degree prior to pursuing the master's program. Students will be admitted into an accelerated graduate program after fulfilling the admission criteria for the accelerated program. See Chapter 2, Section K3.

After admission into the Accelerated program, these students can enroll in up to 9 graduate credits that can be taken over one or more semesters. These credits will count towards both bachelor's and master's degrees that form the accelerated program.

C3. Credential seeking student (graduate certificate or licensure preparedness)

Students who have a bachelor's degree but do not plan to work for a master's, Education Specialist, or doctoral degree can apply for a graduate certificate, licensing, or endorsement preparedness programs. Credential seeking students are required to meet the same academic standards as other graduate students and must complete the same application process. Credential seeking students who later wish to work for a master's, Education Specialist, or doctoral degree must make a formal application for admission into the degree program and be formally admitted by the Graduate School as degree seeking students with full standing status.

C4. Visiting (non-degree seeking) student

Students who have a bachelor's degree but do not plan to work for an advanced degree may be admitted for graduate study as visiting students. Up to nine (9) graduate credit hours earned as a visiting student may be applied toward a graduate program.*

*Must be formally admitted into a graduate program.

D. REGISTRATION AND ENROLLMENT

Students who have been admitted to the Graduate School must register and pay their fees during the regular registration periods. Changes in enrollment must be approved by an advisor and the Dean of the Graduate School.

All graduate students who have matriculated at Kansas State University and are using faculty time or University facilities for research or other academic pursuits must be enrolled. Enrollment is defined as at least one credit hour and should reflect, as accurately as possible, the demands made on faculty time and the use made of University facilities. Further, a graduate degree candidate must be enrolled during the semester in which the degree requirements are completed.

E. ANNUAL PROGRESS REVIEWS

Graduate programs at Kansas State University must have a policy for the annual review of progress toward degree completion for all graduate students. Each graduate program will establish its specific process for conducting and documenting student reviews. Reviews should facilitate timely degree completion and allow graduate programs to monitor how well student progress meets program expectations. Programs are encouraged to incorporate multiple data sources for evaluation of graduate student progress. At a minimum, programs should include the following components in the review process: a self-assessment by the student, input from or assessment by the advisor, and an opportunity for the student to discuss progress toward degree completion with the student's advisor or other appropriate program representative. Other sources of information about student progress may include input from or assessment by classroom instructors, teaching mentors, lab supervisors, and thesis or dissertation committee members. A cumulative record of each student's annual review shall be kept in the student's academic file in the graduate program.

F. ACADEMIC ACCOMMODATION AND LEAVE FOR PREGNANT AND PARENTING GRADUATE STUDENTS

Kansas State University treats pregnancy, childbirth, false pregnancy, and termination of pregnancy as a justification for an academic leave of absence for so long a period as is deemed medically necessary by the student's physician. At the conclusion of that student's leave, the student is reinstated to the status she held when that leave began. It is the student's decision whether to take any or all the leave as recommended by the student's physician.

Without limiting the foregoing, the university also offers any graduate student parenting a newborn child(ren) or child(ren) otherwise placed with a student for adoption or foster care up to six-week parental leave academic accommodation. This accommodation begins the day of the date of birth, or initial placement related to adoption or guardianship event. This accommodation means that academic responsibilities associated with the student's graduate program are suspended, in whole or in part as requested by the parenting student, during the leave. This six-week accommodation shall run concurrently with any academic leave of absence that is medically necessary and is taken due to pregnancy, childbirth, false pregnancy, and/or termination of pregnancy, as described above. Upon notice and request to the Graduate School, additional leave time may be approved in the event of an illness or disability.

A student requesting an academic leave of absence for these reasons is encouraged to fill out and submit the Graduate Student Parental Leave Academic and/or Employment Accommodation Application four months prior to the anticipated delivery date or placement date if the child(ren) is to be welcomed through adoption or foster care, or as soon as possible if four months' notice is not possible under the circumstances. Students also are encouraged to contact their Major Professor and Department Head or Graduate Program Director in advance of the leave to discuss a plan that allows the student to be reinstated to the academic status s/he held before the leave began. For example, a student may want to discuss in advance of the leave how to submit academic assignments or arrange to complete participation or attendance credits following a leave of absence. Should the leave period affect the ability of the student to complete the course requirements by the semester end date, for administrative purposes, the university may assign an incomplete (I) for the course until the course requirements are completed.

F1. Employment Accommodation and Leave for Pregnant and Parenting Graduate Students

For those students that also have an employment appointment of at least .5 FTE appointment with the university (GTA, GRA, or GAs), the university also permits leaves of absence for pregnant and parenting students from that employment, as follows.

Generally, the university treats pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom as a justification for a leave of absence from employment for a reasonable period of time, at the conclusion of which the employee shall be reinstated to the status which she held when the leave began or to a comparable position, without decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment.

Without limiting the foregoing, the university also offers any graduate student who is a GTA, GRA or GA and is parenting a newborn child(ren) or child(ren) otherwise placed with a student for adoption or foster care up to a six-week parental leave employment accommodation. This accommodation begins the day of the date of birth, initial placement related to adoption, or guardianship event. This accommodation means that employment responsibilities are suspended during the leave provided, however, at the request of the student, the student and Major Professor and Department Head or Graduate Program Director, as applicable, may agree to suspend only some of the employment responsibilities or permit the leave to be on an intermittent basis, so long as the total leave period does not exceed six weeks. This six-week accommodation shall run concurrently with any employment leave of absence that is medically necessary and taken due to pregnancy, childbirth, false pregnancy, or termination of pregnancy, as described above. Upon notice and request to the Graduate School, additional leave time may be approved in the event of an illness or disability.

Should both parents be eligible for this parental leave employment accommodation, it may not be possible for the parents to take concurrent leave, depending on the department or program. It may be possible to be approved for sequential leave of each parent.

A student requesting a leave of absence for these reasons is encouraged to fill out and submit the Graduate Student Parental Leave Academic and/or Employment Accommodation Application four months prior to the anticipated delivery date or placement date if the child(ren) is to be welcomed through adoption or foster care, or as soon as possible if four months' notice is not possible under the circumstances. Students also are encouraged to contact their Major Professor and Department Head/Supervisor or Graduate Program Director to discuss in advance of the leave a plan that allows the student to be reinstated to the status that s/he held when the leave began, or to a comparable position.

Additionally, and without limiting the foregoing, any student who is (1) parenting a newborn child or child otherwise placed with a student for adoption or foster care, (2) is the primary caregiver to that child, (3) who provides the university with notice of a leave of absence from such paid employment position on the Graduate Student Parental Leave Academic and/or Employment Accommodation Application and indicates on that application that they want to receive funding/paid leave, and (4) who is making satisfactory progress toward completion of their degree, may request to remain fully funded during their parental leave employment accommodation. If the student is eligible for the funding, the student will be paid during their leave by continuing to receive the same amount of their stipend for up to six weeks during the leave period, as if the student was continuing to work at the level of their appointment. No

funding shall exceed six weeks of stipend pay or extend beyond the end date of the student's current paid employment appointment time period, whichever comes first.

Should both parents be eligible for this funding under the immediately preceding paragraph, the funding must only be provided to the eligible student who is on such leave, and the parents are limited to a combined total of six weeks of funding.

F2. Departmental/Employing Unit Application for Work-Life Grant/Instructions for Graduate Programs Related to Funding

If a graduate assistant is on a grant or fellowship that allows the student to receive stipends during the parental leave period, up to six weeks, then the student will continue to be paid from this source. If the funding source does not allow stipends to continue, if a sponsored project will suffer problematic delays due to the student's circumstances, or the department has no option to cover a student's teaching responsibilities other than to hire an additional part-time graduate assistant, then the employing unit can apply for a Work-Life Grant from the Graduate School and the College Dean, if the employing unit is an academic unit.

The Graduate School, in partnership with the College Deans and the Provost, has established a Work-Life Grant Program to provide temporary financial assistance to academic departments and programs that are otherwise unable to pay for temporary replacements to continue essential duties while a graduate assistant is on parental leave or modified work duties for parental leave

Academic Units may request financial assistance equivalent to the graduate assistantship stipend for up to six weeks. The Graduate School will provide an amount equivalent to one third of the (up to) six-week stipend, the College Dean will provide an amount equal to one-third of the (up to) six-week stipend, and the academic unit or program will contribute the final one-third equivalent of the stipend. Non-academic units will provide an amount equivalent to two third of the (up to) six-week stipend and the Graduate School will provide an amount equivalent to one third (up to) six-week stipend.

The Academic/Employing Units may use these funds in a variety of ways to ensure the teaching and research responsibilities are not adversely impacted, and so the graduate student will receive financial support while on parental leave or modified duties related to parental leave. In the case that parental leave is taken by a graduate assistant who receives a stipend and tuition from a sponsored research project, and a department needs funding to support a temporary replacement, the Graduate School will provide these funds only if the external funding source disallows payment to a graduate assistant who reduces their assistantship time commitment and only for the stipend amount.

Graduate programs or non-academic units employing the graduate assistant that wish to apply for the Work-Life Grant should do so at the earliest possible date to be sure funding is available in the fiscal year. The Work-Life Grant will be awarded, as funds are available.

F3. Interpretation

Nothing in this Policy shall be construed to entitle a graduate student to a new or subsequent appointment or to readmission into or continuation in an academic program for a student who is otherwise not qualified.

Nothing in this Policy is intended to conflict with any applicable FMLA rights. Any employee eligible for FMLA leave may seek leave to the extent permitted by that law, as set forth in the university PPM. Please contact Human Resources with any questions about FMLA leave.

G. GRADUATE ASSISTANTS

G1. Definitions

Graduate Teaching Assistant (GTA): A GTA performs duties that support the teaching mission of K-State and the student's educational goals. These duties might include classroom or laboratory teaching, proctoring exams, grading exams, papers or other assignments, preparing instructional materials or other general assistance in the instructional process. The GTA's teaching assignment will necessarily vary between academic units and with the student's FTE appointment but should not exceed an average of 20 student contact hours per week throughout the semester for a 0.5 FTE appointment. GTA appointments and compensation must be consistent with Chapter 4845 of the Kansas State University Policy and Procedures Manual.

Graduate Research Assistant (GRA): A GRA performs duties that support the research mission of K-State and the student's educational goals. Research duties vary but are supervised by graduate faculty. The research project that the students' activities support may be part of their thesis or dissertation. GRA appointments and compensation must be consistent with Chapter 4835 of the Kansas State University Policy and Procedures Manual.

Graduate Assistant (GA): A GA performs duties that directly or indirectly contribute to a graduate student's educational success. These duties vary, but generally involve administrative services that can include gathering, organizing and analyzing information, providing student services, performing administrative tasks to support a program or organizational unit or performing routine research support activities. Since the duties of most GAs are performed in a structured environment, the GA may be required to appear at specific times and coordinate their activities with the employing unit. Support of GAs may depend on the number of hours spent on their duties and will require these hours to be reported or may be based upon a specified FTE commitment and require flexibility in the hours spent on their duties but must be consistent with Chapter 4720 of the Kansas State University Policy and Procedures Manual. Any graduate assistantship that is not a GRA or GTA as defined above is a GA.

G2. Awarding

The principal objective of a graduate student is to pursue a concerted program of study that will normally lead to an advanced degree in the chosen academic discipline. To assist students to pursue their studies full-time, the University makes available financial assistance through a limited number of graduate teaching assistantships (GTA), graduate research assistantships (GRA) and graduate assistantships (GA). These assistantship appointments carry with them a service requirement, typically directed at improving professional skills in their academic fields. Award of an assistantship is based on the student's ability and promise and is usually made for either nine or twelve months. The maximum appointment is 0.5 full-time equivalent (FTE), but appointments for lesser fractions may be made. Continuation of appointments is subject to academic performance and the availability of funds. Information on applying for graduate assistantships may be obtained from the department concerned.

Students holding GTA, GRA, or GA appointments from September 1 through November 17 receive tuition benefits for the fall term, and students holding GTA, GRA, or GA appointments from February 1 through April 17 receive tuition benefits for the spring term. If a graduate appointment does not begin by these dates or terminates before these ending dates, all tuition benefits are lost. The student then is responsible for the total tuition payment.

GTAs, GRAs and GAs on 0.5 FTE appointments are eligible to participate in the Kansas Board of Regents GTA/GRA/GA health insurance plan. Information about enrollment in the health insurance plan is available from Human Resources.

G3. Enrollment

Fall and Spring Appointments
The maximum number of credit hours in which a graduate student employed on an assistantship can enroll is 12 hours for the fall and spring semesters and 9 hours during the summer. Students desiring to enroll in hours exceeding the maximum number permitted should be in good academic standing and obtain permission from their advisor and forward the permission to the Graduate School for final approval. To fulfill the obligation that students pursue studies full-time, graduate assistants must be enrolled in at least 6 hours during fall and spring semesters.

Summer Appointments
The Graduate School does not require that graduate students be enrolled during the summer. Individual departments may require minimum enrollment in any term. Information pertaining to minimum enrollment during the summer may be obtained from the department concerned. Graduate students on a full-time summer GRA/GTA/GA appointment (0.5 FTE) and enrolled in fewer than 3 hours (or not enrolled) are required to pay Social Security and Medicare taxes. Hours taken during May and August intersession are counted in the total number of hours for the summer term. To be eligible for a GTA tuition waiver in the summer, the student must be enrolled in at least 3 hours.

Last Semester Enrollment
Graduate students are required to enroll in at least six hours to be employed on a graduate assistant position each fall and spring semester. This includes Graduate Teaching Assistant, Graduate Research Assistant and Graduate Assistant positions/appointments. However, an exception can be made by the Graduate School during their last semester to allow them to enroll in less than the six-hour requirement and be assessed resident tuition based on their employment status.

During their final semester, graduate students may be employed on a graduate student appointment (GRA, GTA or GA) and enroll in less than six hours if the appointment ends by November 17 (fall semester) or April 17 (spring semester). The number of hours enrolled determines the length of employment on a graduate appointment during the final semester as noted in the table below.

Hours Enrolled	Fall Appointment Ends by	Spring Appointment Ends By
5	November 17	April 17
4	October 31	March 30
3	October 15	March 13
2	September 30	February 28/29
1	September 14	February 14

To have tuition assessed at the resident rate while enrolled in less than six hours for the semester, the following conditions must be met: (1) this is their last semester, (2) they will complete all degree requirements by the deadline (https://www.k-state.edu/grad/student-success/graduation/checklists.html) specified by the Graduate School and (3) they will graduate. The form must be signed by the student, major professor, and department head. If the student does not complete degree requirements and graduate as stated on the form, they will be reassessed at the non-resident rate and will pay that amount following the semester for which the waiver was granted.

Students Terminated Prior to Final Semester
Graduate students classified as non-resident for tuition purposes receive a waiver of non-resident charges while they are on appointment (GRA, GTA or GA) and maintain enrollment of 6 credit hours fall and spring semesters. If the assistantship is terminated prior to the beginning of the final semester, the non-resident waiver is no longer applied to the student's account. However, the student may be eligible for a waiver of the non-resident charge for one semester after the end of their appointment if they complete all degree requirements and graduate at the end of the semester immediately after their appointment is terminated (GRA, GTA or GA).

To get this one semester extension of the waiver of non-resident tuition, the student must complete and sign a form stating that, 1) they were terminated immediately prior to their final semester and, 2) will complete degree requirements the next semester. The form must be signed by the student, major professor, and department head. If the student does not complete degree requirements and graduate as stated on the form, then they will be reassessed at the non-resident rate and will have to pay that amount following the semester for which the waiver extension was granted.

G4. Tuition Remission

Tuition responsibilities for graduate students depend on the nature of the appointments. Students holding a 0.4 FTE appointment as a GRA/GTA/GA, or any combination of these, are assessed tuition at the resident rates according to an established schedule.

Graduate students appointed as GTAs are eligible for tuition waivers. Graduate students appointed on full-time GTA appointments (0.5 FTE) receive tuition waivers for a maximum of 10 hours in the fall and spring semesters and 6 hours in the summer semester. Hours taken during January intersession are counted in the total number of hours for the tuition waiver paid in the spring semester. Hours taken during May and August intersessions are counted in the total number of hours for the tuition waiver paid in the summer semester. GTAs appointed less than 0.5 FTE are eligible to receive partial tuition waivers based on the proportion of the teaching appointments.

**See table for a Schedule of Tuition Remission*

Schedule of Tuition Remission

Fall & Spring		Summer	
.10 FTE GTA	20% tuition waiver (2 hours)	.05 FTE GTA	10% tuition waiver (1 hour)
.15 FTE GTA	30% tuition waiver (3 hours)	.10 FTE GTA	20% tuition waiver (2 hours)
.20 FTE GTA	40% tuition waiver (4 hours)	.15 FTE GTA	20% tuition waiver (2 hours)
.25 FTE GTA	50% tuition waiver (5 hours)	.20 FTE GTA	30% tuition waiver (3 hours)
.30 FTE GTA	60% tuition waiver (6 hours)	.25 FTE GTA	30% tuition waiver (3 hours)
.35 FTE GTA	70% tuition waiver (7 hours)	.30 FTE GTA	40% tuition waiver (4 hours)
.40 FTE GTA	80% tuition waiver (8 hours)	.35 FTE GTA	50% tuition waiver (5 hours)
.45 FTE GTA	90% tuition waiver (9 hours)	.40 FTE GTA	50% tuition waiver (5 hours)
.50 FTE GTA	100% tuition waiver (10 hours) (maximum)	.45 FTE GTA	60% tuition waiver (6 hours)
		.50 FTE GTA	60% tuition waiver (6 hours)

In all cases, the student will be responsible for paying the remainder of the tuition at the resident rate. GTA tuition waivers are provided for tuition benefits only; students will be responsible for the Student Services fee (student health, activity fees, etc.).

G5. English Proficiency

The Kansas Board of Regents requires all prospective GTAs who are non-native speakers of English to achieve a:

- minimum score of 50 on the TSE (Test of Spoken English)
  OR
- minimum score of 50 on the Speaking Proficiency English Assessment Kit (SPEAK)
  OR
- minimum score of 22 on the speak section of the Internet-based Test of English as a Foreign Language (TOEFL iBT)
  OR
- minimum score of 7 in the speak portion of the IELTS test.

G6. Disputes

Disputes concerning graduate assistants (GTA/GRA/GA) are employment matters that should be originated with the appointing department and be addressed through normal supervisory channels. A student should begin addressing the concern with the assigned supervisor of the assistantship and, if necessary, proceed to the department or unit head. If the matter is not resolved at the department or unit level, the student may present it to the Dean of the College in which the (GTA/GRA/GA) is employed. Formal grievance procedures do not apply to these appointments.

Individuals should contact Affirmative Action or the Office of Student Life regarding employment disputes believed to constitute discrimination or harassment, as defined in the "Policy and Procedure for Discrimination and Harassment Complaints" section of the University Handbook.

H. GRADUATE STUDY BY SENIORS AND UNDERGRADUATE SPECIAL STUDENTS

Seniors at Kansas State University who have a minimum cumulative GPA of 3.0 on prior undergraduate work and are within two semesters of receiving a bachelor's degree may take up to 9 hours for graduate credit in courses numbered in the 500, 600, and 700 sequences.

Enrollment in courses at the 800 level and above is normally restricted to students admitted to the Graduate School. In exceptional circumstances, highly qualified students may enroll in courses numbered 800 and above after obtaining permission from the instructor of the course, the head of the department offering the course, and the Graduate Dean.
Those wishing to take more than 9 semester hours must apply for admission to, and be accepted by, the Graduate School. Following the award of a bachelor's degree, courses taken for undergraduate credit may not be changed to graduate credit.

A student enrolled as an undergraduate special student may not take courses for graduate credit.

I. GRADUATE WORK BY FACULTY AND STAFF

Full time faculty and staff, with the approval of their department heads or Deans, may enroll in graduate or undergraduate work not to exceed 6 credit hours in a regular semester or 3 credit hours during the summer session.

Kansas State University does not permit the awarding of advanced degrees to its faculty who hold the rank of assistant professor or higher within their own departments or as requirements for promotion or tenure. ROTC personnel are excluded from this policy.

2. THE MASTER'S AND EDUCATION SPECIALIST DEGREES

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, which will include evidence of advanced work, such as term papers, objects of art, music, or designs, as determined by the program. This option may include a culminating experience.

    a. *Culminating experience required:* The graduate student works with the major professor and the supervisory committee to complete all requirements of the culminating experience.
    b. *No culminating experience required:* The graduate student works with the major professor to complete all degree requirements.

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 the student is enrolled.

A culminating experience may be 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. The majority of the Supervisory Committee must vote in favor for the student to pass their 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 course work only degree, the culminating experience, if required by the academic program, 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 guidelines if the culminating experience is required for the course work only degree.

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, (e) must be enrolled in the semester in which the final exam is taken (if applicable), and (f) 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 or is assigned a major professor pro tem from among the graduate faculty who are qualified to direct master's students and who are willing to assume the responsibility. All students with a program of study that includes a culminating experience must have a supervisory committee. Students pursuing a program of study that does not require a culminating experience must have a major professor who, along with the graduate program director, will approve their program of study.

In consultation between a student and their major professor, a supervisory committee, which consists of the major professor, who chairs the committee, and at least two other graduate faculty members is identified. Upon agreement of the selected members and approval of the graduate program director, the Graduate School is informed of the supervisory committee through the program of study[1]. 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 Education 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 or Education Specialist 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

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

credit hours. The student should prepare the program of study in consultation with the major professor and supervisory committee if a committee is required. All members 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 Change form or 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 student completes all degree requirements may not be used to satisfy the degree requirements except as noted in Chapter 2, Section D6 and Chapter 2, Section J4.

D1. Course Levels and Programs

For the master’s degree at least 18 hours must be at the 700 level or above. Of the 60 credit hours required for the Education Specialist degree, at least 36 hours should be at the 700 level and above. 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.

D2. 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.

D3. 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.

D4. 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.

D5. 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 Accelerated B.S./master/ graduate certificate programs approved by 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 Education 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.

c. Students who earn a graduate certificate from Kansas State University may apply all the graduate credits from the certificate towards a master's or Education Specialist degree provided the credits are applicable to the student's program of study for the degree. These credits are subject to revalidation guidelines as described in Chapter 2, J4.

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.

D6. 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.

D7. 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.

D8. 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 provides 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 carries out local inspections of the student's activities.

E. GRADE REQUIREMENTS

E1. Graded Work

Graduate work is graded A, B, C, D, F, 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.

E2. 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.

E3. 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 grade of 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.

E4. 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

F1. Inactive Status

After consultation with the student's department/graduate program, a student will be placed in inactive status if the student 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. 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 their graduate program and in the Graduate School at the time the student returns to active status.

F2. Probation

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 supervisory committee that the student's progress is unsatisfactory

F3. Removal from Probation

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

Students placed on probation for deficient grades must achieve a cumulative GPA of at least 3.0 at the completion of the subsequent 12 credit hours attempted for restoration to good standing.

Students placed on probation after recommendation by the major professor or supervisory committee may be restored to good standing when the major professor and supervisory committee notify the Graduate School that the student is making satisfactory progress.

G. DISMISSAL AND REINSTATEMENT

G1. 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 F3).

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.J).

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 1C) or when the second period is a condition of reinstatement (section G2).

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

G2. 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 F3 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

I1. 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.

I2. 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

J1. Nature

A culminating experience may be required to earn a master's or Education Specialist degree. If a culminating experience is required, then it 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. If there is a supervisory committee, it is responsible for administering the culminating experience. A majority of the Supervisory Committee members must vote in favor for the student to pass their 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, if a culminating experience is required, it 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.

J2. 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. The major professor or co-major professors are responsible for obtaining signatures on the ballot from all committee members. Committee members will sign the ballot and submit the signed ballot to the Graduate School. 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 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 signatures 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.

For students pursuing a coursework only degree, if a culminating experience is required, this must be indicated on the Program of Study form. The student must file with the Graduate School an Approval for Final Examination Form signed by each member of the committee. 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 submit the signed ballot to the Graduate School.

For students pursuing a course work only degree, if a culminating experience is not required, the candidate must indicate on the Program of Study form that the culminating experience is not required.

J3. Failure and Repetition

A majority of the supervisory committee members must approve the candidate's performance before the candidate is deemed to have passed the final examination for thesis, report, or culminating experience. 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 a majority of the supervisory committee members, unless the Dean of the Graduate School grants an extension. A third defense is not allowed.

A majority 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.

J4. 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 expected to complete all degree requirements, a revalidation plan for the old courses must be submitted with the program of study to the Graduate School. The course(s) must be revalidated the semester the student graduates or prior to the last semester.

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.

J5. 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*

K1. 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's and a master's 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. A student can join the accelerated program after completion of a minimum of 75 credit hours toward the completion of the bachelor's degree at time of application. 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.*

K2. 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.

K3. Accelerated Graduate Program Guidelines

Admission Requirements

Undergraduate students applying for the accelerated program are required to have completed a minimum of 75 credit hours towards their bachelor's degree. The following requirements must be met for admission into the accelerated program:

- The student must be seeking the bachelor's degree.
- The student must have completed a minimum of 75 credit hours toward the bachelor's degree at time of application for admission to the accelerated program.
- The student's cumulative undergraduate GPA must be at least 3.0.
- The student must meet all other Graduate School admission criteria as outlined in the Graduate School Handbook and any graduate program specific requirements.
- A student who has completed all coursework for the bachelor's degree is not eligible for the accelerated program.

Graduation Requirements

- After completion of all undergraduate program requirements, including the up to nine (9) overlapping graduate credit hours that are counted toward the bachelor's degree, the student must apply to be awarded the bachelor's degree.
- After receiving the bachelor's degree, the student is eligible to be fully admitted into the master program portion of the accelerated bachelor-master program.
- To complete the second part of the accelerated program, the student must complete all master program requirements with a graduate GPA of at least 3.0.

3. THE DOCTORAL DEGREE

A. ADMISSION AND GENERAL REQUIREMENTS

To gain admission to a doctoral 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 Ph.D. is a research-based degree and is awarded to candidates who have demonstrated unique ability as scholars and researchers as well as proficiency in communication. The degree also certifies that the candidate has displayed familiarity and understanding of the subject matter in the discipline and possesses the ability to make original contributions to knowledge.

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 doctoral degree (See section 3.D.5 and 3.D.6 below). The regulations governing supervisory and examining committees, preliminary and final examinations, and dissertations are the same for both degrees.

A graduate student who is recommended to change from master’s to a doctoral program may count up to 8 hours of thesis research toward the total number of hours required for the doctoral degree if recommended by the supervisory committee.

A Ph.D. is awarded to candidates who have demonstrated unique ability as scholars and researchers as well as proficiency in communication. The degree also certifies that the candidate has displayed familiarity and understanding of the subject matter in the discipline and possesses the ability to make original contributions to knowledge.

B. THE SUPERVISORY COMMITTEE

Upon admission to a doctoral program, the student confers with the head of the academic program and selects an advisor or major professor pro tem from among the graduate faculty who are certified to direct dissertations 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 three other members of the graduate faculty[2]. On doctoral committees having co-major professors, at least one must be certified to direct dissertations. One member of the supervisory committee must be a graduate faculty member from outside the major professor's department. 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 preliminary and final

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

examinations, ensuring that University regulations and program requirements are met, and ensuring that the student's doctoral 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 doctoral 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 doctorate. 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 Change form or 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 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 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.

D1. Course Levels

Doctoral students should earn a significant majority of their course work credit hours that are required by their programs of study in courses numbered 800 or higher. Although supervisory committees have considerable latitude in providing an appropriate program of study for their students, they are encouraged to follow these guidelines:

a. Of the 24 to 30 hours of course work credit hours beyond the master's degree normally required by the supervisory committee, 15 credit hours should be at the 800 level or above, in addition to doctoral research credit hours (see Chapter 3.A).

b. For course work beyond the master's degree, no more than 6 credit hours of 500 level courses are permitted in a doctoral program. No 500-level course taken in the student's major field of study, e.g., Department, may appear in the program of study.

c. For students who bypass the master's degree, the program of study must include at least 15 credit hours at the 800 level or above, in addition to doctoral research credit hours. No more than 12 credit hours of 500 level courses are permitted in a doctoral program. No 500-level course taken in the student's major field of study, e.g., Department, may appear in the program of study.

D2. Problems Courses

Not more than 6 hours of problems or other individualized courses should ordinarily appear on the program of study for the doctorate program.

D3. 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.

D4. 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 doctoral degree program. Such courses or course sections are designated by the letter S.

D5. Courses Applied Toward Two Degrees

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, Education Specialist degree, or a doctorate 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.

Exceptions:

a. For students concurrently enrolled in the DVM program and a Doctoral program, a maximum of 30 graduate credit hours from the College of Veterinary Medicine DVM curriculum may be applied to their Doctoral program of study.

b. For students who have not yet earned a bachelor’s degree and are enrolled in the DVM program and a Doctoral program the Doctoral degree shall be awarded concurrently with the DVM.

c. Subject to the recommendation of the supervisory committee, doctoral students with professional doctorate degrees (DVM, MD, etc.) may include a maximum of 30 graduate credit hours from a professional doctorate degree in their 90-hour PhD program. As an earned degree, the transfer credit is not subject to the six-year time limit.

D6. Transfer of Credit

a. General conditions: Kansas State University accepts toward a doctoral degree graduate credit from another institution only under the following general conditions:

(1) 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;

(2) The credit is fully acceptable to the other institution in satisfaction of its own advanced degree requirements; and

(3) The credit is applicable to the student's program of study for an advanced degree at Kansas State University.

b. Master's degrees: Students who hold a master's degree may request transfer of up to 30 hours of that degree toward the doctorate degree. The number of hours accepted depends on the relevance of the course work to the doctorate degree. Students with a master's degree in an area different from that in which they intend to seek a doctorate may expect to transfer far fewer than the maximum 30 hours allowed.

c. Other credit: Students may also request to apply graduate credit earned at other accredited institutions toward a doctorate at Kansas State University under the following limitations:

(1) Students who have not earned a master's degree may ask to transfer up to 10 hours of master's or doctoral level work taken elsewhere. 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.

(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 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 the faculty's 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.

(3) Courses with the grade of C or lower are not acceptable for transfer unless they already form part of the candidate's master's degree received at another college or university.

(4) Credits that were earned more than six years prior to the semester in which the program of study is approved cannot be transferred except as noted above.

D7. Research Outside the Program

Research conducted outside an academic program cannot be accepted for credit as part of a program of study.

D8. 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 provides 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 carries out local inspections of the student's activities.

E. GRADE REQUIREMENTS

E1. Graded Work

Graduate work is graded A, B, C, D, F, 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.

E2. Non-Graded Work (pass/fail, credit/no-credit)

At the discretion of the graduate faculty of the department or interdepartmental committee, 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 dissertation research and seminars or colloquia that have been approved for credit/no credit or pass/fail, must be taken for letter grades. Research for doctoral dissertations is graded credit/no credit exclusively. Incompletes for research credit hours awarded while research is in progress are not subject to the incomplete policy for course work.

No more than 6 hours of credit/no credit or pass/fail course work may appear on the program of study for the doctoral 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.

E3. Incomplete Policy

The grade of Incomplete (I) is given in regular courses (except for dissertations 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 dissertations 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 grade of 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.

E4. 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

F1. Inactive Status

After consultation with the student's department, a student not yet admitted to candidacy will be placed in inactive status under the following circumstances:

a. The student is not enrolled for two consecutive years, and

b. The student is in good academic standing.

Once in inactive status a student must reapply to (and be accepted into) a graduate program before being considered for reentry by the Graduate School. 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.

F2. 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

F3. Removal from Probation

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

Students placed on probation for deficient grades must achieve a cumulative GPA of at least 3.0 at the completion of the subsequent 12 credit hours attempted for restoration to good standing.

Students placed on probation after recommendation by the major professor or supervisory committee may be restored to good standing when the major professor and supervisory committee notify the Graduate School that the student is making satisfactory progress.

G. DISMISSAL AND REINSTATEMENT

G1. 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 level 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 preliminary examination (see Chapter 3.I) or the final examination (see Chapter 3.L).

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.

G2. 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

Any foreign language requirement in a doctoral program is determined by the graduate faculty in that program, and they shall establish their own standards. The specific foreign languages for a doctoral candidate are determined by the supervisory committee. In all cases where a language is required, it is understood that foreign language refers to languages other than English and that the languages required have a significant body of literature relevant to the field.

Doctoral students must meet any foreign language requirements at least seven months prior to the final examination.

I. PRELIMINARY EXAMINATION

A student must be in good academic standing to take a preliminary examination. The required written preliminary examination may be supplemented by an oral examination as prescribed by the supervisory committee. These are designed to test the student's breadth and depth of knowledge in the proposed field of specialization, as well as the student's ability to explore problems on the boundaries of knowledge. Satisfactory performance in the examination is an indication that the student is prepared to perform independent work toward the doctoral degree and results in the student being classified as a doctoral candidate upon affirmative recommendation by the supervisory committee. The examination may be scheduled after the program of study is filed and at a time deemed appropriate by the supervisory committee. The preliminary examination must be completed at least 7 months before the final oral examination.

Once the supervisory committee and the student decide when the examination is to be taken, the student should notify the Graduate School one month before the scheduled date. A ballot is sent to the major professor by the Graduate School. Copies of the examination are filed with the academic unit and made available on request to any graduate faculty member for a period of two years from the date of examination. Students must enroll in at least one credit hour during any and all semesters in which they are actively engaged in the preliminary examination process.

The results of the preliminary examination are indicated on the ballot by the signatures of those members of the departmental or program examining committee responsible for administration and grading of the examination. The format of the examination and the structure of the examining committee may differ among doctoral programs, and in some programs, the examining committee will differ from the supervisory committee. Within one week following the completion and determination of the results of the preliminary examination, including those of any oral portion, the supervisory committee must sign the ballot indicating that the preliminary examination has been completed and recommending approval or disapproval of the student's admission to candidacy for the doctoral degree. The student is considered to have passed the examination and to be recommended to candidacy if at least three fourths of the supervisory committee voted to approve candidacy.

In case of failure of the first preliminary examination, the supervisory committee may approve a second examination with no more than one dissenting vote. A second examination can be taken no sooner than three months following the initial failure. Once the supervisory committee and the student decide when the second examination is to be taken, the student should notify the Graduate School one month before the scheduled date. The composition of the supervisory committee shall not be changed before a final decision is reached on admission to candidacy. A second failure constitutes denial of admission to candidacy for the doctoral degree in the field of study of the graduate program. As with the first examination, the signed ballot must be returned to the Graduate School within one week of the determination of the results of the examination.

J. CANDIDACY

A full-time doctoral student should normally complete the preliminary examination within three years of entry into the doctoral program, and, upon satisfactory completion of the examination, the student is automatically advanced to candidacy for the degree.

The period of candidacy may last up to five years from the end of the semester in which the preliminary examination was passed. If a student fails to complete both the dissertation and final oral examination within this period, the student will be dropped from candidacy. Any student whose candidacy has thus lapsed may regain the status of a doctoral candidate by successfully retaking the preliminary examination.

Loss of candidacy occurs if a student fails to maintain continuous enrollment in at least one credit hour from the completion of the preliminary examination until the Graduate School accepts the dissertation.

J1. Continuous Enrollment

A student working for a doctorate must be enrolled at Kansas State University during the semester in which the preliminary examination is taken and in each subsequent semester until the degree requirements are met and the Graduate School accepts the dissertation. Failure to enroll will result in loss of candidacy. To regain candidacy, the student must successfully petition the Dean of the Graduate School.

J2. Leave of Absence

If it is necessary to interrupt progress toward the degree after the preliminary examination has been passed, the student or major professor may petition for a leave of absence of up to 1 year. The petition must be submitted at least 1 month before the effective date of leave. The major professor, the department head or chairperson of an interdepartmental program, and the Dean of the Graduate School must grant approval. The Dean will establish the conditions of the leave. An extension of a leave of absence beyond one year may be granted by the Dean of the Graduate School upon recommendation of the student's supervisory committee.

K. DISSERTATION

A dissertation is required of all candidates for the award of a doctoral degree. Its purpose is to demonstrate the candidate's ability to conduct significant 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 dissertation must be written in a form appropriate to the discipline. General guidelines about the format of a dissertation appear in Appendix B.

See Appendix R of the Kansas State University Handbook (http://www.k-state.edu/academicpersonnel/fhbook/fhxs-1.html) for a full description of University policies and associated institutional procedures for intellectual property.

The candidate must provide a copy of the dissertation to each member of the final examining committee (see below) at least ten working days before the final examination. Following a successful final examination and approval of the final form of the dissertation by the examining

committee, the candidate shall submit an electronic dissertation to the Dean of the Graduate School by the required deadlines associated with the commencement at which the degree is to be conferred.

L. FINAL EXAMINATION

The supervisory committee takes on the role of the examining committee for the final examination. The major professor or a co-major professor, as the representative of the Graduate School, is responsible for conducting the final examination in an orderly manner, evaluating it as a test of the candidate's expertise, submitting the final examination ballot, and making other reports as appropriate or required. The major professor or a co-major professor is responsible for returning the signed ballot and evaluation form to the Graduate School immediately after the oral examination.

At least 3/4 of the supervisory committee must sign the ETDR ballot before the ETDR ballot can be processed and the dissertation can be submitted to K-REX and ProQuest.

The major professor is responsible for submitting the ETDR ballot to the Graduate School. By submitting the signed ETDR ballot, the major professor indicates that they have reviewed and approved the final PDF file for electronic submission.

The responsibilities of the examining committee are:

1. A copy of the dissertation that has been approved by the major professor or co-major professors is presented to each member of the supervisory committee at least 10 working days prior to the oral examination. At least 3/4 of the examining committee must agree that it is in acceptable form before the final examination may be scheduled. All members must sign their approval or disapproval. By signing, a faculty member indicates only that the form of the dissertation is acceptable for review and that a final examination may be scheduled. Signing does not imply that the content of the dissertation is satisfactory.

2. If during the 10 working days prior to the scheduled defense, one or more committee members have significant concerns regarding the content or quality of the dissertation, the faculty should consult with the major professor or co-major professors. The major professor should confer with the other members of the supervisory committee and determine whether the orals should be held as scheduled or delayed. The supervisory committee should meet during the scheduled time to provide specific feedback to the candidate regarding the necessary changes. The ballot must be returned to the Graduate School. Once the student has addressed the concerns and made the necessary changes in the dissertation, the orals can be rescheduled. The candidate will provide the supervisory committee with a copy of the dissertation and obtain their signatures on an Approval to Schedule Final Examination form. This form must be submitted to the Graduate School 10 working days prior to the scheduled oral examination.

3. After the dissertation is deemed in an acceptable form, an oral examination at which the candidate presents and defends the dissertation is scheduled. All members of the examining committee (or substitutes appointed by the Dean of the Graduate School) are expected to be present throughout the examination. At least 3/4 of the examining committee including substitutes appointed by the Dean of the Graduate School must approve the candidate's performance before they are deemed to have passed. A refusal to vote by any member of the

examining committee shall be recorded as a negative vote. With the permission of at least 3/4 of the committee, a failed oral examination may be retaken but no sooner than three months from the date of the failure.

Normally the oral examination will be open to the public. All or part of the exam may be closed at the request of the major professor with only the committee, candidate and others approved by the major professor, attending the exam. Such a request with a justification for the examination not to be open, such as presentation of data on a pending patent or confidential materials based on existing contract, must be received by the Graduate School before the exam is scheduled and must be approved by the Dean of the Graduate School.

The final oral examination may be taken when the student has completed the program of study and satisfied all other program requirements. All Final examinations must be given on the Manhattan campus and scheduled at least two weeks in advance with the exception of doctoral students completing their degrees via distance or hybrid delivery. Preference is for the doctoral students completing online doctoral programs to complete their final examination on the Manhattan campus. However, arrangements can be made for the doctoral student and the supervisory committee to conduct the defense via video conference. The student must work with the major professor and graduate program director to arrange a physical location for the on-campus faculty members and the public to view the video dissertation presentation. Separate video conference meetings should be scheduled for the open defense and supervisory committee deliberations. The major professor or co-major professors and on-campus faculty members should participate in the same location. The major professor or a co-major professor will be responsible for obtaining signatures on the ballot from all committee members. Committee members should sign the ballot and return it to the major professor or a co-major professor or provide their vote via email. The original ballot with committee members' signatures or email message should be delivered to the Graduate School.

When the dissertation has been approved, the oral final examination has been passed, the final examination ballot has been submitted to the Graduate School, the ETDR ballot has been submitted to the Graduate School, the dissertation has been submitted to K-REX and ProQuest, and all other requirements have been met, the candidate is recommended by the Dean of the Graduate School to the Faculty Senate for approval to award the degree.

4. GRADUATE CERTIFICATE PROGRAMS

A. DESCRIPTION

A certificate of graduate study is a non-degree credential designed to provide students with specialized knowledge that is less extensive than, and different from, a master's or Education Specialist program. A certificate program represents a focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines.

In the preferred model, students are enrolled in both a graduate degree program (master's, Education Specialist, or doctoral) and a graduate certificate program; the academic experience provided by the graduate certificate program is, therefore, interdisciplinary in nature. Some certificate programs are linked to specific graduate degree programs, such that they provide an interdisciplinary experience within a defined body of knowledge. It is equally acceptable that the certificate program should be appropriate for students in a range of academic programs. If a certificate program is free standing (i.e., not linked to a graduate degree program), students are admitted to the Graduate School as non-degree students.

B. ADMISSION AND GENERAL REQUIREMENTS

To gain admission to a certificate program, the student must be approved for admission both by the graduate faculty of the program and by the Graduate School. Under most circumstances, language proficiency requirements for a graduate certificate are the same as those for other graduate studies. Programs may request an exception to waive the language proficiency requirement and provide strong justification such as extensive work experience when the individual has been continuously employed in the United States or another English-speaking country for an extended period of time.

Students apply to a graduate certificate program following the standard graduate application process.

The general requirements for graduate certificate programs are:

1. The program must include between 12 and 20 hours of graduate credit. Certificates linked to specific doctoral programs may have requirements above the 20-hour maximum only if those additional hours would normally be a part of the program of study for the student's doctoral degree.

2. In any graduate certificate program, a minimum of 12 hours at the 600 level or above is required. A maximum of 3 hours of independent study course, such as readings or problems courses may be included in a certificate program requiring 12-15 hours. A maximum of 6 hours of independent study courses, such as readings or problems courses may be included in a certificate program requiring 16 or more hours.

3. A minimum of two-thirds of the required credit hours for a graduate certificate must be completed at Kansas State University.

4. Upon approval of the student's supervisory committee, credit from a certificate program may be applied to a graduate degree program.

5. Courses may be used to fulfill requirements of more than one certificate program contingent on the requirements of each graduate certificate program.

6. Upon approval of the coordinator of the graduate certificate program, credits earned before the student entered the certificate program may be applied to that program.

7. The minimum grade requirements for certificate programs are the same as those for graduate degrees. 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.

8. 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 for the approved list of courses in the certificate program. An approved list of courses must be on file in the Graduate School at the time the retake request is submitted. If the course is retaken by the direction of the certificate program coordinator, 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.

9. Students dismissed from a Graduate Certificate Program must petition for readmission. For the reinstatement procedure refer to Chapter 2, Section G, G.2 or Chapter 3, Section G, G.2.

10. To be awarded a graduate certificate, the student must:

    a) not be on probation,
    b) have a cumulative GPA of 3.0 or higher on graduate coursework and on coursework applied to the certificate,
    c) meet all the requirements of the Graduate School and the student's certificate program,
    d) be enrolled during the semester when the student applies for graduation for the certificate,
    e) submit the Graduate Certificate Completion Form, and
    f) provide official transcripts for any approved transfer credits. Transfer credit must be from an accredited institution. Graduate certificate programs may specify higher requirements.

C. GUIDELINES AND PROCEDURES FOR APPROVAL OF GRADUATE CERTIFICATE PROGRAMS

C1. Introduction

Graduate certificate programs may be created within the structure of the Graduate School. A certificate of graduate study is a non-degree credential designed to provide students with specialized knowledge that is less extensive than, and different from, a master's program. A certificate program represents a focused collection of courses that, when completed, affords the

student some record of coherent academic accomplishment in a given discipline or set of related disciplines.

In the preferred model, students are enrolled in both a graduate degree program (master's or doctoral) and a graduate certificate program; the academic experience provided by the graduate certificate program is, therefore, interdisciplinary in nature. Some certificate programs are linked to specific graduate degree programs, such that they provide an interdisciplinary experience within a defined body of knowledge. It is equally acceptable that the certificate program should be appropriate for students in a range of academic programs. If a certificate program is free standing (i.e., not linked to a graduate degree program), students are admitted to the Graduate School as non-degree students. Whether linked or free-standing, certificate programs are not encouraged where they might detract from or cannibalize existing graduate degree programs. Rather, certificate programs are encouraged where they might provide value-added benefits to students in existing graduate degree programs or provide a needed educational initiative for post-baccalaureate students in an area not currently addressed by a graduate degree program.

C2. Process of Approval for New Graduate Certificate Programs

Proposals for new graduate certificate programs may be created and submitted by constituent graduate faculty in the same manner as proposals for new graduate degree programs, except that all approvals are made internally at Kansas State University. Proposals must be accompanied by endorsement from the department heads and deans of the colleges in which the contributing coursework is administered, as well as from those academic units whose students, courses, or programs could be impacted by the creation of the new graduate certificate. Proposals must be endorsed by the relevant College faculty in accordance with normal routing procedures for changes in curriculum.

New graduate certificates in areas where joint graduate programs are conducted with other universities will normally be endorsed by the collaborating departments at the other institution as well. The Graduate Council considers all graduate certificate program proposals on their academic merit. Those meeting the criteria set forth by the Graduate Council are then recommended to the Faculty Senate for final approval.

C3. Criteria for Approval

The following information should be included in the proposal for a new certificate program:

a. The proposed sequence of coursework must offer a clear and appropriate educational objective at the post-baccalaureate level.

b. The proposed program must achieve its educational objective in an efficient and well-defined manner.

c. A demonstrated need or demand for such a program must exist. This provision may be defined in terms of either external markets (e.g., external demand for the skills associated with such a certificate) or internal academic needs (e.g., the need for a critical mass of students in a given discipline).

d. The certificate program must include an appropriate number of credit hours, normally between 12 and 20.

e. The Assessment of Student Learning Plan must be approved by the Graduate Council Assessment and Review Committee.

The proposal is approved based on need and perceived program quality.

C4. Application Procedure for a New Certificate Program

For consideration by the Graduate Council, proposed new graduate certificate programs must contain the following information:

a. A statement of the educational objectives of the certificate program;

b. A list of the courses associated with the certificate, including titles and course descriptions both for existing courses and any new courses that may be developed (course approval by normal channels may follow at a later date, as long as the resources are committed);

c. A statement of how the courses associated with the certificate will meet the stated educational objectives;

d. A statement of the need for the proposed certificate and the basis for such a need, supported by either externally or internally derived data;

e. A description of the certificate program's administration, including coordinating/governing committees, additional requirements for membership on student supervisory committees if the certificate is linked with graduate degree programs, etc.;

f. Estimated budget to support the certificate program;

g. The names of the faculty associated with or contributing to the certificate program, either by teaching one or more of' the courses associated with the program or participating in the design of the curriculum. Adjunct faculty members associated with the program should provide a current curriculum vitae;

h. The name and address of the faculty member designated as the coordinator of the program; and;

i. Student learning outcomes and assessment plan for the program;

j. Endorsements from those academic units (including extension) whose students, courses, or programs could be impacted by the creation of the new graduate certificate.

5. THE GRADUATE FACULTY

A. ADMISSION TO THE GRADUATE FACULTY

A1. Procedure

The purpose of the Graduate Faculty is to conduct the graduate degree programs of the University. The nomination of members must be initiated by the candidate's department head and recommended by 2/3 of all eligible Graduate Faculty in the program. All faculty voting shall be by secret ballot. Membership falls into two categories, regular (Sections A2 to A5) and special (Section D). Each have conditions in which the appointment may require approval by the Dean of the Graduate School or by the Graduate Council.

A2. Regular Membership (Dean track): Procedures for Tenured Faculty and Faculty in the Probationary Period for a Tenured Position

The Graduate Faculty assumes that the University's procedures for both tenuring faculty members as well as appointing new faculty to tenure-earning positions are sufficient to identify qualified members of the Graduate Faculty. Upon the appointment of already-tenured or probationary faculty members both of whom hold a terminal degree, the head of the department may send written notification along with the candidate’s CV to the Dean of the Graduate School for appointment to the Graduate Faculty.

A3. Regular Membership (Graduate Council track): Procedures for Other Candidates Seeking Regular Membership

For candidates for regular membership other than those covered in section A2, the procedures outlined below will be followed. All faculty with a formal appointment may be considered for regular membership; adjunct faculty are not eligible but may seek special membership.

Nominations are sent to the Graduate School in duplicate on Graduate Faculty nomination forms that must be endorsed by the head of the nominee's department or the chairperson of the nominee's program. Supplemental information may be submitted, including information requested by the Graduate Council Academic Affairs Committee. In every case, the Graduate Faculty of the department or program must submit a written evaluation of the candidate, including the number of faculty at the nominating session, the number eligible to vote, the number of votes in favor, the number opposed, and the role in the graduate program to be pursued by the nominee.

The Graduate School submits the nomination to the Graduate Council Academic Affairs Committee, which may request clarification, additional information, or consultation. The committee returns the nomination to the Graduate School with its recommendation. If the committee, by majority vote, recommends approval, the nomination is forwarded to the Graduate Council, whose subsequent action is reported by the Dean of the Graduate School to the department head or program chairperson and to the nominee. If the committee does not recommend approval, the chairperson of the committee notifies in writing the submitting department head or program chairperson of the reasons for rejection of the nomination.

If the department or program does not agree with the decision of the Graduate Council Academic Affairs Committee, the head or chairperson has the right to appeal in writing to the Dean of the Graduate School requesting that the item be placed on the agenda of the next regularly scheduled meeting of the committee and that the department head or program chairperson be allowed to discuss the decision with the committee.

A4. Regular Membership: Evaluation Criteria

The granting of Graduate Faculty regular membership by the Graduate Council is based on the candidate's having demonstrated independence in scholarship, research, or creative work; a high degree of expertise; and the ability to make significant contributions to the body of knowledge in their discipline. The following criteria do not guarantee admission to the Graduate Faculty, but they do form the basis for consideration:

a. A nominee must have earned the terminal degree recognized within the field of specialization. In fields in which more than one type of degree may be considered terminal or in which ambiguities exist, the departmental or program graduate faculty must address themselves specifically and in detail to this criterion as they assess the candidate's qualifications.

   In the exceptional case of a candidate who does not hold a terminal degree but who is recommended by the departmental graduate faculty because of an outstanding national reputation in his or her field, the departmental graduate faculty must provide a particularly careful justification.

b. In fields in which research is expected, the nominee must have published at least one research article in a refereed journal within the most recent 5 years. The appropriate committee is responsible for ascertaining that the nominee is a major contributor to and a principal author of the article; that the paper represents a substantial original contribution to the discipline; and that the referees apply standards accepted by the discipline.

   Research, as used in these criteria, means critical and exhaustive investigation or experimentation having for its aim the discovery of new facts and their correct interpretation, the revision of accepted conclusions, theories, or laws in the light of newly discovered facts, or the practical applications of such new or revised conclusions, theories, or laws (Webster's Third International Dictionary of the English Language, 3rd ed., unabridged).

c. In lieu of publication in a refereed journal, there must be material evidence of research or other creative acts performances, exhibitions, published creative writings, or patents that represent a comparable achievement within the nominee's field.

   A candidate whose most recently published scholarly or creative work is more than five years old will normally not be considered. If the departmental or program graduate faculty judges that work done more than five years prior to nomination is of sufficient significance to justify admission to the graduate faculty, a request for an exception shall be made.

Administrative experience is inadmissible as justification for membership on the Graduate Faculty.

A5. Effect of Employment Change

A member of the Graduate Faculty who leaves the employ of Kansas State University, including retirement from the university, ceases to be a regular member of the Graduate Faculty but may transition to associate membership and continue as a member of a master's, Education Specialist, or doctoral committee for up to one year. A faculty member rehired by Kansas State University must be re-nominated for Graduate Faculty membership as a new faculty member. Exceptions may be granted by the Dean of the Graduate School when sufficient justification is presented. (For rules governing the participation of retired and emeritus faculty, see section 5.D4.)

B. DOCTORAL CERTIFICATION

To serve as the major professor for doctoral students, a Graduate Faculty member must also be certified. Doctoral certification can be sought when a faculty member is nominated for regular membership on the graduate faculty or at any subsequent time. Academic units that offer only a terminal master's degree may participate in certification at their discretion.

B1. Certification Procedure

To apply for doctoral certification, graduate faculty members must provide appropriate evidence of their ability to conduct high quality graduate training at the doctoral level. The Dean of the Graduate School will communicate to academic units the types of evidence that might be included. In turn, academic units will inform the Dean of the Graduate School of their criteria and standards for doctoral certification. The Dean of the Graduate School, in consultation with the Graduate Council Academic Affairs Committee, may ask for clarification or re- examination of the criteria and standards.

The scope, composition, and form of the evidence submitted in support of a nominee for certification is to be determined by the applicant in consultation with the chair/head and graduate faculty of the academic unit. Such evidence should include a statement from the nominator describing professional activities that show creativity, command of the subject, and scholarship.

As the initial step towards doctoral certification for academic units that offer doctoral degrees, the candidate must be recommended by a 2/3 majority vote of all the eligible certified Graduate Faculty members of their academic unit. When it is desired that a graduate faculty member from a non-doctoral granting academic unit serve as a major professor based on their qualifications, a 2/3 majority vote of all the eligible certified Graduate Faculty members in the program in which this individual would serve as a major professor is likewise required. The chair/head of the academic unit will inform each faculty member of the outcome of the secret ballot and forward those applications that were approved by majority vote, along with the supporting documentation, to the Dean of the Graduate School. The Dean of the Graduate School will forward material submitted for certification to the Graduate Academic Affairs Committee.

In considering an application for doctoral certification, members of the committees will base their decisions on the adherence of the academic unit to its established criteria and standards for

doctoral certification. The committee may also ask for further documentation or explanation on individual applications. If the committee, by majority vote, recommends approval, the recommendation is forwarded to the Graduate Council through the Dean of the Graduate School. The Dean then informs the chair/head of the academic unit and the nominee, in writing, about the Council's subsequent action. If the committee does not recommend approval, the chairperson writes to the chair/head of the submitting academic unit and to the Dean of the Graduate School and explains the reasons for rejection of the application.

A person who is denied doctoral certification may seek certification at any time. An applicant may also withdraw from consideration at any time. An applicant whose academic unit has voted not to recommend them for certification may appeal that decision to the appropriate Graduate Council Academic Affairs Committee.

B2. Listings of Certified Faculty

Heads of academic units will have access to lists of certified faculty members in their units.

C. DUTIES AND RESPONSIBILITIES OF REGULAR MEMBERS OF THE GRADUATE FACULTY

Regular graduate faculty may vote in elections, participate in Graduate Faculty meetings, and sit on the Graduate Council. They may serve on advisory, supervisory, and examining committees for master's, Education Specialist, and doctoral students; serve as major professors for master's and Education Specialist candidates; and teach courses for graduate credit in the field of specialization as assigned by the department head; and, if certified, serve as major professors for doctoral candidates.

The Graduate Faculty maintains the broad framework for all graduate study. Within this framework, the graduate faculties of departmental and interdepartmental programs stipulate programmatic requirements for individual programs of study. Although considerable latitude is permitted, minimum requirements for admissions, courses, languages, research, and other matters are established under the authority of the Graduate Faculty.

C1. New Graduate Faculty

It is the responsibility of the graduate faculty members in a department or program to ensure that a new graduate faculty member is provided with any necessary assistance so that the quality of their supervision of graduate degree candidates meets appropriate standards.

C2. Special Duties for Program Heads

Department heads and chairpersons of interdepartmental programs must review applications for admission, programs of study, and other documents to determine that all program requirements are met. Department heads and chairpersons have the additional responsibility of giving leadership in developing programs and in reviewing ongoing graduate work.

D. SPECIAL GRADUATE FACULTY MEMBERSHIPS

Under the following special circumstances, persons may be appointed to the Graduate Faculty for specific teaching or supervisory committee service. Special members of the Graduate Faculty may not vote in elections, vote on graduate curriculum, or sit on the Graduate Council.

D1. Faculty from Other Regent's Institutions

Anyone holding graduate faculty membership in any of the other five Regents' institutions and having a terminal degree may be awarded regular Graduate Faculty status at Kansas State University upon the department's presentation to the Dean of the Graduate School of evidence of the candidate's research activity within the past five years. Such approval will be for no longer than 5 years before requiring nomination.

D2. Faculty from Other Institutions

For faculty from institutions other than the five Regents' institutions, the Graduate School shall review that institution's requirements for graduate faculty membership and extend reciprocity if the requirements are at least as stringent as those at Kansas State University. An individual wishing to teach graduate courses or to serve on supervisory committees, but not as a major professor, may be extended associate graduate faculty status if they are a member of the graduate faculty of any college or university.

The nominating department head must present the candidate's credentials for review to the Dean of the Graduate School. Such approval will be for no longer than 5 years before requiring renomination.

D3. Adjunct Faculty

An adjunct faculty member is a person from outside the university who contributes to the University's educational efforts through a courtesy appointment without regular compensation. Payment may be made for classroom instruction, although adjunct faculty members are normally not appointed to serve in the formal teaching program. Individuals may become adjunct members of the faculty by a process defined in the University Handbook (C25.1-5). Departments or graduate programs may deem it advantageous to include adjunct faculty as members of their graduate faculties and may nominate adjunct faculty to be considered for admission to the Graduate Faculty as an associate member (Section D5).

D4. Retired and Emeritus Faculty

Upon recommendation of their department heads, the Dean of the Graduate School may appoint retired and emeritus members of the Graduate Faculty as associate members (Section D5). The Dean of the Graduate School may also approve a retired or emeritus faculty member to continue to serve as the major professor if this is deemed in service to the Graduate School. Such approval will generally reflect an expressed interest of the faculty member, and will under normal circumstances be without pay, although compensation is not precluded.

D5. Associate Graduate Faculty Membership

The purpose of the Associate membership category is to permit limited Graduate Faculty membership to exceptional individuals who possess specialized training, experience, or certification required for specific teaching or supervisory committee service. Nominees for Associate membership must have a formal appointment with the nominating unit at the time of nomination. Associate members are not permitted to serve as the major professor of a supervisory committee but can serve as a co-major professor if the other co-major professor is a regular graduate faculty member. Appointment to Associate membership is for a term of five (5) years. At the end of the term, the faculty member may be re-nominated. There is no limit to the number of terms to which a faculty member may be appointed. Although the criteria are different, the nominations are submitted and evaluated following the steps outlined in Chapter 5.A3 of the Graduate Handbook, and limitations as delineated in Chapter 5.D8 apply.

Nomination to Associate membership must be initiated by the appropriate department, division, program, or equivalent unit, which must provide documentation for a combination of substantial professional expertise, publications or other scholarly contributions to the discipline, advanced training, degrees, certification, or recognized status in the relevant field. It is incumbent upon the administrative unit to describe the teaching and/or supervisory activities of the candidate and provide a rationale regarding the qualifications of the candidate to make significant and necessary contributions to the program. If the candidate is nominated for the purpose of teaching, the nominating unit is expected to provide a list of courses that the candidate will teach, along with detailed justification as to the qualifications the candidate has for teaching those courses. If the candidate is nominated for committee service, detailed justification as to the qualifications the candidate has for serving on the committee(s) must be included. In the event there is a need to change the approved teaching or advising responsibilities of the individual within the unit, the department head should send an email with justification for the change(s) to the Dean of the Graduate School. The Dean will approve or require a new nomination.

D6. Clinical Graduate Faculty Membership

Clinical Faculty Members in relevant disciplines, whose responsibilities include teaching and clinical services with appointments at the rank of clinical assistant professor, clinical associate professor, and clinical professor may be appointed as Clinical Graduate Faculty. Clinical Graduate Faculty may teach graduate courses, serve on supervisory committees, and serve as co-major professor for any graduate student if the other co-major professor is a regular graduate faculty member. All other criteria specified in Chapter 5.D5 will apply. Some clinical appointments may include an opportunity for scholarly achievement. In such cases, when the necessary minimum requirements are satisfied, they may apply to be regular graduate faculty members as described in Chapter 5.A3. Although the criteria are different, the nominations are submitted and evaluated as per the steps outlined in Chapter 5.A3 of the Graduate Handbook.

Faculty members may be exempt from the terminal degree requirements if the program has approved qualifications for exemption required by the Higher Learning Commission on file in the Provost Office. Limitations as delineated in Chapter 5.D8 also apply to Clinical Graduate Faculty Members.

D7. Visiting Faculty

Visiting faculty are eligible for all levels of membership except regular membership while at K-State.

D8. Supervisory Committee Restrictions

A graduate supervisory committee may include one or more persons who is not a regular member of the Graduate Faculty so long as a master's or Education Specialist supervisory committee includes at least two, and a doctoral supervisory committee includes at least three regular members of the Graduate Faculty and one of the regular graduate faculty members must act as the sole or co-major professor for the committee. In the case of doctoral committees, the major or co-major professor must be certified to direct dissertations.

D9. Professionals from Outside Academia as Supervisory Committee Members

Professionals from outside academia often bring important, specialized expertise to a student's supervisory committee. To serve in this capacity, these professionals must possess the terminal degree in the field of specialization, or qualifications considered to be equivalent, and be approved by the Graduate School.

The nominating department head must present the candidate's credentials for review to the Dean of the Graduate School. Such approval will be limited to a specific student's supervisory committee and only for a period of 5 years.

Departments who expect such professionals to serve on multiple supervisory committees are encouraged to seek out appointment of the candidate as an adjunct member of their faculty and appointed as an associate member of the graduate faculty through the process outlined in Section D5.

E. COURSES TAUGHT BY NON-GRADUATE FACULTY

All graduate courses (600-level and above) shall be taught by members of the Graduate Faculty except as follows:

1. Upon certification by a department head that no member of the Graduate Faculty in that department is available to teach certain graduate courses, a faculty member who does not belong to the Graduate Faculty but who has the appropriate terminal degree, or qualifications considered to be equivalent, may teach those courses in a specific program area for no more than three one-year terms. Such persons shall be recommended by the majority of the department's graduate faculty and approved by both Graduate Council Academic Affairs committee and the Graduate Council on the basis of evidence documenting their capability in the specific program area.

2. If time is insufficient for the foregoing procedure, the Dean of the Graduate School may approve faculty other than Graduate Faculty, upon the recommendation of their department heads, to teach graduate courses for a maximum of one semester. All such actions must be reported at the next meeting of the Graduate Council, together with an account of all similar prior actions for the persons involved.

6. GRADUATE COUNCIL CONSTITUTION, BY-LAWS, AND PROCEDURES

A. CONSTITUTION

The Graduate Council is the chief legislative and policy- formulating body of the Graduate Faculty. Its duties are to formulate, review, and approve policies concerned with the conduct of graduate study, except for DVM and Veterinary Medicine/DVM professional certificates, at Kansas State University, providing effective leadership in advocating graduate education and scholarship of the highest caliber. Its actions are reported to the Graduate Faculty and to appropriate colleges of the University. The Graduate Council is composed of one representative from each college having a graduate program, and four representatives from each of six Academic Areas. The Dean of the Graduate School, or the Dean's designated representative, is the presiding officer of the Council, but not a voting member. One representative from the K-State Office of Academic Affairs and Innovation, one representative from the Libraries, and two representatives of the Graduate Student Council, one of whom is the Graduate Student Council President, are also non-voting Council members. These representatives serve at the discretion of the head of their unit.

ARTICLE I. Powers of the Graduate Faculty of Kansas State University

Section 1. The Graduate Faculty has authority over all matters pertaining to Graduate Faculty nominations, graduate courses and curricula, and requirements for graduate degrees.

Section 2. The Graduate Faculty of Kansas State University is authorized to participate in the establishment of policies for the supervision and control of graduate programs.

ARTICLE II. Graduate Council of Kansas State University

To facilitate the exercise of the powers outlined in Article I, the powers and responsibilities of the Graduate Faculty are hereby delegated to a representative body to be called the Graduate Council of Kansas State University. This delegation of authority by the Graduate Faculty is subject to revision by the Faculty. The primary aim of including a Graduate Council in the organization of Kansas State University is to facilitate Graduate Faculty participation in the establishment of university policies and in the formulation of procedures for their interpretation.

ARTICLE III. Amendments

The constitution may be amended at any meeting of the Graduate Faculty by a 2/3 majority vote of the members present and voting, provided that the members of the Graduate Faculty have had in their hands a copy of the proposed amendment at least two weeks in advance of the meeting at which the vote is to be taken. The procedures for placing a proposed amendment before the Graduate Faculty are:

1. Submission of the proposal by a Graduate Council Member to the Dean of the Graduate School, followed by its appearance on the agenda of the Graduate Council, and if approved by the Graduate Council, then submission to the Graduate Faculty; or

2. A petition to the Dean of the Graduate School, signed by 10 Graduate Faculty members, which makes it mandatory for the proposal to appear on the agenda of the next Graduate Council meeting, and if approved by the Graduate Council, then submission to the Graduate Faculty.

B. BY-LAWS OF THE GRADUATE COUNCIL

B1. Graduate Council Membership from Academic Areas

The Graduate Faculty is organized into Academic Areas for the purposes of electing representatives to the Graduate Council. These Academic Areas, which form constituencies for representation to Graduate Council, will ensure that educational and scholarly diversity between disciplines is represented in all Graduate Council deliberations. These areas, and the graduate programs and academic units assigned to each, are:

Applied Natural Sciences: Agronomy; Animal Sciences and Industry; Athletic Training; Clinical Sciences; Communication Sciences and Disorders; Dietetics; Entomology; Food Science Institute; Genetics; Grain Science and Industry; Horticulture and Natural Resources; Food, Nutrition, and Health; Plant Pathology; and School of Applied and Professional Studies (Olathe).

Arts and Humanities: Architecture; Art; English; History; Interior Architecture and Industrial Design; K-State Libraries; Landscape Architecture and Regional & Community Planning; Modern Languages; Music, Theatre and Dance; and Philosophy.

Basic Natural Sciences: Anatomy and Physiology; Biochemistry and Molecular Biophysics; Biology; Chemistry; Diagnostic Medicine and Pathobiology; Geology; Kinesiology; and Physics.

Business and Education: Accounting; Curriculum and Instruction; Educational Leadership; Finance; Management; Marketing; Personal Financial Planning; and Special Education, Counseling, and Student Affairs.

Mathematical and Engineering Sciences: Architectural Engineering and Construction Science; Biological and Agricultural Engineering; Chemical Engineering; Civil Engineering; Computer Science; Electrical and Computer Engineering; Industrial and Manufacturing Systems Engineering; Integrated Studies (Salina); Mathematics; Mechanical and Nuclear Engineering; and Statistics.

Social Sciences: Agricultural Economics; Fashion Studies; Communications and Agricultural Education; Economics; Geography and Geospatial Sciences; Event and Hospitality Management; Leadership Communications; Media and Communication; Political Science; Psychological Sciences; Security Studies; Human Developments and Family Studies; Gerontology; Social Transformation Studies; and Sociology, Anthropology and Social Work.

B2. Graduate Council Membership from Colleges

The Graduate Faculty members also have membership in colleges. The following colleges shall have representation on Graduate Council:

- College of Agriculture
- College of Applied and Professional Studies (Olathe)
- College of Architecture, Planning & Design
- College of Arts & Sciences
- College of Business Administration
- College of Education
- College of Engineering
- College of Health and Human Sciences
- College of Technology and Aviation (Salina)
- College of Veterinary Medicine
- Staley School of Leadership

Since graduate education is often interdisciplinary, faculty members may participate in more than one graduate program. For purposes of election and service to Graduate Council, Graduate Faculty members will have a primary program or departmental affiliation, and a primary membership in a college.

B3. Election Procedures

It is the responsibility of the Graduate Council to supervise the election of Graduate Council members from Academic Areas and colleges.

Each Academic Area will elect four representatives to the Graduate Council, and each representative will have a term of three years. Terms will be arranged that at least one member is elected each year from each Academic Area. The four representatives of each Academic Area must be from at least two colleges.

Each college will elect one representative to the Graduate Council, and each representative will have a term of three years. Terms will be arranged so that at least two college representatives are elected each year.

No graduate program area within an academic unit may have more than one member on the Graduate Council. A representative may serve no more than two terms consecutively.

The Graduate Council is responsible for supervising the election of Graduate Council members. No later than the second Monday of February, the Election Committee will call for nominations of eligible Graduate Faculty members from each Academic Area to stand for election for the vacant Graduate Council seats within that respective Academic Area. Ballots for the election of representatives to the Graduate Council will be provided electronically by the Dean of the Graduate School. Graduate faculty in the Academic Area will vote for the representative(s) of their respective Academic Area.

For the college representative position, each college will determine its own internal method for identifying a representative. The name of the representative as well as the internal method for selection must be communicated by the Deans of the colleges to the Dean of the Graduate School.

Members of the Graduate Faculty are eligible to serve as representatives to the Graduate Council. College and university administrators (those with more than 50% administrative

appointments, e.g., the Provost, Vice-Provosts, Associate Provosts, Assistant Provosts, Deans, Associate Deans, Assistant Deans, Assistants to the Dean, etc.) are not eligible to serve as representatives. The election of representatives and identification of the colleges' representatives must be completed by April 1.

B4. Meetings

a. Graduate Council

The presiding officer of the Graduate Council must call a meeting at least once a month during the academic year. A meeting may be canceled if there is no business; however, in no case may two consecutive meetings be canceled. No meeting is official unless a quorum is present. A quorum consists of more than half of the voting members, excluding proxies. Proxies are limited to current voting members of the Graduate Council. The presiding officer must be notified of the name of the proxy in advance of the scheduled meeting of the Graduate Council.

A separate agenda for each meeting must be prepared by the presiding officer and distributed as far ahead of the meeting as possible, but no less than one working day before a meeting. All proposals submitted by the Graduate Council Policy Committees must be on the agenda. Any voting member of the Graduate Council may request before the scheduled meeting that an item be placed on the agenda.

A petition signed by at least 10 Graduate Faculty members and submitted to the Dean of the Graduate School in advance of the publication of the agenda must appear on the agenda of the next Graduate Council meeting. At any Graduate Council meeting, a request by a Graduate Council member for a secret ballot must be granted.

A vote on any policy matter brought to the Graduate Council for approval may occur no sooner than at the next regularly scheduled Graduate Council meeting following the initial presentation to the Council.

b. Graduate Faculty

If significant agenda items exist, the Dean of the Graduate School must schedule a meeting of the Graduate Faculty to present the annual report. Notice of the meeting, with a list of items for discussion, is sent to each Graduate Faculty member.

All reports to the graduate faculty are to be circulated to the membership at least one week ahead of the meeting of the graduate faculty if the contents of such reports are to be considered for action.

B5. Duties

The Graduate Council sets the broad framework for all graduate study and has responsibility for monitoring and advocating excellence in graduate education; for setting program standards; for Graduate Faculty membership, including continuation of membership; for admissions requirements and procedures; and for other matters affecting graduate work.

Within this framework, the graduate faculties of departmental and interdepartmental programs establish their own requirements for individual programs of study. The Graduate Council, under its authority, allows graduate programs wide latitude in setting specific requirements and policies for: admissions, language competence, courses, research, and other matters pertaining to its graduate degrees.

C. GRADUATE COUNCIL COMMITTEES

Graduate Council is organized into the following standing committees and caucuses:

Coordinating Committees:

- ***Academic Area Caucuses.*** Membership: the elected representatives from the Academic Area plus elected College representative(s) from departments within the Academic Area. Charge: to ensure that the viewpoints of Area Graduate Faculty are represented and considered at all levels of Graduate Council deliberations. This includes appointing appropriate Caucus members to the Graduate Council Policy Committees and maintaining active communication between Caucus members, Graduate Faculty members, Graduate Program Directors, and Academic Deans within the Area.

- ***Graduate Council Election Committee.*** Membership: the representatives from each Academic Area Caucus who are concluding their terms of office. Charge: the coordinating and certifying of the election process by which Academic Area and college representatives are selected for service on Graduate Council. This includes defining the list of graduate faculty members who are eligible for election to Council, soliciting nominations for election, determining the procedures for ensuring equitable representation, and administering the election process.

Policy Committees:

- ***Graduate Council Student Affairs Committee*.** Membership: at least one representative from each of the Academic Area Caucuses as appointed by each Caucus, and as a voting member, one graduate student representative who represents the Graduate Student Council. Charge: matters concerning the admission and retention of graduate students by graduate degree programs and graduate certificate programs. Specific duties may include the following: considering initiatives that impact the quality of teaching or research in graduate education and the funding of graduate education; considering initiatives that impact and facilitate faculty efforts in student recruitment; and recommending policies to Graduate Council concerning graduate student admission requirements, academic misconduct, and matters of readmission. The Committee serves as the Graduate Council Grievance Committee and the Graduate Council Readmission Committee.

- ***Graduate Council Academic Affairs Committee (GCAAC)*.** Membership: at least one representative from each of the Academic Area Caucuses, as appointed by each Caucus, and as a voting member, one graduate student representative who represents the Graduate Student Council. Charge: matters of graduate courses, curricula, programs, and graduate faculty membership. Specific duties may include the following: reviewing proposals concerning graduate courses, graduate curricula, graduate programs and program-specific criteria for graduate faculty membership prior to their

consideration by Graduate Council and the reviewing existing graduate curricula and programs. This Committee will serve as the Graduate Council representation during any formal review of graduate programs.

- ***Graduate Council Committee on Planning*.** Membership: at least one representative from each of the Academic Area Caucuses, as appointed by each Caucus. Charge: matters of policy influencing the quality of graduate education and the administration of the Graduate Council. Specific duties may include the following: monitoring and planning activities of matters that impact graduate education and scholarship, providing graduate faculty input into such planning activities, reviewing policy changes that result in changes to the Graduate Handbook prior to consideration by the Graduate Council, and considering matters of financial exigency that impact graduate education.

- ***Graduate Council Assessment and Review Committee (GCARC)*.** Membership: at least one representative from each of the Academic Area Caucuses, as appointed by each Caucus, and additional members from the Graduate Faculty as appointed by the Graduate Dean to fulfill the responsibilities of the committee. Charge: matters of reviewing, evaluating, and approving assessment plans and Board of Regents (BOR) program review documents submitted by various graduate units throughout the university. The GCARC will regularly review the current procedures for graduate program review, identify methods to incorporate feedback data from the assessment process, determine the feedback mechanism to the graduate programs and the Graduate Deans, and submit recommendations to the Graduate Council's Committee on Planning to update the Graduate Handbook. Annually the GCARC will review and submit recommendations to the Graduate Deans pertaining to BOR program review and submit an annual report to the Provost Office.

D. GRADUATE COURSES

D1. Prerequisite Policy

The administering department or program proposes, reviews, and maintains prerequisites.

D2. Practica and Internships

Experiential courses such as practica and internships that are similar to regular employment or on-the-job training may be offered for graduate credit on the following conditions:

a. There must be a prerequisite or concurrent enrollment in at least one other graduate course that treats of the theory and the body of knowledge underlying the experiential course. Normally a recitation or lecture should be an integral part of the experiential course.

b. The student must be closely supervised by a graduate faculty member.

The student may receive remuneration while enrolled in a practicum or internship that has been approved in advance by the supervisory committee.

D3. Graduate Course Approval

All courses that carry graduate credit, except those numbered 500-599, must be approved by the Graduate Council. When a department submits a course for approval, the following procedures should be followed:

a. The course is approved by the department and by the college.

b. The Course Approval Form, available on the Registrar's website, is filled out by the department/unit head and signed by the college dean. Two copies of this form are submitted to the Graduate School.

c. The Graduate School sends the request to the appropriate Committee. The Committee may request clarification, additional information, or consultation.

d. The Committee returns the form, with its recommendation, to the Graduate School. If the course is approved by the committee, it is sent to the Graduate Council for action. If it is not approved, the submitting department head or program chairperson is notified in writing by the chairperson of the Committee of the reasons for rejection.

e. If the department does not agree with the decision, the department head or program chairperson has the right to appeal by supplying written notice to the Dean of the Graduate School and requesting that the recommendation be placed on the agenda of the next regularly scheduled Committee meeting and that the department head or program chairperson be allowed to discuss the decision.

D4. Graduate Course Removal

All courses that carry graduate credit, except those numbered 500-599, must be approved by the Graduate Council to be dropped from the program. When a department submits a course to be dropped, the following procedures should be followed.

a. Course removal is approved by the department and by the college.

b. The course form, available on the Registrar's website, is filled out by the department/unit head. The form is then signed by the department head and college dean and submitted to the Graduate School.

c. The Graduate School sends the request to the appropriate committee. The committee may request clarification, additional information, or consultation.

d. The committee returns the form, with its recommendation, to the Graduate School. If the request is approved by the committee, it is sent to the Graduate Council for action. If it is not approved, the submitting department head or program chairperson is notified in writing by the chairperson of the committee of the reasons for rejection.

e. If the department does not agree with the decision, the department head or program chairperson has the right to appeal by supplying written notice to the Dean of the Graduate School and requesting that the recommendation be placed on the agenda

of the next regularly scheduled committee meeting and that the department head or program chairperson be allowed to discuss the decision.

E. GRADUATE PROGRAMS

E1. New Graduate Programs

All requests to offer new graduate degree programs and graduate certificate programs must be approved by the Graduate Council.

a. The following approvals are mandatory, in the order given: the department or program Graduate Faculty, the department head or program chairperson, other departments or colleges offering similar material, college course and curriculum committee, college faculty (unless the course and curriculum committee is the official representative of the college faculty), and college dean. The Assessment of Student Learning Plan must be approved by the Graduate Council Assessment and Review Committee concurrent to submission of the proposal to the Graduate Council Academic Affairs Committee.

b. The request is forwarded to the Dean of the Graduate School, who sends it to the appropriate Academic Area Caucus for their information and review, and to the Graduate Academic Affairs Committee for their review. The Academic Affairs Committee may request clarification, additional information, or consultation.

c. The Graduate Academic Affairs Committee returns the request with its recommendation to the Graduate School. If the Committee approves the advanced degree, it is sent to the Graduate Council for action. If it is not approved, the submitting department head or program chairperson is notified in writing by the Dean of the Graduate School of the reasons for rejection.

d. If the department or program does not agree, the department head or program chairperson has the right to appeal by supplying written notice to the Dean of the Graduate School and requesting that the recommendation be placed on the agenda of the next regularly scheduled Graduate Academic Affairs Committee meeting and that the department head or program chairperson be allowed to discuss the decision.

E2. Graduate Program Discontinuation

All requests to discontinue graduate degree programs and graduate certificate programs must be approved by the Graduate Council.

a. The following approvals are mandatory, in the order given: the department or program Graduate Faculty, the department head or program chairperson, other departments or colleges offering similar material, college course and curriculum committee, college faculty (unless the course and curriculum committee is the official representative of the college faculty), and college dean.

b. The request is forwarded to the Dean of the Graduate School, who sends it to the appropriate Academic Area Caucus for their information and review, and to the

Graduate Academic Affairs Committee for their review. The Academic Affairs Committee may request clarification, additional information, or consultation.

c. The Graduate Academic Affairs Committee returns the request with its recommendation to the Graduate School. If the request to discontinue is approved by the committee, it is sent to the Graduate Council for action. If it is not approved, the submitting department head or program chairperson is notified in writing by the Dean of the Graduate School of the reasons for rejection.

d. If the department or program does not agree, the department head or program chairperson has the right to appeal by supplying written notice to the Dean of the Graduate School and requesting that the recommendation be placed on the agenda of the next regularly scheduled Graduate Academic Affairs Committee meeting and that the department head or program chairperson be allowed to discuss the decision.

F. GUIDELINES FOR AWARD OF CREDIT

F1. Regular Courses

It is accepted practice among Regents' institutions, as well as an established standard for accreditation, to so design and teach graduate courses that a week's work is required for 1 hour of credit. For a regular semester of fifteen weeks, one class hour per week is expected for one hour of credit. In addition, contact hours spread over the 15 weeks allow students to assimilate material and to do the outside scholarly work expected as an integral part of graduate study. The work week thus runs considerably longer than 40 hours.

F2. Non-Traditional Courses

To accommodate increasing interest in graduate study for professional advancement, several nontraditional formats have arisen. Credit is now sought for intensive short courses, as well as for workshops, professional meetings, travel, and weekend sessions, both on and off campus. Despite differences in style and location, such offerings should be conducted consistently with the accepted standard, so that the meaning of a credit remains the same.

As with regular courses, the value of workshops and short courses derives from the responsibility assumed by faculty for rigorous and substantive content and for the reliable evaluation of students. Passive exposure or proforma equivalency in contact hours is not sufficient for academic credit.

For each unit of graduate credit in intensive or short courses, there should be at least 15 hours of direct instruction and a proportionate amount of outside scholarly work. Direct instruction should extend over at least 3 days per credit, and no more than 1 credit should be earned per week. In rare instances, the Dean of the Graduate School may authorize exceptions, provided there is ample documentation that the requirements for direct instruction and outside work are met. A limited reduction in contact hours may be permitted if appropriate additional outside work is required as approved by academic deans and the Graduate School. Such additional outside work is expected to be over and beyond the outside work associated with a course offered in the usual semester-long format. When any exception is allowed, course publicity must indicate the nature of outside work in sufficient detail to give an accurate picture of the work involved for a typical student, as well as a date for the completion of all work.

F3. Other Credit Activities

If professional meetings, musical or dramatic performances, films, art exhibits, or similar events are counted as part of the in-class experience, sufficient reading, structured discussion, research, writing, and similar activities must be required to meet the requirements presented here. Credit must not be offered simply for attendance at professional meetings or campus events. The additional requirements must be substantial and qualitatively comparable to those to which students are held for comparable credit in regular courses.

APPENDIX A. GRADUATE STUDENT RIGHTS AND GRIEVANCE PROCEDURES

A. GRADUATE STUDENT RIGHTS AND RESPONSIBILITIES

A1. Rights

Every graduate student has:

a. Freedom of inquiry, conscience, expression, and association and the right to petition for the redress of grievances, consistent with the First Amendment to the U.S. Constitution.
b. The right under the Family Educational Rights and Privacy Act (FERPA) to confidentiality in the student's educational records.
c. The expectation of fair evaluation by faculty regarding assignments and academic work performed toward the completion of requirements for a particular course.
d. The right to reasonable due process in the conduct of proceedings pursuant to the provisions of this Appendix A or of any proceedings conducted under any other provisions of any other rule or regulation governing Kansas State University.
e. The expectation that the student will not suffer retaliation for seeking redress pursuant to the provisions of this Appendix A in good faith.

A2. Responsibilities

Every graduate student is responsible for:

a. The exercise of applicable rights and freedoms, as enumerated above, in a manner that does not substantially disrupt the operation of the institution nor infringe upon the rights of other students, faculty, or staff.
b. Completing the requirements and meeting the standards of any course in which the student is enrolled.
c. Understanding the legal and ethical standards applicable to scholarship in general, and to the student's discipline specifically, as well as understanding the policies and procedures that the University has in place to ensure compliance with these standards.
d. Diligent pursuit and timely completion of all responsibilities associated with progress toward a degree.

B. GRADUATE STUDENT ACADEMIC GRIEVANCE PROCEDURES

The Graduate Handbook contains general rules and procedures governing graduate education developed by the Graduate Council. In addition, each graduate program may have more detailed departmental or program guidelines that specify how that degree program operates within general Graduate School policies, and what graduate students can expect during their graduate careers. To the extent departmental or program policies are inconsistent with Graduate School policy, the Graduate School policy is the superseding policy.

B1. Scope of Authority

This policy is designed to resolve concerns and grievances brought by graduate students related to their graduate-level academic program, as more fully described below. This policy does not address concerns or grievances related to courses taken from instructors associated with consortiums or groups external to Kansas State University. In such cases, the grievance procedures of the external consortiums or groups must be used.

Non-academic conduct of graduate students is governed by the KSU Student Code of Conduct and the hearing procedures therein. The undergraduate grievance procedure, as described in Appendix V to the University Handbook, applies to any academic matter involving an undergraduate student taking graduate courses. The Veterinary Medicine academic grievance procedures govern academic matters involving courses within the College of Veterinary Medicine. The K-State Honor & Integrity System governs issues of academic integrity. All allegations of misconduct believed to constitute discrimination, harassment, sexual harassment, sexual violence, domestic or dating violence, or stalking are processed only under University Policy and Procedure Manual Chapter 3010. Threats of violence or actual violence should be referred to the Office of Student Life, as well as to appropriate law enforcement.

B2. Definition of Terms

a. *Graduate Student* - Under these procedures, a graduate student is any person who is enrolled as a graduate student at the time the alleged events leading to the grievance occurred.

b. *Grievance* - A grievance means a dispute concerning some aspect of a graduate student's academic program. The subjects for grievances under this Appendix A shall include only disputes over grades, course requirements, graduation/degree program requirements, and thesis and dissertation committee and/or advisor decisions.

c. *Respondent* - The person(s) against whom a grievance is being brought.

d. *Working Days* - For the purpose of the grievance policy, the definition of working day as defined in the University Handbook Appendix G. Section I, will be used. A "working day" is defined as any weekday on which classes are held that falls within the nine-month academic year (meaning the span of time beginning with the first day of fall classes through the last day of spring classes), including winter intersession class days, plus fall finals days and weekdays during spring break. All other days are excluded from the definition of "work day." But if feasible and agreed to by all of the parties, a hearing can be conducted and/or the process completed outside of the nine-month academic year.

e. *Faculty advisor* - A faculty member assigned by the graduate program director or department head to provide guidance to the graduate student until the appointment of the student's supervisory committee.

f. *Hearing advisor* - The person who provides guidance to the student or respondent during the grievance process. Arrangement for and compensation of the hearing advisor, if applicable, is the responsibility of each party.

g. *Consortium* – A formal arrangement between Kansas State University and one or more accredited institutions of higher education that have formally approved degree programs or graduate certificates approved by the Graduate Council and Faculty Senate.

B3. Guidelines for Administrative Review and Conflict Resolution

a. The graduate student should attempt to resolve any grievance first with the respondent, i.e., the faculty member, supervisory committee, or administrator involved.

b. If the grievance remains unresolved, and regardless of whether the graduate student received a response from the respondent, the graduate student must provide a complete written description of the grievance to the applicable administrator (typically the department head/chairperson) within thirty (30) working days from the date the alleged grievable event(s) occurred. The written description should include all issues of concern to the graduate student. Issues not raised in this written description may not be included in a grievance hearing pertaining to the event in question. Proposed remedies may also be included in the written description. If the graduate student fails to submit the written description timely, the graduate student forfeits any further process under this Appendix A. If the respondent is a department head/chairperson, other administrator, or graduate director, the graduate student should provide the written description to the respondent's immediate administrative supervisor. Once the written description is submitted, the applicable administrator will investigate and arrange a meeting with the graduate student to discuss and attempt to resolve the issues. The administrator may discuss the issues and explore potential resolutions with relevant persons, including but not limited to the respondent, department head, dean, or Graduate School personnel. Except under extenuating circumstances, the administrator will contact the graduate student within five (5) working days after receiving the written description to schedule a meeting. A good faith effort should be made to hold the meeting in a timely manner. Within fifteen (15) working days after the meeting, the administrator will provide the graduate student with a written response. The written response should include the original date when the student submitted their grievance, the decision of the responsible administrator, and the steps and rationale used to arrive at a decision. If additional time is needed, this document will include a timeline of when the final decision will be made. Copies of the written response will be provided to the graduate student, respondent, department head, and Academic Dean involved in this process. The official copy shall be sent to the Graduate School to be retained in the student's file.

c. If this conflict resolution process is not successful, the Academic Dean and the Associate Dean of the Graduate School will confer within ten (10) working days following receipt of the written response to determine if further conflict resolution steps should be pursued. The outcome of this conference will be shared in writing with the same persons who received the written response in 3b.

B4. Formal Grievance Procedure

a. To the extent that the grievable issues are not resolved by the above process and the graduate student chooses to pursue the matter further, the graduate student must

submit a written statement and the Notice of Grievance form to the Associate Dean of the Graduate School within ten (10) working days after the receipt of the written outcome of 3c. A Notice of Grievance form is available in the Graduate School or on the Graduate School website.

The written grievance shall include a clear, concise statement regarding the nature of the issues to be resolved, which may include the policy or policies/procedures thought to be violated, and the redress requested. If an issue was not presented during the 3b process, then that issue may not be considered during the formal grievance process.

Within five (5) working days, the Associate Dean of the Graduate School shall forward a copy of the written statement and Notice of Grievance to the respondent. Within ten (10) working days after receipt of the grievance, the respondent must provide the Associate Dean of the Graduate School with his or her written response.

The deadlines for the graduate student and respondent in 4a may be extended once, for up to ten (10) working days, for good cause as determined by the Associate Dean of the Graduate School. The request for a written extension must be made to the Associate Dean in writing at least 48 hours before the applicable deadline expires. The Associate Dean may consult with both parties before ruling on an extension. The Associate Dean may also stay the proceedings at any point for up to thirty (30) working days in the Associate Dean's sole discretion.

b. Upon receipt of the respondent's written response, the Associate Dean of the Graduate School shall, within ten (10) working days, appoint an ad hoc grievance committee to hear and make a recommendation to the Dean of the Graduate School regarding the grievance. The Associate Dean of the Graduate School shall appoint, from the membership of the Graduate Council, a committee chair (non-voting vote, unless necessary to break a tie), and two committee members. A member of the Graduate School staff will be selected as secretary (non-voting). Two graduate students will be appointed as committee members from a slate of nominees selected by the Graduate Student Council.

c. The hearing shall be scheduled within thirty (30) working days after the appointment of the ad hoc grievance committee barring extenuating circumstances.

d. The hearing is not a courtroom process; however, either party may arrange for a certified court reporter to transcribe the hearing at that party's expense. A party wishing to have a court reporter must notify the committee chair at least five (5) working days before the hearing. If a transcription is made by either party, the transcription is the property of Kansas State University but the parties shall have access to the transcription. The committee will not use the transcription in its deliberations.

e. A student with a disability requiring special accommodations should communicate the specific needs to the Associate Dean at least five (5) working days prior to the scheduled hearing.

f. Guidelines for ad hoc grievance committee hearings:

(1) Pre-hearing procedures

(a) Notice of the time and place of the hearing shall be given by the chair to the graduate student and the respondent not less than ten (10) working days prior to the hearing.

(b) The notice shall include the written grievance and the written response of the respondent.

(c) A copy of the procedures guiding the hearings as outlined in Step 2 Hearing (4d2, below) shall accompany the notice.

(d) The following must be submitted by each party to the chair at least five (5) working days prior to the hearing:

i. Seven copies of all written supporting documentation that the party will present at the hearing,

ii. A list of witnesses to be called by the party (each party is responsible for ensuring that the party's own witnesses are at the hearing), and

iii. The name of any hearing advisor who will accompany the party to the hearing and whether the advisor is an attorney. The hearing advisor may advise the party but not otherwise participate in the proceedings. If one or more advisors are attorneys, the committee chair will contact the Office of General Counsel regarding the need for representation.

iv. The name of any certified court reporter who will accompany the party to the hearing, if applicable.

(e) The chair will provide a copy of the documents and information listed in (1)(d) to the graduate student and respondent at least three (3) working days prior to the hearing.

(2) Hearing

(a) The hearing is an administrative process and will follow the procedures outlined in this section. The committee chair will have complete discretion in deciding any procedural or evidentiary questions that arise during the hearing.

(b) At the discretion of the committee, arrangements may be made for parties involved to participate from a distance, such as by telephone or video conference. This is not the preferred way to conduct the hearing, however.

(c) At the hearing, each party may be accompanied by a hearing advisor who may advise the party but may not otherwise participate in the hearing.

(d) All hearings shall be closed except for parties to the grievance and their hearing advisors, unless the graduate student requests that the hearing be

open. All parties are advised that the committee routinely makes an audio recording of the hearing for its own use.

(e) The committee will permit each party to present a brief opening statement of no more than 10 minutes.

(f) The evidence shall be presented by the graduate student and then by the respondent at the hearing.

(g) The parties and the committee shall have the opportunity to question all witnesses.

(h) The committee will accept any evidence, information, or testimony that the committee feels is pertinent to the grievance and will help the committee understand and evaluate the issue(s) before it. The committee chair will determine the relevance and materiality of the evidence offered. Legal rules of evidence shall not apply.

(i) Following the presentation of evidence, the committee will permit each party to present a brief closing statement of no more than 10 minutes.

(j) The committee will meet in closed session to deliberate and to recommend action to the Dean of the Graduate School on the grievance.

(k) Within ten (10) working days from the conclusion of the hearing, the committee will prepare a report that will serve as its recommendation to the Dean of the Graduate School. The report will contain the factual findings and recommendations of the committee and the reasons for the recommendation.

(l) The Dean of the Graduate School shall make a final determination on the grievance within ten (10) working days of receiving the committee's recommendation. The Dean will send copies of the final determination and notification of subsequent actions to the committee and the parties. The Dean's final determination is final within the University.

(m) The complete record, including the report to the Dean of the Graduate School, the evidence obtained during the hearing, any recordings and/or transcriptions of the hearing, and the Dean's final determination shall be placed in a file by the grievance committee chair. This file shall be retained in the Graduate School for at least three years following the conclusion of the grievance hearing. Each party may, at its own expense, copy the record or any part thereof at a place and time to be determined by the Dean of the Graduate School.

(3) Enforcement of the Graduate School's Decision

The Dean of the Graduate School has the authority and responsibility to enforce the final determination.

APPENDIX B. DISSERTATIONS, THESES, AND REPORTS

A. GENERAL REQUIREMENTS

The faculty of individual graduate programs should establish policies regarding an appropriate style and general format of dissertations, theses and reports for their students. In the absence of detailed program requirements, the supervisory committee is responsible for specifying the style and general format to be used. Specific format requirements may be found in the current Student Guide for Master's and Doctoral Candidates, available on the Graduate School website under Requirements and Guidelines for Electronic Theses, Dissertations, 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.

Regardless of the style and format used, a thesis or dissertation must be sufficiently complete to allow an independent investigator to repeat or verify all the work leading to the author's results and conclusions. In certain cases, when a manuscript prepared for publication is to be used, the terseness or page restrictions required by professional journals may prevent an author from meeting this condition with the publishable manuscript alone. In such cases, the thesis or dissertation must include additional materials that ensure independent reproducibility tables, descriptions of unproductive or unsuccessful explorations, derivations, and so forth.

An abstract must accompany each copy of the dissertation, thesis or report. A thesis or dissertation must also include a title page that carries the signature block listing the major professor(s).

All dissertations, theses, and reports are submitted electronically. Details regarding specific requirements are available on the Graduate School website at: http://www.k-state.edu/grad/etdr. Dissertations, theses, and reports are submitted to K-State Research Exchange (KREx). Access to all Electronic Theses, Dissertations, and Reports (ETDR) are available at KREx. KREx is located at: https://krex.k-state.edu/home.

Dissertations, theses, and reports may be bound for personal use. Bindery information is available on the Graduate School ETDR website at: http://www.k-state.edu/grad/etdr/bound.htm.

B. PUBLICATION

A dissertation is an original contribution to knowledge, and it should be available to interested scholars outside of Kansas State University. After completing their doctorate, authors may publish their dissertation in any form they see fit, but the University participates in a program intended to make these works accessible to the widest possible audience.

Dissertations are archived by ProQuest, and the abstracts submitted with them are published in Dissertation Abstracts. Works so listed are available from ProQuest as on demand publications. A publication form from ProQuest must be completed online and submitted with the electronic dissertation.

C. EMBARGO

The purpose of an embargo is to delay for a limited time public dissemination of patentable or otherwise proprietary or sensitive materials.

Students will have the option of choosing to embargo their work when completing the KREx submission. Doctorate students will also need to complete the embargo option when submitting to ProQuest. An embargo should only occur when it is deemed necessary and only for the minimum time required.

To embargo, the student must set an embargo lift date during the submission of the ETDR to KREx. At the end of the embargo lift date, the ETDR will be released by the Library and will be available online.

An embargo does not delay the conferral of the degree. The student whose dissertation, thesis, or report has been approved to be embargoed still deposits the ETDR submission fee for graduation.

An embargo is normally limited to two years. Nevertheless, under compelling circumstances that require continued protection, the Dean of the Graduate School may approve further embargo at the student's or major professor's request on a year-by-year basis. The student must send a letter requesting an extension of the embargo at least three months prior to the release date. The letter should include a justification for the extension and a proposed release date.

APPENDIX C. GRADUATE STUDENT REINSTATEMENT PROCEDURE

An individual who has been denied continued enrollment may petition for reinstatement to the K-State Graduate School and readmission to the same program or admission to a different program. The Dean of the Graduate School reviews all petitions.

A. Guidelines for Reinstatement

1. The petitioner must contact the Graduate Program Director of the program to which the student wishes to be reinstated or admitted.

2. The petitioner must obtain the support of the graduate program to which the student wishes to be reinstated or admitted.

3. The petitioner must write a letter to the Dean of the Graduate School petitioning for reinstatement.

4. The supporting graduate program must send a letter to the Dean of the Graduate School indicating their willingness to support the individual's petition for reinstatement to K-State Graduate School specifying any conditions.

5. The Dean of the Graduate School in consultation with the program will render a decision.

6. Students may appeal the decision, but must do so following the procedures outlined in Appendix A.