

# General Information

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# General Information

The University of Kansas opened its doors to its first eager but scantily prepared students in 1866, progressed rapidly to full undergraduate and beginning graduate-level work, and in 1896 organized its Graduate School and awarded its first doctoral degree, a Ph.D. in mathematics.

Within the Kansas Board of Regents system, the university accounts for about 70 percent of all doctoral study and a large percentage of all other graduate work in the liberal arts and sciences, fine arts, and a number of professional fields.

## The Mission of the University of Kansas

The complete Statement of Institutional Mission, as approved by the Kansas Board of Regents, appears in *University of Kansas Profiles*. *Profiles* is available online at [www.ku.edu/~oirp/profiles.shtml](http://www.ku.edu/~oirp/profiles.shtml), or at the reference desk in Watson Library on the Lawrence campus. It is also available from the University of Kansas, Office of Institutional Research and Planning, Carruth O’Leary Hall, 1246 West Campus Rd., Room 339, Lawrence, KS 66045-7505, (785) 864-4412; and the Office of the Provost, Strong Hall, 1450 Jayhawk Blvd., Room 250, Lawrence, KS 66045-7535, (785) 864-4904. On the KU Medical Center campus, write or call the Office of the Executive Vice Chancellor, 2nd floor Murphy Administration Building, Mail Stop 2015, KU Medical Center, 3901 Rainbow Blvd., Kansas City, KS 66160, (913) 588-1400.

### Lawrence

The University of Kansas is a major comprehensive research and teaching university that serves as a center for learning, scholarship, and creative endeavor. KU is the only Kansas Regents university to hold membership in the prestigious Association of American Universities, a select group of public and private research universities that represent excellence in graduate and professional education and the highest achievements in research internationally.

The University of Kansas offers the highest-quality undergraduate, professional, and graduate programs as well as outstanding libraries, teaching museums, and information technology. Educational, research, and service programs are offered on the main campus in Lawrence, through the health-related degree programs and services in Kansas City and Wichita, on the KU Edwards Campus in Overland Park, and at other sites throughout Kansas. More than 100 international study and cooperative research programs are available to students and faculty members.

The university is committed to excellence. KU fosters a multicultural environment in which the dignity and rights of the individual are respected. Intellectual diversity, integrity, and disciplined inquiry in the search for knowledge are of paramount importance.

### The University of Kansas Medical Center

The University of Kansas Medical Center includes the School of Medicine in Kansas City and Wichita; the Schools of Nursing and Allied Health; KU Med, the hospital; and Graduate Studies in Kansas City.

The KU Medical Center is committed to serving the health care needs of the citizens of Kansas, the region, and the nation by providing educational opportunities for careers in the health professions, comprehensive services to maintain health and wellness, ongoing support of the state’s and the nation’s health service systems, and continued development of medical knowledge through research and education.

## Nondiscrimination Policy

In accordance with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Executive Order 11246, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, the Vietnam Veterans Readjustment Assistance Act of 1974, the Kansas Acts Against Discrimination and all other applicable civil rights and nondiscrimination statutes, the University of Kansas prohibits discrimination on the basis of race, color, religion, sex, national origin, age, ancestry, disability, and veteran status.

The University of Kansas, Lawrence, is committed to the full participation of previously excluded or neglected classes of people. Thus, it is also the policy of the university to prohibit discrimination on the basis of sexual orientation, marital status, and parental status. The university’s nondiscrimination policy extends to employment practices, conditions of employment, personnel actions, and all other educational programs and activities of the university and its affiliates. Reports of discrimination shall be evaluated promptly and acted upon in the manner deemed necessary by the appropriate faculty and administrators and as prescribed by the appropriate grievance procedure. The university is committed to taking affirmative action for protected class citizens and providing equal opportunity in all aspects of education and employment.

**The University of Kansas Prohibits Racial and Ethnic Discrimination.** The University of Kansas, Lawrence, is committed to programs and activities that are free of racial or ethnic discrimination. To carry out the mission of this institution, the university community must provide and

Photo, page 10: American studies graduate students participate in a class discussion.

maintain a working and learning environment that fosters respect among all members of the community. The university's goal is to provide an environment where individuals are free to develop intellectually, personally, professionally, and socially without intimidation or fear. Intimidation and harassment affect not only those who suffer the harassment, but also the entire community.

**The University of Kansas Prohibits Sexual Harassment.** The University of Kansas, Lawrence, is committed to providing an academic and employment environment that will foster respect among all members of the university community. The university is also committed to assuring that its programs and activities are free of discrimination on the basis of gender. The university strives through education and the cooperation of all members of the university community to provide a working and learning environment that is free of gender discrimination and sexual harassment. Sexual harassment violates the trust and respect that is essential for providing a positive working and educational environment.

Full texts of the University Policy on Nondiscrimination and the Policies Prohibiting Sexual Harassment and Racial and Ethnic Discrimination are available at [www.ku.edu/~equalop](http://www.ku.edu/~equalop). Inquiries regarding university policies on discrimination, racial and ethnic harassment, sexual harassment, equal opportunity, and affirmative action on the Lawrence campus may be made to Danielle Dempsey-Swopes, Interim Director, Equal Opportunity Office, Strong Hall, 1450 Jayhawk Blvd., Room 313, Lawrence, KS 66045-7535, (785) 864-3686, [www.ku.edu/~equalop](http://www.ku.edu/~equalop). For inquiries regarding discrimination or harassment on the KU Medical Center campus, contact Jayne Owen, Director, Equal Opportunity Office, 1040 Wescoe, KU Medical Center, Mail Stop 2014, 3901 Rainbow Blvd., Kansas City, KS 66160, (913) 588-1206 (voice), (913) 588-7963 (TDD), [www.kumc.edu/eoo](http://www.kumc.edu/eoo).

## The University Communities

### Lawrence

KU's main campus is in Lawrence, Kansas, a youthful, thriving community with a population of about 80,000. The campus is in the heart of the city on a ridge called Mount Oread. The city itself has a long history, predating KU's 137 years. It began as a small outpost on the banks of the Kansas River and retains many interesting reminders of its colorful past. The tree-lined main street just a few blocks from campus has an abundance of small specialty shops, many of which cater to student needs and interests. Other shopping centers are nearby.

The community has 32 public parks covering about 1,400 acres of land, three community swimming pools, an arts center, a historical museum, a public library, a community center, and active community education and recreation programs. Lawrence ranked ninth in the nation among smaller metro areas on the 2002 Forbes/Milken Best Places for Business and Careers list.

In addition to KU's music and theatre programs, the Lawrence Community Theatre, Lawrence Chamber Orchestra, and Seem-to-Be Players children's theatre group present music and theatre events. The Lawrence Arts Center offers classes in arts, crafts, music, dance, and other areas for children and adults, as well as gallery shows. Local galleries sponsor art exhibits.

The 1,000-acre Lawrence campus has 100 major buildings.

Joseph R. Pearson Hall, home of the School of Education, was rededicated in 2001. A \$14.1-million renovation and construction project transformed the former residence hall into a student-centered academic building. A new computer laboratory, an instructional tech-

nology center, and a 100-seat lecture hall feature state-of-the-art educational technology.

The \$10.3-million Murphy Hall addition, completed in fall 2000, brought music education and music therapy from Bailey Hall to Murphy. The 52,000-square-foot addition houses three rehearsal halls, the Thomas Gorton Music and Dance Library, and the Kansas Center for Music Technology.

Hilltop Child Development Center moved to a new home in 2000. The new \$3.3-million, 18,000-square-foot Child Care Center on Irving Hill Road offers care to 212 children of KU students and employees.

Margaret Amini Scholarship Hall was dedicated in 2000. KU alumni Koli "K.K." and Margaret Amini provided \$1.5 million for construction of the 16,000-square-foot building, KU's 10th scholarship hall and the fifth for women. Another new KU scholarship hall for women, funded by a \$3 million gift from Roger and Annette Rieger, is scheduled to open in fall 2005.

In March 2002, KU broke ground on a new \$15-million engineering building. The 82,000-square-foot structure will feature a 230-seat, state-of-the-art lecture hall and is the largest construction project funded entirely through private gifts on KU's Lawrence campus since the Lied Center, which opened in 1993.

The \$11 million, 28,000-square-foot Robert J. Dole Institute of Politics was dedicated in 2003. It houses Senator Dole's papers and features a 3,300-square-foot public forum, a 120-seat seminar room/media center, KU's first satellite uplink, and extensive exhibits.

KU has educational, research, and service centers throughout Kansas. There is a clinical campus of the School of Medicine in Wichita and a program in Topeka, the state capital, in public administration. KU's Institute for Life Span Studies has facilities in Parsons and Kansas City, as well as in Lawrence.

### Kansas City and the Medical Center

The KU Medical Center and an estimated one-and-a-half million people call Kansas City home. Metropolitan Kansas City, about 45 minutes from Lawrence by interstate highway, encompasses seven counties and 50 municipalities in two states. Kansas City International Airport provides easy access to the area, and interstate highways provide access to 12 lakes, more than 140 parks, and various vacation and resort areas. Popular attractions include Kansas City's jazz museum, the Nelson-Atkins Museum of Art, the Kansas City Art Institute, Union Station, Science City, and the Kansas City Museum of History and Science. Entertainment in Kansas City ranges from theme parks, golf courses, tennis courts, and the Kansas City Zoo to international cuisine, dinner theatre, and dancing. Local businesses offer diverse shopping in downtown areas, Farmers' Market, Country Club Plaza, Crown Center, and Westport Square. The Arts Fest, the Kansas City Jazz Festival, the Ethnic Enrichment Festival, and the Renaissance Festival are popular events. Sports fans enjoy NASCAR racing, Kansas City Royals baseball, and Chiefs football. The Kansas City Symphony, Lyric Opera, Starlight Theatre, Midland Center for the Performing Arts, Folly Theatre, Theatre for Young America, the Coterie, State Ballet of Missouri, Westport Ballet, and local universities and colleges, as well as KU, offer entertainment for music and theatre lovers.

KU ranks among the top 50 public, national universities, according to U.S. News America's Best Colleges. Rankings are based on academic reputation, retention of students, faculty resources, student selectivity, financial resources, alumni giving, and graduation rate.

KU ranks 18th among public universities in size of endowment.

KU has study abroad programs in more than 60 countries.

The KU Medical Center began in 1905 with a merger of three proprietary medical schools to form a four-year school directed by the university. Buildings on the original campus were the gift of the late Dr. Simeon B. Bell, a local physician. By 1924, the institution had outgrown its original location, and the first building on the present campus was occupied. The Medical Center is involved with teaching, patient care, medical research, and community service. There are 800 full- and part-time faculty members, more than 2,500 students, and 4,700 employees. The Medical Center is centrally located in the metropolitan Kansas City area. It offers educational programs through the Schools of Allied Health, Medicine, and Nursing, and an Office of Graduate Studies.

#### Edwards Campus, Overland Park

KU offers full- and part-time graduate programs on the KU Edwards Campus, 12600 Quivira Road, Overland Park, KS 66213-2402. Eighteen master's programs and one Ed.D. program are available on the Edwards Campus. In fall 2001, the Edwards Campus began implementing undergraduate degree-completion programs. Edwards Campus courses are taught by KU faculty members and carry the same credit as those taught on the Lawrence campus. Tuition is the same for Kansas residents and nonresidents.

For further information, call the Edwards Campus at 864-8400 from Lawrence or (913) 897-8400 from other locations. Visit the Edwards Campus online at <http://edwardscampus.ku.edu>.

### University Support

The University of Kansas is the largest of the Regents institutions in Kansas. Nearly half the Lawrence campus budget and more than a third of the Medical Center budget come from state appropriations. The sources of the remainder of the university budget are gifts, grants, hospital revenues, and fees. KU receives more than \$243 million a year for research in science, technology, the social sciences, and humanities.

At the close of the 2002 fiscal year, the Kansas University Endowment Association market value of assets reached \$1.02 billion. Among public universities, KU Endowment ranks 18th in size of endowment; 86 percent of KU's total land holdings are a result of gifts and nonstate grants.

Private gifts have provided, in whole or in part, 105 of the 145 buildings on KU's campuses, including the original construction and the relocation and renovation of the Burnett Burn Center at the KU Medical Center, the Kansas Health Foundation Center for Primary Care in Wichita, and the construction of the Hoglund Ballpark for KU's baseball team, and the Horejsi Family Athletics Center for volleyball and basketball on the Lawrence campus.

Throughout its 111-year history, KU Endowment has provided more than \$931.1 million in private support of the university through the generosity of its donors. In 2002, more than 9,700 KU students received scholarships, awards, prizes, and loans through KU Endowment totaling more than \$27 million. That year, KU Endowment also made available \$22.9 million for faculty and staff support and \$7.7 million for equipment, book acquisitions, and works of art.

### University Service to the State

KU serves the state by providing support for education at all levels, including gathering and analyzing information for state government, business, industry, and citizenry; providing formal and informal educational and cultural opportunities for all Kansans; and providing professionals to meet Kansas' work-force needs.

Many service functions are offered through the libraries, museums, and research agencies described in the chapter of this catalog on Research and Academic Support. Each of these agencies is involved in making its resources and the information it gains from research available to the people of Kansas.

Other services are provided through the conferences, independent study courses, and special programs of the Division of Continuing Education in cooperation with the other academic units of the university. More than 75,000 Kansans participate each year in continuing education activities.

KU brings to the state a wide variety of events, including intercollegiate athletics, theatre and dance performances, concerts, and radio and television programming. Many special projects of benefit to Kansans are extensions of the teaching, research, and creative activities of the university. Representatives from virtually every academic division of KU are engaged in lectures for special interest and community groups, workshops for Kansas professionals, and research to improve the quality of life in Kansas.

### Admission

Persons whose records indicate their ability to succeed with advanced work may be admitted to the Graduate School through the Graduate Division of one of the schools. Admission requires a bachelor's degree and a grade-point average of at least a B (3.0 on a 4.0 scale), both overall and in the proposed major, from KU or from another regionally accredited institution or foreign university with substantially equivalent bachelor's degree requirements. The bachelor's degree is not acceptable if it contains credit awarded for work experience that was not directly supervised by faculty members (life experience) of an accredited university or not evaluated in units that identify the academic content (e.g., P/F, S/U). In exceptional cases, persons not holding bachelor's degrees may be admitted if they are academically well prepared. The Graduate School reviews the student's academic background before a student without a bachelor's degree is admitted. Students who wish to work toward specific, established graduate degrees may be admitted in regular, probationary, or provisional categories. Those who do not have defined degree goals may be admitted in other categories to take advanced work in appropriate areas.

Regardless of the category of initial admission, no student may work toward a graduate degree without being accepted by a specific department or program.

#### Degree-seeking Students

**Regular Graduate Student.** The applicant meets the academic standards of the department, Graduate Division, and Graduate School to work for an advanced degree without excessive deficiencies in prerequisites.

Complete application materials should be received by July 1 for the fall semester, by December 1 for the spring semester, and by May 1 for the summer session. Some departments have earlier deadlines.

The Lawrence campus is easily accessible from highways I-70, US 59, US 24, US 40, and K-10.

For further information about the programs of the Applied English Center, see the University of Kansas *Undergraduate Catalog*.

**Probationary Graduate Student.** An applicant who meets other admission standards may be admitted on probation when his or her undergraduate grade-point average is 2.75 to 3.0 on a 4.0 scale. Upon finishing the equivalent of one semester of full-time graduate study with an average of 3.0 or higher, the student automatically attains regular status. A student admitted on probation who earns a grade-point average lower than 3.0 will not be permitted to re-enroll in the Graduate School except under unusual circumstances. In such cases, the student's department or program may recommend re-enrollment on probation for the equivalent of one more semester of full-time graduate study.

**Provisional Graduate Student.** An applicant may be admitted as a provisional graduate student when either the quality or kind of undergraduate preparation is deficient, i.e., the undergraduate grade-point average is below 2.75 on a 4.0 scale or the student has not met the prerequisites to do graduate work in the department or program to which he or she has applied. After the equivalent of one semester of full-time study as a provisional graduate student, the department or program in which the student is enrolled reviews his or her performance and recommends that the student be (1) transferred to regular status or (2) dropped from the Graduate School or (3) allowed to continue the equivalent of another semester as a provisional student. It is ordinarily expected that provisional status will not exceed two semesters. The transfer from provisional status is not automatic as it is in the case of probationary status.

**Regular Graduate Student, Special B.** This category is available **only** to degree-seeking graduate students in the School of Medicine at KU Medical Center. (1) The student is admitted to graduate study in the School of Medicine. (2) The student meets the academic standards of the Graduate School and the basic science departments without excessive deficiencies in prerequisites. (Same as current Regular Graduate Student category.) (3) At any time during the first year after admission, the student may seek entrance directly into a specific graduate discipline in one of the basic science departments. The department reviews the application and makes a recommendation to the Dean of Graduate Studies, KU Medical Center. If the application is approved, a completed Do-all form will change the student's status. (4) At the end of the first academic year, which begins with the first semester of enrollment, the student will retain graduate status if a department has completed a Do-all form or submitted a petition to the Dean of Graduate Studies, KU Medical Center. The dean may extend the Special-B status for one semester or an appropriate period of time.

#### Nondegree Students

**Nondegree A Graduate Student.** The applicant is admissible to regular status but does not intend to work for an advanced degree at KU at the time of admission. If a student in the nondegree A category later requests admission as a regular degree-seeking student and is so accepted by a department or program, only that work taken as a nondegree A student which is approved by the appropriate department may be applied to the degree program.

**Nondegree C Graduate Student.** Students may gain admission to the nondegree C category upon presentation of evidence of receipt of a baccalaureate degree

from an institution with requirements for the degree substantially equivalent to those at KU. This category of admission to the Graduate School limits enrollment to continuing education courses, institutes, workshops, or graduate certificate programs. Under special circumstances, however, students in this category may be permitted to enroll in residence credit courses for graduate credit with the consent of the instructor and of the Graduate Division. If students admitted in the nondegree C category are later admitted to a department to work toward a degree, then, within the limitations specified below, applicable courses taken under the nondegree C category may, upon recommendation of the department or program to its Graduate Division and within general guidelines established by the Graduate School, be approved by the division to be counted in the degree program. The total of transfer credit from another accredited graduate school and nondegree C category credit earned at KU may together not exceed 6 hours, or 8 hours if the student holds a baccalaureate degree from KU.

#### Admission Procedure

Application for admission should be filed with the Graduate School. Since some departments have a limited number of student positions, applications should be submitted as early as possible. To ensure adequate time for review, the applicant should check with each individual degree program for its application deadline date. The application must be accompanied by two copies of official transcripts of all college and university records. Transcripts and test scores that have been faxed will not be accepted as official copies. The schools and departments may require additional application materials such as test scores or letters of recommendation. International applicants must also provide statements of financial resources and English test scores. (See Minimum English Proficiency Requirements.)

Application fees are required. Similarly, deposits are required of students admitted to some departments and programs, to be fully credited against required fees upon enrollment.

Application forms are available online at [www.graduate.ku.edu](http://www.graduate.ku.edu) or from the major department or the Graduate Division of the appropriate school. At KUMC, contact Graduate Studies, 5015 Wescoe Pavilion, Mail Stop 1040, KU Medical Center, 3901 Rainbow Blvd., Kansas City, KS 66160, (913) 588-1258.

Each applicant is notified by letter and receives an explanation of the admission classification (regular, regular special B, probationary, provisional, nondegree A or C).

The enrollment of nondegree A or C graduate students in particular courses, like that of all graduate students, is subject to fulfillment of departmental course prerequisites and consent of the instructor in the case of limitations on class size.

Admission to the Graduate School does not imply admission to candidacy for a higher degree. A student becomes a candidate for an advanced degree only by demonstrating through resident study at KU the requisite preparation and ability. Requirements specified for any advanced degree must be regarded as minimum requirements. Additional requirements depend on the student's undergraduate preparation and the particular field of graduate work chosen.

After an absence of five years from KU, students must apply for readmission to their graduate programs and to the appropriate Graduate Division.

### Limitations on Admission

Because of limitations of space, faculty, or general resources for research and instruction, some programs must restrict the number of applicants they admit. Questions should be directed to the program to which the prospective student wishes to apply.

### Minimum English Proficiency Requirements

Following are the acceptable means of verifying English proficiency for purposes of admitting international students to the Graduate School. These guidelines are subject to change by official action of the appropriate Graduate School governance bodies.

1. Verification that the applicant's native language is English, as shown to a high degree of probability by citizenship in an English-speaking country such as Great Britain, Australia, New Zealand, or English-speaking provinces in Canada.
2. Graduation with a baccalaureate degree or higher from an accredited U.S. institution of higher education or from such an institution in one of the countries listed above whose medium of instruction is English.
3. Receipt of an institutional copy, not a student's copy, of the applicant's Test of English as a Foreign Language scores achieved no more than two years before the semester of admission.

**Paper-based TOEFL—All part scores at least 57; Computer-based TOEFL—All part scores at least 23, Essay at least 4.0:** The applicant may be admitted to the Graduate School as a regular graduate student. (Some departments require higher minimum scores.)

**Paper-based TOEFL—All part scores at least 53; Computer-based TOEFL—All part scores at least 20, Essay at least 3.0:** The applicant may be admitted to the Graduate School under provisional admission status until he or she has shown satisfactory English proficiency for full-time graduate study as determined by the Applied English Center.

**Paper-based TOEFL—One or more part score(s) below 53; Computer-based TOEFL—One or more part score(s) below 20, Essay below 3.0:** Admission is denied, or the admission decision is delayed for one term, and the applicant is advised to apply to and enroll with the Applied English Center. The application may be reconsidered when English proficiency has reached a level satisfactory for full-time graduate study as determined by the Applied English Center.

**Exception:** The applicant may be provisionally admitted to the Graduate School if it can be clearly determined that she or he will be able to perform satisfactorily in one or more graduate-level courses during the *first* term of enrollment at KU. The applicant's department will identify such course(s) on the Application for Admission. After enrollment, Graduate Division offices verify that the student did indeed enroll in the specified courses, unless it was determined by the Applied English Center that such an enrollment would be beyond the student's ability. The student remains on provisional admission status until he or she has shown satisfactory English proficiency for full-time graduate study as determined by the Applied English Center.

4. If English test scores other than the TOEFL are offered, the Applied English Center interprets the scores to determine if they are equivalent to the TOEFL scores given above.

All international students who are not native speakers of English must visit the Applied English Center on arrival for verification of their English language proficiency. Additional information that may warrant recommending a waiver from these guidelines may be brought to the attention of the Graduate School by the Graduate Divisions.

All sponsored international students who have been admitted by graduate degree programs may be admitted provisionally to the Graduate School with a postponement of the requirement to submit a TOEFL score.

Upon arrival at KU, the sponsored international student must demonstrate his or her English proficiency by the submission of a TOEFL score or by successfully passing a proficiency examination administered by the Applied English Center at KU. After the sponsored international student's English proficiency has been verified to meet Graduate School requirements, the status of the sponsored international graduate student may be changed from provisional to regular.

The Graduate School may consider and grant exceptions to the minimum English proficiency requirements on a case-by-case basis.

## Degrees

The Graduate School awards degrees three times each year, in August, December, and May. Each academic year's degrees are conferred formally at the annual Commencement in May. Degree candidates are not eligible to graduate if the graduate grade-point average is lower than 3.0 on all courses acceptable for graduate credit. A doctoral hooding ceremony is held each May at Commencement for those eligible for the degrees of Doctor of Philosophy, Doctor of Education, Doctor of Engineering, and Doctor of Musical Arts. Only doctoral candidates who have fulfilled all of their degree requirements by the date established by the Graduate School as its deadline for graduation in May will be allowed to participate in the May Doctoral Hooding ceremony.

Students who are working toward two degrees must complete degree requirements for each degree. Course work may not count toward fulfilling degree requirements for more than one degree.

Graduate students may not be awarded an additional KU degree with the same name and degree code as a previously awarded degree from KU. This applies to the completion of different degree tracks, concentrations, and subspecialties within a given degree. This does not prohibit students from earning additional master's or doctoral degrees in another discipline.

### Master's Degrees

The Graduate School grants the traditional Master of Arts and Master of Science degrees as well as 16 professional master's degrees that have developed out of the arts and science degrees.

**Master of Arts and Master of Science.** Historically, most of the degrees granted by the Graduate School have been the Master of Arts and Master of Science. This fact conforms with the traditional liberal arts background out of which most U.S. graduate schools developed. These degrees require at least one year of full-time graduate work or its equivalent and are generally concentrated in one area or major discipline.

**Master of Arts and Master of Science with a Major in Special Studies.** For students whose academic and professional goals can best be achieved by interdisciplinary study at the master's level, KU offers the M.A. and M.S. degree programs in special studies. See M.A. and M.S. with a Major in Special Studies under Master's Degree Requirements in this chapter. Specific information on eligibility for admission may be obtained from the Graduate Division offices or from the Graduate School.

**Professional Master's Degrees.** The Graduate School grants a number of professional master's degrees, of

which all but two are offered through the professional schools. These degrees are Master of Science in Education, Master of Accounting and Information Systems, Master of Architecture, Master of Business Administration, Master of Civil Engineering, Master of Construction Management, Master of Engineering, Master of Fine Arts, Master of Health Services Administration, Master of Human Development, Master of Music, Master of Music Education, Master of Occupational Therapy, Master of Public Administration, Master of Public Health, and Master of Urban Planning. Most require considerably more hours of credit than the M.A. and the M.S., and therefore a longer time, usually a minimum of two academic years, to complete. Consult the chapter pertaining to the appropriate professional school for detailed descriptions of all professional master's programs.

For detailed requirements for a specific degree, consult the individual program listings.

U.S. News ranks KU 10th among public universities for best value in its price range.

KU is listed among the 299 best buys in college education in *Barron's Best Buys in College Education*.

**Exceptions:** The Master of Human Development and the Master of Public Administration are administered respectively by the Department of Human Development and Family Life and the Department of Public Administration. Descriptions appear in the College of Liberal Arts and Sciences chapter. The Master of Public Health is administered by the Department of Preventive Medicine and Public Health, and the Master of Health Services Administration is administered by the Department of Health Policy and Management. Both are listed in the School of Medicine chapter.

**Combined Degrees.** The Graduate School, along with KU's other post-baccalaureate schools, grants several combined degrees in programs meeting the requirements of the graduate master's or doctoral degree and the professional post-baccalaureate degree. Approved programs include those for the degrees of M.A. or M.S. in basic medical science fields with the M.D.; M.A. with a major in American Studies with M.U.P.; M.A. with a major in economics or in philosophy with J.D.; M.B.A., M.H.S.A., M.P.A., or M.U.P. with J.D.; M.B.A. with Ph.D. in Nursing; M.B.A. with M.H.S.A.; M.P.A. with M.U.P.; M.B.A. with M.A. in Area Studies (Russian and East European Studies or Latin American Studies); M.S. in Nursing with M.H.S.A. or M.P.H.; M.D. with M.P.H.; and M.D. with M.H.S.A.

### Master's Degree Programs

The master's degrees offered by the Graduate School are listed below.

#### School of Allied Health

Master of Arts  
Audiology  
Speech-Language Pathology  
Master of Occupational Therapy  
Master of Science  
Dietetics and Nutrition  
Nurse Anesthesia  
Occupational Therapy  
Physical Therapy

#### School of Architecture and Urban Design

Master of Architecture  
Master of Science  
Architectural Engineering (with School of Engineering)  
Master of Urban Planning

#### School of Business

Master of Accounting and Information Systems  
Master of Business Administration  
Master of Science  
Business

#### School of Education

Master of Arts  
Education  
Master of Science  
Counseling Psychology  
Master of Science in Education

#### School of Engineering

Master of Civil Engineering  
Master of Construction Management

Master of Engineering—Aerospace Engineering  
Master of Science  
Aerospace Engineering  
Architectural Engineering (with School of Architecture and Urban Design)  
Chemical Engineering  
Civil Engineering  
Computer Engineering  
Computer Science  
Electrical Engineering  
Engineering Management  
Environmental Engineering  
Environmental Science  
Mechanical Engineering  
Petroleum Engineering  
Water Resources Science

#### School of Fine Arts

Master of Arts  
Visual Arts Education  
Master of Fine Arts  
Art  
Design  
Scenography  
Master of Music  
Master of Music Education  
Music Education  
Music Therapy

#### School of Journalism and Mass Communications

Master of Science  
Journalism

#### College of Liberal Arts and Sciences

Master of Arts  
American Studies  
Anthropology  
Audiology  
Biochemistry and Biophysics  
Biology (Specialty)  
Botany  
Chemistry  
Child Language  
Classics  
Clinical Child Psychology  
Communication Studies  
East Asian Languages and Cultures  
Economics  
English  
Entomology  
French  
Geography  
Germanic Languages and Literatures  
Gerontology  
History  
History of Art  
Human Development  
Indigenous Nations Studies  
International Studies  
Latin American Studies  
Linguistics  
Mathematics  
Microbiology  
Molecular, Cellular, and Developmental Biology  
Museum Studies  
Philosophy  
Physics  
Political Science  
Psychology  
Religious Studies  
Russian and East European Studies  
Slavic Languages and Literatures  
Sociology  
Spanish  
Speech-Language Pathology  
Theatre and Film  
Master of Human Development  
Master of Public Administration  
Master of Science  
Chemistry  
Geology  
Physics

#### School of Medicine

Master of Arts  
Anatomy  
Microbiology  
Pathology  
Pharmacology  
Master of Health Services Administration

Master of Public Health  
 Master of Science  
 Biochemistry  
 Pharmacology  
 Physiology  
 Toxicology

**School of Nursing**  
 Master of Science  
 Nursing

**School of Pharmacy**  
 Master of Science  
 Hospital Pharmacy  
 Medicinal Chemistry  
 Pharmaceutical Chemistry  
 Pharmacology and Toxicology

The college and the schools listed above may offer either or both of the degrees Master of Arts and Master of Science with a major in special studies.

The School of Social Welfare offers and administers the Master of Social Work degree independently of the Graduate School. For a program description, see the School of Social Welfare chapter of this catalog.

### Specialist in Education

The degree of Specialist in Education is offered through the School of Education and may be earned as a concentration on the basis of two years of graduate work (which can include an appropriate master's degree or equivalent). Information on this degree, including the concentration in which it may be earned, can be found in the School of Education chapter.

### Doctoral Degrees

KU's Graduate School offers four doctoral degrees: the Doctor of Philosophy (Ph.D.), Doctor of Education (Ed.D.), Doctor of Engineering (D.E.), and Doctor of Musical Arts (D.M.A.). The programs that offer these degrees are administered by the several schools and colleges through their departments and Graduate Divisions, from admission through final recommendation for degree award through the Graduate School.

General descriptions for each of the doctoral degrees are given here in succinct form to provide convenient comparison of the degrees. More detailed information regarding requirements for each degree as it is offered in specific disciplines should be obtained from the appropriate college, school, or department listing in this catalog. The requirements there are in addition to the general requirements for the degrees that are described in this chapter of the catalog.

**Doctor of Philosophy.** The degree of Doctor of Philosophy (Ph.D.) is the highest degree offered by the university. It is awarded for mastering a field of scholarship, for learning the methods of investigation appropriate to that field, and for completing a substantial piece of original research. In addition to preparing research specialists, the process of earning a Ph.D. shares certain goals with liberal education: putting order into human experience, fostering a love of learning for its own sake, instilling a respect for human values, integrating various human powers into a process of creation, and making vital, in many fields at least, a sense of history.

Although the courses and research leading to the Ph.D. are necessarily specialized, the attainment of this degree should not be an isolated event in the enterprise of learning. The Ph.D. aspirant is expected to be a well-educated person with a broad base of general knowledge, not only as preparation for more advanced

work but also as a means of knowing how the chosen specialty is related to other fields of human thought.

To give depth and breadth to their doctoral programs, many departments require some work in a minor field or at least an articulated selection of extra-departmental courses. Because of the diversity of the fields in which the Ph.D. is offered and the variety of needs and interests of individual students, the degree does not have a specific requirement for a minor. However, the Ph.D. aspirant is encouraged to plan an integrated program, under departmental direction, that includes courses outside the major field.

**Ph.D. with a Major in Special Studies.** To accommodate the student whose academic and professional goals require a program embracing several disciplines that cannot be obtained through a single, established program, the Graduate School offers interdisciplinary special studies doctoral programs. To be eligible for admission to such a program, the student must already have demonstrated academic excellence in graduate studies at KU and must present evidence of basic knowledge in each of the involved disciplines.

For specific admission and implementation procedures, see Ph.D. with a Major in Special Studies under Doctoral Degree Requirements in this chapter.

**Doctor of Education.** The degree of Doctor of Education (Ed.D.) is a professional degree designed primarily for practitioners in the field of education. Applicants must present evidence of successful experience in professional education. While many of the requirements for the degree closely parallel those for the Ph.D., the degree program—particularly the dissertation—focuses on research concerned with application of existing knowledge rather than on basic research. Specific degree requirements are listed in the School of Education chapter of this catalog.

**Doctor of Engineering.** The degree of Doctor of Engineering (D.E.) is directed toward the practice of engineering and includes the entire process of technology from planning to product. Candidates for the degree are intimately associated throughout their tenure with technology project teams, generally composed of master's degree candidates and undergraduates.

**Doctor of Musical Arts.** The degree of Doctor of Musical Arts (D.M.A.) is intended as a recognition of high professional attainment. Since only exceptionally well-qualified candidates are admitted to the program, students are expected to devote their doctoral studies primarily to developing professional qualifications for teaching at the college level. The degree of Doctor of Musical Arts is offered in the specific fields of bassoon, church music (organ or choral conducting emphasis), composition, conducting (band, choral, or orchestral), flute, French horn, oboe, organ, percussion, piano, saxophone, strings, trombone, trumpet, tuba, and voice.

### Doctoral Degree Programs

The doctoral degrees offered by the Graduate School are listed below.

**School of Allied Health**  
 Doctor of Philosophy  
 Audiology  
 Rehabilitation Science  
 Speech-Language Pathology  
 Therapeutic Science  
 Doctor of Physical Therapy

Most health sciences programs of the University of Kansas are offered at the KU Medical Center in Kansas City.

KU is one of only 21 public colleges and universities to make the Best Buys of 2003 list in the *Fiske Guide to Colleges*. In the latest guide, which rates "the best and most interesting" U.S. colleges and universities, KU again scores four out of five stars in academics, quality of life and social life.

#### School of Business

Doctor of Philosophy  
Business

#### School of Education

Doctor of Education  
Doctor of Philosophy  
Education  
Counseling Psychology

#### School of Engineering

Doctor of Engineering  
Aerospace Engineering  
Civil Engineering  
Electrical Engineering  
Mechanical Engineering  
Doctor of Philosophy  
Aerospace Engineering  
Chemical and Petroleum Engineering  
Civil Engineering  
Computer Science  
Electrical Engineering  
Environmental Engineering  
Environmental Science  
Mechanical Engineering

#### School of Fine Arts

Doctor of Musical Arts  
Doctor of Philosophy  
Music  
Music Education

#### College of Liberal Arts and Sciences

Doctor of Philosophy  
American Studies  
Anthropology  
Audiology  
Biochemistry and Biophysics  
Biology (Specialty)  
Botany  
Chemistry  
Child Language  
Clinical Child Psychology  
Communication Studies  
Developmental and Child Psychology  
Economics  
English  
Entomology  
French  
Geography  
Geology  
Germanic Languages and Literatures  
Gerontology  
History  
History of Art  
Linguistics  
Mathematics  
Microbiology  
Molecular, Cellular, and Developmental Biology  
Philosophy  
Physics  
Political Science  
Psychology  
Slavic Languages and Literatures  
Sociology  
Spanish  
Speech-Language Pathology  
Theatre and Film

#### School of Medicine

Doctor of Philosophy  
Anatomy  
Biochemistry  
Microbiology  
Pathology  
Pharmacology  
Physiology  
Toxicology

#### School of Nursing

Doctor of Philosophy  
Nursing

#### School of Pharmacy

Doctor of Philosophy  
Medicinal Chemistry  
Neurosciences  
Pharmaceutical Chemistry  
Pharmacology and Toxicology

#### School of Social Welfare

Doctor of Philosophy  
Social Work

For description of the Ph.D. with a major in special studies, see Doctoral Degree Requirements.

The University of Kansas School of Medicine offers the Doctor of Medicine degree. See the *School of Medicine Catalog* for further information.

The University of Kansas School of Law offers the Juris Doctor degree. See the *School of Law Catalog* or [www.law.ku.edu](http://www.law.ku.edu) for further information.

## Graduate Certificate Programs

### Eligibility and Admission Criteria

A student admitted for a graduate certificate program must either have regular graduate status as a current KU student or be admitted as a nondegree C graduate student. Students may be admitted to the nondegree C category by presenting evidence of receipt of a baccalaureate degree from an institution with degree requirements substantially equivalent to those at KU. Degree-seeking graduate students admitted to a certificate program must be in good standing (3.0 or higher grade-point average) with their departments. A degree-seeking student currently enrolled in a graduate degree program who wishes to pursue a simultaneous graduate certificate in another department must inform the graduate director/adviser/coordinator in the home department of his or her intent to seek the certificate. A degree-seeking KU graduate student must make known her or his intent to receive the certificate before completing the certificate program requirements. Graduate certificates are not granted retroactively.

Graduate credit from another institution may not be transferred to a KU graduate certificate program.

The graduate certificate program is not a means of entry into a graduate degree program. If students admitted to the nondegree certificate category are later admitted to a department to work toward a graduate degree, applicable courses taken for the graduate certificate program in the nondegree category may upon recommendation of the department or program to its Graduate Division and within general guidelines established by the Graduate School, be approved by the division to be counted toward the degree.

In fulfilling degree requirements, the total number of graduate hours earned while a KU nondegree graduate certificate student and graduate hours transferred from another accredited graduate school may not exceed 6 hours (8 hours if the student holds a baccalaureate degree from KU).

As part of the application, a graduate certificate program must set the minimum grade-point average, minimum TOEFL scores, standardized test scores and similar criteria in accordance with Graduate School policies, whether or not certificate courses may be counted toward the related graduate degree program.

### Approved Certificate Programs

An updated list of graduate certificate programs offered at KU may be found at [www.graduate.ku.edu](http://www.graduate.ku.edu).

Collections Conservation, offered through the Museum Studies Program

Dietetic Internship, offered through the Department of Dietetics and Nutrition

Nurse Educator, offered through the School of Nursing

Nurse Midwifery, offered through the School of Nursing

Outcomes Management and Research, an interdisciplinary certificate program administered through the Department of Health Policy

and Management, with the Department of Preventive Medicine and Public Health and the School of Nursing Psychiatric Mental Health, offered through the School of Nursing Women's Studies, an interdisciplinary certificate program administered by the Women's Studies program

## Master's Degree Requirements

This section gives the general and common requirements of the Graduate School for the traditional degrees of Master of Arts and Master of Science. The school and college chapters of this catalog give specific requirements for these degrees in the programs they offer. Schools list requirements for the professional master's degrees they offer. It is the student's responsibility to become thoroughly acquainted with all requirements for the degree, both the general requirements and those that are specific to the student's own department and school.

### Program Time Constraints

Master's degree students are allowed seven years for completion of all degree requirements. Normal expectations, however, are that most master's degrees (excluding some professional terminal degrees) should be completed in two years of full-time study. In cases in which compelling reasons or circumstances recommend a one-year extension, the Graduate Division, on recommendation of the department/committee, has authority to grant the extension. In cases where more than eight years are requested, the appropriate appeals body of the school or division considers petitions for further extensions and, where evidence of continuous progress, currency of knowledge, and other reasons are compelling, may grant them. Some departments may have more stringent rulings about time restrictions. Students should ask about the policy in effect in the department in which they plan to study.

### M.A. and M.S. Degrees

A Master of Arts or a Master of Science degree requires at least one year of graduate work or its equivalent. Stated in terms of hours of credit, the standard master's program requires 30 hours, though some degrees, especially in professional areas, may require as many as 36 or 40 or more. With permission of the department (or in the case of interdepartmental programs, permission of the joint program committee) and of the Graduate Division, it is sometimes possible to complete a 30-hour master's degree with as few as 24 hours if the student enters the program especially well prepared and maintains a superior grade-point average. Work for a master's degree is concentrated in the major area, with only a minimal amount of work (usually no more than 6 hours) that is completed at KU permitted outside the major department. Each master's program must contain a research component, represented either by a thesis (usually for 6 hours of credit) or by an equivalent enrollment in research, independent investigation, or seminars. Within these Graduate School requirements and well-founded practices, departmental master's programs may be flexible enough to meet the particular needs of individual students.

In a few cases, the degree is offered through two schools and administered by joint committees from the two faculties. The Master of Arts degree in speech-language pathology and the Master of Arts degree in au-

diology are administered by an intercampus committee drawn from the Department of Speech-Language-Hearing; Sciences and Disorders in Lawrence and from the Department of Hearing and Speech of the School of Allied Health in Kansas City.

A final general examination in the major subject is required of all candidates for the Master of Arts or Master of Science. The degree program and the Graduate Division should ascertain that the graduate student is in good academic standing (3.0 or higher grade-point average) before scheduling the final general examination. At the option of the department, this examination may be oral or written, or partly oral and partly written. In some departments, passing a written examination is a necessary preliminary to taking the oral examination by which success or failure is judged. Master's examinations are administered by a committee of at least three members of the Graduate Faculty. The examination is held during the semester of the student's final enrollment in course work and (in thesis programs) when the thesis has been substantially completed. The department's request to schedule the general examination must be made on or before the date set by the Graduate Division, normally a minimum of two weeks before the examination date. In thesis programs, the thesis defense may be a part of the degree requirements. However, such a defense does not take the place of the required general examination in the major field.

All graduate students enrolled in master's graduate programs must be enrolled the semester they complete master's degree requirements. Master's students who complete degree requirements during the first week of summer session or within the first two weeks of the fall or spring semester are not required to be enrolled for that term unless they were not enrolled during the previous semester.

### M.A. and M.S. with a Major in Special Studies

Only superior students admitted and enrolled in a graduate program at KU whose proposed studies require direction not available in any single department are considered for admission to a special studies program. Before seeking acceptance, an applicant must assemble a graduate faculty advisory committee headed by a faculty member authorized to direct doctoral research and dissertations and prepare, in conjunction with the committee, a proposal for the course of study. The proposal must provide a rationale for the particular mix of disciplines, demonstrating how each contributes to a central theme or focus. It must also show that the proposed program cannot be achieved through an established master's program.

The proposal is submitted for approval to the Graduate Division of the school or college housing the proposed program. If the proposed program involves substantial contributions from more than one school or college, it must be submitted for approval to the Graduate Division of each. If the proposal is accepted, the student may pursue the program, subject only to the degree requirements specified therein and the general Graduate School requirements.

Specific information may be obtained from Graduate Division offices or from the Graduate School.

### Combined Medical and Master's Degrees

Graduate students in the basic medical science departments in the School of Medicine are enrolled, for the most part, only in graduate programs. Outstanding medical students, however, are allowed to participate in work leading jointly to the M.D. degree and a graduate degree. A student admitted to both schools may enroll concurrently in courses in the respective schools, provided the regular medical course load is reduced to compensate for the added graduate work. The student should discuss concurrent enrollment with the chair or graduate adviser of the basic science department; departmental policies vary. All requirements for the degrees must be met (both for the Graduate School and the department involved), but within these limitations, superior students may be able to complete the joint degree program in less time than the total required for the two degrees to be earned separately. For the master's degree, a student must complete graduate work equivalent to at least one academic year in addition to the time spent on the medical curriculum. A structured joint degree program between the M.D. and Master of Public Health is offered.

### Doctoral Degree Requirements

The sections immediately following list the general and common requirements for doctoral degrees. Specific degree requirements, including requirements for the professional doctoral degrees, set by specific departments, programs, and schools, appear in the sections of the catalog devoted to those units.

#### Doctor of Philosophy

This section lists KU regulations common to the administration of all doctoral programs. The particular application, interpretation, or method of implementation of such a common element for individual degree programs and departments is, in certain cases, left to the faculty of the department or the degree program (e.g., Research Skills). Additional requirements specific to each degree, along with variations permitting each student to achieve particular academic goals, are listed in the chapter of this catalog for the school through which the degree program is offered.

It is the student's responsibility to become thoroughly acquainted with all degree requirements, both the general ones and those that are specific to the student's own department and school.

When a department or program requests its Graduate Division to schedule a comprehensive oral examination or a final oral examination for a student, it must report on the student's completion of both the general requirements prescribed by the Graduate School and the specific requirements of the degree program, department, and school. The degree program and Graduate Division should ascertain that the graduate student is in good academic standing (3.0 or higher grade-point average) before scheduling a comprehensive oral examination or a final oral examination.

Doctoral students completing all their degree requirements within the first week of summer session or within the first two weeks of the fall or spring semester are not required to be enrolled for that term.

**1. Application and Admission.** A student who seeks admission to a doctoral program must apply to the de-

partment and school offering the desired degree. Upon admission, the student is known as an aspirant for the degree and remains so designated until successful completion of the comprehensive oral examination. After passing that examination, the student is designated a candidate for the degree.

**2. Program Time Constraints.** *Minimum Tenure:* The student must spend three full academic years, or the bona fide equivalent thereof, in resident study at this or some other approved university, including the time spent in attaining the master's degree. Resident study at less than full time requires a correspondingly longer period, but the requirement is not measured merely in hours of enrollment. Since the Graduate School does not prescribe a minimum number of hours for the degree, no transfer of credit is appropriate. However, departments take relevant prior graduate work into consideration in setting up programs of study leading to the doctorate.

*Residence Requirement:* Two semesters, which may include one summer session, must be spent in resident study at KU. During this period, the student must be involved full time in academic or professional pursuits, which may include an appointment for teaching or research if it is directed specifically toward degree objectives. Enrollment in approved distance-learning courses offered through KU cannot be used to meet the doctoral residency requirement. The student must be enrolled in a minimum of 6 credit hours per semester, and the increased research involvement must be fully supported and documented by the dissertation supervisor as contributing to the student's dissertation or program objectives. Research must be performed under the direct supervision of the major adviser if on campus, or with adequate liaison if off campus.

**Note:** These are minimum Graduate School residence requirements. Please check with the Graduate Division of your school or college for any additional requirements.

*Maximum Tenure:* After being admitted to doctoral programs at KU, students complete all degree requirements in eight years. In cases in which compelling circumstances recommend a one-year extension, the Graduate Division has authority to grant the extension on the written advice of the department and dissertation committee. Students who complete the master's degree at KU and subsequently begin doctoral studies have a maximum total enrolled time of 10 years to complete both degrees. Normal expectations, however, are that most master's degrees (excluding some professional terminal degrees) should be completed in two years of full-time study, and both master's and doctorate in six years of full-time study. Some departments may have more stringent time restrictions. Students should inquire about the policy in effect in the department in which they plan to study.

A student in any of the above categories may petition the Graduate Division through the department for a leave of absence during either the pre- or post-comprehensive period to pursue full-time professional activities related to the doctoral program and long-range professional goals. Leaves of absence also may be granted because of illness or other emergency. Ordinarily a leave of absence is granted for one year, with the possibility of extension upon request. After an absence of five years, however, a doctoral aspirant or can-

The University of Kansas Edwards Campus is at 12600 Quivira Rd., Overland Park, KS 66213-2402, phone (from Lawrence): 864-8400 or (913) 897-8400, <http://edwardscampus.ku.edu>.

KU was named one of the best college values in the nation in the *Student Guide to America's 100 Best College Buys*.

didate loses status as such and must apply for readmission to the program and the Graduate Division.

**3. Research Skills.** Specific research skills requirements vary with departments and programs, but all reflect the Graduate School expectation of a significant research skill component distinct from, but strongly supportive of, the dissertation. Traditionally, a reading knowledge of two foreign (non-English) languages, a demonstrated competence in reading, writing, and speaking in one foreign language, or a reading knowledge of one foreign language and demonstrated proficiency in some other research skill, such as computer science, has been required. However, some programs have found it appropriate to regard formal training in ancillary areas as research skills, or within a broad spectrum of skills, to fit research training to the needs of the individual student. A statement concerning research skills should appear in each departmental or program section of this catalog and in any graduate study guides issued by departments, programs, or schools.

When the aspirant has met the requirements for research skills recommended by the program and approved by the school, the program must report this fact to the Graduate Division on the appropriate form, certifying that the student is prepared to proceed to the comprehensive oral examination. If a program requires research skills that are tested separately from the program, completion of each requirement should be reported immediately to the Graduate Division so that it may be recorded on the student's permanent record.

Because foreign language and computer science competences are the most commonly used research skills requirements, the formal procedures that have been established for demonstration of these competences are listed here for guidance.

*Foreign Language:* An aspirant who wishes to demonstrate a reading knowledge of a foreign language ordinarily may do so in one of two ways: (1) pass a language examination devised and administered by the student's own department in consultation with the appropriate KU language department or (2) complete FREN 100, GERM 101, ITAL 100, SCAN 101, SLAV 101, or SPAN 100 with a grade of C or higher, or LAT 101 with a grade of B or higher. If some other language is proposed, arrangements should be made through the major or departmental adviser with the appropriate language department or competent testing authority. Some departments accept as language competence evidence of having passed the College proficiency examination or 16 hours in a single language taken at this or another university as a graduate or undergraduate student. Requirements for demonstrating competence in reading, writing, and speaking one foreign language are set by the language departments. The student should ask these departments for further information and advice. In all cases, the Graduate Division should be notified which method each student has used to satisfy this requirement.

A student whose native language is not English may use the native language to fulfill the language requirement only if the language is considered an adequate research tool for his or her program.

*Computer Science:* To establish competence in computer science, a student must (a) demonstrate proficiency in a commonly used programming language

and (b) create at least one original program on a problem that is certified by the major department as important and relevant to the field of study.

As specified by the department, requirement (a) may be met by passing an examination developed and administered by the Department of Electrical Engineering and Computer Science or by satisfactorily completing an appropriate course in computer science. In consultation with the department, the Department of Electrical Engineering and Computer Science provides certification of requirement (b).

**4. Comprehensive Oral Examination.** When a doctoral aspirant has completed the major portion of the course work at a level satisfactory to the major department and school and met all other departmental, school, and Graduate School requirements prerequisite to the comprehensive oral examination, including the research skills requirement as appropriately applied and established for the student's particular program, the department must request the Graduate Division of its school to schedule the comprehensive oral examination. It should be determined that the student is in good academic standing (3.0 or higher grade-point average) before scheduling the examination. The examination request must be submitted in advance of the examination date by at least the period specified by the Graduate Division, normally a minimum of two weeks. The Graduate Division ascertains whether all pertinent requirements have been satisfied and if reports of any previously scheduled comprehensive oral examinations have been properly submitted and recorded.

The committee for the comprehensive oral examination must consist of at least five members, all of whom must be members of the Graduate Faculty. Its members are appointed by the Graduate Division of the school or college on the basis of nominations submitted by the department. At least one member must be from a department other than the aspirant's major department. This member represents the Graduate School and must be a regular member of the Graduate Faculty. The Graduate School representative is a voting member of the committee, has full right to participate in the examination, and reports any unsatisfactory or irregular aspects of the examination to the committee chair, department chair, Graduate Division, and Graduate School. The examination may be scheduled provided that at least five months have elapsed from the time of the aspirant's first enrollment at KU.

The comprehensive oral examination covers the major field and any extradepartmental work for which the department wishes to hold the aspirant responsible. For every scheduled examination, the department reports a grade of Honors, Satisfactory, or Unsatisfactory. If the aspirant receives a grade of Unsatisfactory on the comprehensive oral examination, it may be repeated on the recommendation of the department, but under no circumstances may it be taken more than three times. In any case, the examination may not be repeated until at least 90 days have elapsed since the last unsuccessful attempt.

**5. Candidacy. Dissertation Committee:** Upon passing the comprehensive oral examination, the aspirant becomes a candidate for the doctorate. If it has not begun before, the traditional, close student-mentor apprenticeship relationship comes into being. The student is

expected to learn by both precept and example of the mentor, and often in collaboration. The chosen field of scholarship is explored using acquired research tools. The principles and customs of academic inquiry and the codes of ethics traditional to the various disciplines and professional fields become part of the student's thinking and working.

When the student passes the comprehensive oral examination, the Graduate Division of the appropriate school designates the candidate's dissertation committee based on the recommendations of the candidate's major department. The dissertation committee must consist of at least three members and may include members from other departments and divisions or, on occasion, members from outside the university. All members of the committee must be chosen from the Graduate Faculty, and the chair must, in addition, be authorized to chair doctoral dissertations. A prospective member of the committee from outside the university must have gained appointment as an *Ad hoc* member of the Graduate Faculty before appointment to the committee.

**Post-comprehensive Enrollment:** After passing the comprehensive oral examination for a doctoral degree, the candidate must be continuously enrolled, including summer sessions, until all requirements for the degree are completed, and each enrollment must reflect as accurately as possible the candidate's demands on faculty time and university facilities. During this time, until all requirements for the degree are completed (including the filing of the dissertation) or until 18 post-comprehensive hours have been completed (whichever comes first), the candidate must enroll for a minimum of 6 hours a semester and 3 hours a summer session.

Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive oral examination has been passed. If after 18 hours of post-comprehensive enrollment the degree is not completed, the candidate must continue to enroll each semester and each summer session until all degree requirements have been met. The number of hours of each enrollment must be determined by the candidate's adviser and must reflect as accurately as possible the candidate's demands on faculty time and university facilities.

**6. Dissertation.** The candidate must present a dissertation showing the planning, conduct, and results of original research and scholarly creativity. The purpose of the dissertation is to encourage and assure the development of broad intellectual capabilities as well as to demonstrate an intensive focus on a problem or research area. The dissertation itself should be an evident product of the candidate's growth and attainment of the ability to identify significant problems; organize, analyze, and communicate scholarly results; and bring to bear on a useful area of interest a variety of research skills and scholarly or creative processes. It must show some original accomplishment, but it should also demonstrate without doubt the candidate's potential to make future contributions to knowledge and understanding.

The dissertation is to be a coherent scholarly work, not a collage of separate, distinct pieces. Its unity of theme and treatment may still accommodate several subtopics by demonstrating their relationships and interactions. If previously published material by other authors is included in the dissertation, it must be quoted

and documented. It should be noted that prior publication does not guarantee acceptance of the dissertation by the dissertation committee. Final acceptance of the dissertation is subject to the approval of the dissertation committee. The dissertation—or one or more substantial portions of it, often rewritten—is expected to be publishable and indeed to be published (see Dissertation Submission and Publication section).

Both the dissertation research and the dissertation itself are to be completed under the guidance and direction of the committee appointed as described above. Instructions about the proper form of the dissertation may be obtained from the Graduate School or from the Graduate Division of each program. Candidates and faculty members are reminded that the dissertation is to be a coherent, logically organized scholarly document. Because the demands and practices of different disciplines are varied, the format is somewhat flexibly described, and moderate departures from the norm are allowed when justified by the nature of the work or the circumstances of presentation. Any substantial divergences must be approved in advance as prescribed by the instructions, and candidates and faculty members are urged to seek early approval to avoid last-minute disappointments over unacceptable format or reproduction.

**7. Final Oral Examination.** Completion of the dissertation is the culminating academic phase of a doctoral program, climaxed by the final oral examination and defense of the dissertation. In all but the rarest cases, tentative approval of the dissertation is followed promptly by the final oral examination, and the examination is followed promptly by submission of the signed dissertation to the Graduate Division, with assurance that all degree requirements have been met.

When the completed dissertation has been accepted by the committee in final draft form, and all other degree requirements have been satisfied, the chair of the committee requests the Graduate Division to schedule the final oral examination. This request must be made in advance of the desired examination by at least the period specified by the Graduate Division (normally at least three weeks). The submission of the request must allow sufficient time to publicize the examination so that interested members of the university community may attend. At least five months must elapse between the successful completion of the comprehensive oral examination and the date of the final oral examination.

The committee for the final oral examination must consist of at least five members (the members of the dissertation committee plus other members of the Graduate Faculty recommended by the committee chair and the department and appointed by the Graduate Division). At least one member must be from a department other than the major department. This member represents the Graduate School and must be a regular member of the Graduate Faculty. Before the examination, the Graduate Division provides a list of responsibilities to the Graduate School representative. The Graduate School representative is a voting member of the committee, has full right to participate in the examination, and provides a written report on any unsatisfactory or irregular aspects of the examination to the committee chair, department chair, Graduate Division, and Graduate School. The Graduate Division ascer-

The online Timetable is the official listing of courses offered each semester. It is available at [www.registrar.ku.edu/timetable](http://www.registrar.ku.edu/timetable).

The first chapters of Phi Beta Kappa and Sigma Xi west of the Mississippi were chartered at KU.

Lawrence ranked ninth in the nation among smaller metro areas on the 2002 Forbes/Milken Best Places for Business and Careers list.

tains whether all other degree requirements have been met and if reports of any previously scheduled final oral examinations have been submitted and recorded. Upon approval of the request, the final oral examination is scheduled at the time and place designated by the Graduate Division. This information must be published in a news medium as prescribed by the Graduate Faculty. Interested members of the university community are encouraged to attend these examinations.

For every scheduled final oral examination, the department reports to the Graduate Division a grade of Honors, Satisfactory, or Unsatisfactory for the candidate's performance. If an Unsatisfactory grade is reported, the candidate may be allowed to repeat the examination on the recommendation of the department.

**8. Dissertation Submission and Publication.** When the final oral examination has been passed and the dissertation has been signed by the members of the dissertation committee, two unbound copies and an additional abstract (not more than 350 words) are to be delivered to the Graduate Division so that completion of degree requirements may be officially certified. In addition, the candidate must arrange publication of the dissertation, either through the customary procedure of publication of the abstract in "Dissertation Abstracts International" and microfilming of the dissertation through University Microfilms or through alternate approved methods for publication. Information on publication procedures may be secured from the Graduate School.

The student must be the author of the dissertation, and every publication from it must naturally indicate that authorship. However, practices vary among disciplines, and even among scholars in a given field, as to whether the mentor's name may appear as a co-author and whether as senior or junior, on the published dissertation, usually revised, or on articles prepared from it. Clear understandings in individual cases are expected to derive from the apprenticeship period, when the inculcation of ethical practices in the student best results from their regular application by the mentor.

#### Ph.D. with a Major in Special Studies

The student seeking to enter the special studies program must have an outstanding academic record (a grade-point average of 3.75 or higher on a 4.0 scale for graduate courses or a grade-point average of 3.5 or higher on a 4.0 scale for undergraduate courses if no graduate courses have been taken) and must be admitted to and enrolled in a graduate program at KU at the time of application. A graduate student who has failed to maintain the required grade-point average is not eligible for the special studies program. A student is not eligible for this program if he or she has tried and failed to achieve candidacy in a regular graduate department or program at KU.

The student is expected to assume the initiative in determining his or her potential eligibility through consultation with graduate advisers and, if deemed eligible, in forming an advisory committee and preparing documentation to support the application.

**Preadmission Procedures.** To enter the program, a student should

1. Determine that KU offers courses and research in the areas appropriate to the student's interest.

2. Prepare a tentative study plan based on those offerings to serve as a basis for initial discussion.

3. Approach a professor whose interests are comparable to those of the student and request that he or she act as adviser. Normally this professor is a faculty member of the program of principal interest to the student. It is essential that this program be one that grants doctorates and that the selected professor be authorized to chair doctoral dissertation committees.

4. Upon agreement by the professor to serve as adviser, the student should assemble an advisory committee of at least three additional professors representing the disciplines covered in the special program. At least two disciplines or departments must be represented.

5. In conjunction with the adviser and the committee, the student prepares a proposal for study, including

- (a) A statement, with supporting documentation, that the proposed special studies Ph.D. cannot be accomplished through established programs.
- (b) A definition of the field of study incorporating in a consistent way a description of the contribution of each included discipline to the broader field.
- (c) An outline of the course of study, indicating substantive work in the fields represented. Readings courses and independent study do not substitute for regular courses.
- (d) A description of the method for satisfying research skills requirements.
- (e) A description of the comprehensive examination procedures (nature of the examinations and possible examining committee).
- (f) A description, to the extent possible, of the nature of the field in which a dissertation might be written, indicating the respective contributions of the selected disciplines to the final product.
- (g) Attach the following: (i) complete transcripts of all previous work, (ii) a cover sheet, signed by committee members, indicating their support of the proposal, (iii) letters of recommendation and other appropriate supporting documents.

**Note:** Diplomas and transcripts indicate the degree awarded as "Ph.D. in Special Studies" and do not specify the area of specialization.

**Admission and Review Procedure.** Upon completion of the above, the student must present to the Graduate School the application for admission to the special studies program. At that time, a review committee is appointed by the Graduate School, chaired by the Dean of the Graduate School (or the Dean's designate) and consisting of (a) Dean(s) or Director(s) of Graduate Studies (or their designates) for the school(s) involved in the interdisciplinary undertaking and (b) two or more doctoral chairing faculty members (from unrelated fields) who are members of the Graduate Council, at least one of whom must represent a discipline not involved in the special studies program under consideration.

The Graduate School committee reviews the documents and may, if necessary, interview the student and the adviser for clarification and additional information or to discuss suggested revisions to the proposal.

**Approved Program Implementation.** Upon acceptance of the proposal and admission to the special program, the student is admitted to the school of the major adviser to facilitate record keeping and to provide a central administrative office. The director of graduate studies of that school must enroll the student and monitor the program and, along with the major adviser, must make periodic reports to the Graduate School on the student's progress. These reports are distributed to the directors of other involved programs along with a request to supply any additional information regarding the student's performance. Proposals for major deviations from the approved course of study must be submitted to the Graduate School for review by that office and by the graduate studies office(s) of the in-

Persons with disabilities can receive assistance from Services for Students with Disabilities, 135 Strong Hall, 1450 Jayhawk Blvd., Lawrence, KS 66045-7535, (785) 864-2620 (Voice/TTY).

Information and certification services for eligible veterans and their dependents are available in 121 Strong Hall in Lawrence and 3001 Student Center on the KU Medical Center campus.

involved school(s). It is understood that no additional requirements unique to traditional graduate programs of the involved school(s) or departments may be imposed unless stated explicitly in the approved study plan.

All basic Graduate School rules and requirements for the Doctor of Philosophy degree apply to special studies doctoral programs. These include program time constraints, residence requirement, post-comprehensive enrollment, final oral examination, dissertation submission and publication, grade-point average, etc. (See Doctoral Degree Requirements, Doctor of Philosophy, in this chapter of the catalog.)

#### Combined Medical and Doctoral Degrees

Outstanding medical students who are qualified to do so may participate concurrently in work leading to the medical degree and the Ph.D. For the Ph.D. degree, a student must complete graduate work equivalent to that requiring at least three academic years in addition to the time spent on the medical curriculum.

Credit hours obtained in the medical curriculum cannot be transferred as graduate credit hours toward the requirements for the Ph.D. degree, although recognition of satisfactory performance in appropriate medical courses may be given by the involved basic medical science department when formulating the student's additional graduate curriculum for the Ph.D. All the requirements for the respective degrees, both of the Graduate School and of the basic medical science department, must be met.

### Special Sessions and Programs

#### Graduate Work in the Summer Session

Graduate students in the summer session are subject to the same scholastic requirements as during the regular academic year. Students desiring graduate credit for summer work must enroll in the Graduate School. Attendance at four summer sessions, each one-half a semester in length, is considered the equivalent of one year for the purpose of satisfying the minimum requirement for a master's degree.

#### Extramural (Off-campus) Graduate Study

With the approval of the Graduate Council, off-campus centers may be established to permit students to work for graduate residence credit (credit that counts toward a graduate degree). Extramural centers must meet established criteria for faculty, students, programs, resources (library and laboratory, etc.), and administration. Centers for extramural programs have been approved in Asolo, Italy (business); the U.S. Army Command and General Staff College at Fort Leavenworth (journalism); the KU Public Management Center at Topeka (public administration and civil engineering); and the KU Edwards Campus for graduate studies generally in the Kansas City area. Write to KU's Edwards Campus, 12600 Quivira Rd., Overland Park, KS 66213-2402, 864-8400 or (913) 897-8400. Residence credit courses (education and human development) are offered in the Leavenworth public school system, although it is not fully recognized as a center.

The Schiefelbusch Institute for Life Span Studies coordinates KU extramural programs at the Kansas Mental Retardation Research Center at Parsons State Hospital and Training Center in Parsons, Kansas. These pro-

grams are offered by the School of Education, the Department of Human Development and Family Life, and the Intercampus Program in Communicative Disorders.

**Admission.** All students who enroll in off-campus graduate study and expect to receive graduate credit must gain admission to KU's Graduate School through the appropriate program and Graduate Division. If the student is not already admitted, the admission process should preferably be initiated at least six weeks before enrollment, by submission of a completed application form, accompanied by transcripts and other required documents. Application is made to the program in which a graduate degree is desired or, if no degree is desired, to the Graduate Division in which special interest is held. A baccalaureate degree from a regionally accredited college or university is required.

It is sometimes possible to gain limited admission through a simplified procedure whereby students fill out an application form and present evidence of holding the baccalaureate. Students so admitted are placed in a special, nondegree category. If the student decides to work toward a graduate degree, only a limited number of hours taken in this category may be approved to apply toward the KU degree.

If admission to the Graduate School was not gained at the time of first enrollment, the student may be permitted to enroll in a special undergraduate category. However, the graduate admission process should be started immediately since, if the student is not officially admitted by the deadline of the individual Graduate Divisions (or if no deadline is set, before the end of the course), credit is recorded as undergraduate. Graduate status may not be awarded retroactively for course work after a semester has ended or after completion of a distance-learning course. For courses of short duration (less than one semester), early admission is particularly urgent. Being permitted to enroll in a graduate-level course without first being admitted as a graduate student does not guarantee admission to graduate status.

Criteria for admission and categories of admission are described under Admission in this chapter.

#### Continuing Education Classes and Centers

A student who has a baccalaureate degree and wishes to take graduate courses but not to earn a graduate degree may enroll as a special graduate student in continuing education courses. Many of these may be approved for graduate credit. A student admitted for graduate work under special, nondegree status who subsequently decides to seek a graduate degree may apply for admission as a regular student. The major department makes a recommendation concerning which, if any, of the continuing education courses already completed may count toward an advanced degree. Transferred credit and graduate continuing education credit including distance-learning courses (limited to KU) together may not exceed 6 hours (8 hours if the student holds a baccalaureate degree from KU), and they must not be the last hours required for the degree.

No distance-learning courses or continuing education credit earned elsewhere may be transferred to a student's record to count toward an advanced degree. Enrollment in approved distance-learning courses offered through KU cannot be used to fulfill the doctoral residency requirement. For maximum combined dis-

tance-learning courses and transferred credits, see Credit by Transfer in this chapter of the catalog.

### Extramural Independent Study/Distance Learning (Correspondence)

No graduate credit is given for correspondence courses outside of those approved and offered by KU under these distance-education guidelines: Distance learning courses (Internet, interactive television, video, continuing education courses, and others) may be offered for graduate credit only if they are assigned a line number, taught by a member of the KU graduate faculty, approved by the dean of the school or college offering the course, and confirmed by the dean of the Graduate School.

## General Regulations

### Course Numbering System

Courses that may give graduate credit are numbered according to the following scheme:

**Courses numbered 500-699** are designed primarily for juniors and seniors, but are also taken by some graduate students who have fewer than 30 hours of graduate credit.

**Courses numbered 700-799** are designed primarily for graduate students who have fewer than 30 hours of graduate credit, but they are also taken by some undergraduates.

**Courses numbered 800-899** are designed primarily for graduate students who have fewer than 30 hours of graduate credit.

**Courses numbered 900-999** are designed primarily for graduate students who have 30 or more hours of graduate credit.

Courses that contain a mixture of undergraduate and graduate students should set requirements for graduate credit beyond or different from the requirements for undergraduate credit. No course, regardless of its number, can give graduate credit unless it has been approved for graduate credit by the appropriate Graduate Division or the Graduate School and is taught by a person holding a current appointment to the Graduate Faculty.

### Credit by Examination

The Graduate School does not accept credit by examination.

### Credit by Transfer

Six hours of graduate credit (but not distance-learning courses) taken at a regionally accredited graduate school may be transferred and applied to a program leading to one of the master's degrees, if the transfer has the approval of the major department and the appropriate school. Eight hours may be approved for transfer if the student holds a baccalaureate degree from KU. Transferred credit and graduate continuing education credit including distance-learning courses (limited to KU courses) together may not exceed 6 hours—or 8 hours if the condition just indicated is met—and they must not be the last hours required for the degree. Only work graded B (3.0 on a 4.0 scale) or higher may be transferred. KU does not accept transfer credit from other institutions for graduate-level courses completed in institutes and workshops or given for life/work experience.

No courses taken for undergraduate or post-baccalaureate (nongraduate) credit either at KU or elsewhere may be transferred to KU to count toward an advanced degree.

Courses that were counted toward meeting the requirements of a graduate degree, completed either at KU or at another institution, may not be used toward meeting the requirements for an additional advanced degree at KU.

No credit is actually transferred toward the doctorate, but departments take relevant prior graduate work into consideration in setting up programs of study.

### Enrollment

The normal full-time enrollment for a graduate student is 9 credit hours per semester or 6 hours per summer session. Students are not normally permitted to enroll for more than 16 hours a semester or more than 8 hours in summer session. If a student is on the staff, the hours of enrollment should be limited accordingly—usually to no more than 10 hours for a half-time or 6 hours for a full-time staff member. The enrollment of those with foreign student (F-1) visas must conform to the minima established by the regulations of the Immigration and Naturalization Service. International students must conform to the residence requirements of the Graduate School, even if the minimal enrollments of the INS are lower.

**Online Enrollment.** The Office of the University Registrar offers enrollment online. For information and procedures, see [www.registrar.ku.edu/timetable](http://www.registrar.ku.edu/timetable).

**Full-time Student Classification and Residence Requirement.** The following student loads for course work and/or appointments at KU for teaching or research represent full-time graduate student status for degree-seeking students for purposes of qualifying for fellowship tenure, student loan deferment, and similar certification, and for meeting residence requirements for doctoral degrees. (These are minimum Graduate School residence requirements. Please check with the Graduate Division of your school or college for additional requirements.) Those on foreign student (F-1) visas holding assistantships must meet INS requirements. See Enrollment, above.

9 credit hours

6 credit hours and half-time teaching or research at KU

These figures are the minimum number of credit hours a student may carry and still be certified full time. A student may enroll for more hours with the approval of the department or program adviser, within general guidelines. Degree-seeking graduate students who are employed more than half time must be enrolled for at least 6 hours per semester to be certified as full-time students. For a student who is a full-time employee at KU to fulfill the residence requirement, the KU employment must contribute substantially to the student's graduate program. For additional information on residence requirements for doctoral degrees, see the requirements for those degrees.

### Grading

The basic system in the Graduate School is an A, B, C, D, F system, where A designates above-average graduate work; B, average graduate work; C, passing but not average graduate work (C– is not considered a passing grade); D and F, failing graduate work. C–, D, and F work does not count toward a degree.

The letter P is used only to indicate participation in thesis, dissertation, and research enrollments (related to thesis or dissertation), and in the first semester enrollment of a two-semester sequence course. In any se-

The Sexual Assault Prevention and Education Program, (785) 864-3552, offers victim advocacy, peer education programs, and resources and literature on sexual assault and sexual violence prevention. Recorded referral information is available after hours.

All enrolled students are subject to the Board of Regents and KU Intellectual Property Policies.

mester, an instructor may, at his or her option, assign a letter grade of A, B, C, D, or F when evidence about performance is available. Upon completion of thesis/dissertation or research hours leading to a master's or doctoral degree, the P remains on the final transcript except for the last semester of enrollment. A letter grade (A, B, C, D, or F) is assigned in the last semester of enrollment to characterize the quality of the final product. The I grade is not appropriate for enrollment in thesis, dissertation, or research, and is not accepted.

For enrollments other than thesis, dissertation, or research, the letter I indicates course work that has been of passing quality, some part of which is, for good reason, unfinished. The grade of I for graduate courses remains unchanged on the student's record except that, should the student subsequently complete the course work, the instructor would then change the I to a letter grade: A, B, C, D, or F.

The grades of S and U may be used to designate satisfactory and unsatisfactory performance, respectively, in continuing education, workshop, and institute courses upon the recommendation of the department offering the course. No more than 6 hours total of graduate courses graded S are permitted to count toward a degree.

In courses numbered 800 or above for which specific authorization has been given, the instructor may report a grade of S for students who have satisfactorily attended the course but for whom it has not been possible to evaluate the quality of performance.

Once the S grade for a particular course (or a particular faculty member's section of a multi-section course) has been recommended by the department and approved by the Graduate Division and Graduate School, it must be applied to the entire student enrollment in the course or section. This applies to those 800- or 900-level courses eligible for the S grade (or its alternative of F), as well as to Continuing Education, institute, and workshop courses. The S and U grades are not used in computing the grade-point average.

The Credit/No Credit option is not authorized for graduate students' enrollments, including, but not limited to, courses taken to fulfill the research skills requirements, undergraduate deficiencies, etc.

The individual schools have the option of using or not using +/-, according to the policy adopted by the particular school. B- does not represent satisfactory work in the Graduate School.

In the Graduate School grading system defined above, at least a B average is required on course work counted toward any of the master's degrees or the Specialist in Education degree at KU, and only courses graded A, B, or C (excluding C-) may be so counted. Course work counted toward a doctorate, including that for a master's degree if obtained at KU, should average better than a B. Courses graded P, S, U, or I are excluded from the computation of the average.

Performance is graded Honors, Satisfactory, or Unsatisfactory for the following examinations:

1. The general examination for the master's degree.
2. The general examination for the degree of Specialist in Education.
3. The comprehensive oral examination for the doctorate.
4. The final examination for the doctorate.

**Probation.** Upon falling below a cumulative graduate grade-point average of B, computed with the inclusion of grades earned at KU for all courses acceptable for graduate credit, the student is placed on probation by the Graduate Division of the school or the Graduate School. The grades of P, S, U, and I, for which no numerical equivalents are defined, are excluded from the computation. If the student's overall graduate average has been raised to B by the end of the next semester of enrollment after being placed on probation, the student may be returned to regular status. If not, the student will not be permitted to re-enroll in the Graduate School unless the Graduate Division or the Graduate School acts favorably on a departmental recommendation for the student to continue study.

If admitted on probation, a student must earn an overall graduate average of at least B during the first semester of enrollment (in which case the student is considered to have achieved regular status) to be permitted to re-enroll. A student admitted on probation who fails to earn a B average in the first semester is not permitted to re-enroll. When the particular circumstances are deemed to justify continuation, and upon the recommendation of the department or program, such a student may be continued on probation by the Graduate Division or the Graduate School for one additional semester equivalent of full-time graduate study.

#### Graduate Credit

Three conditions must be met for a student to receive graduate credit for work satisfactorily completed at KU:

1. The student must have gained admission to the Graduate School.
2. The course must have been approved by the Graduate School for the award of graduate credit.
3. The instructor must have gained appointment to the Graduate Faculty.

Courses on permanent records that are assigned the course classification codes of S (social welfare) and L (law) do not earn graduate credit and are not reflected in computation of the grade-point average.

#### Grievances

A graduate student who believes himself or herself to be unfairly or unlawfully treated in an academic matter may present a grievance to the academic department or program chair. Each academic unit, all Graduate Divisions, and the College have established grievance policies and procedures. Appeal of a grievance heard at one of these levels is made to the Judicial Board. The Graduate School has established a set of guidelines for graduate student petitions in certain categories that may not be under the jurisdiction of other hearing bodies. The Executive Committee of the Graduate Council has identified two categories as the purview of the Graduate School:

1. Cases involving the Graduate Divisions of two or more schools or colleges.
2. Cases involving the interpretation of Graduate School policy as it pertains to the Graduate Division of a school or college.

For disputes involving alleged academic misconduct or alleged violations of student rights, the initial hearing normally is held at the unit level. There is an option to hold an initial hearing at the Judicial Board level if both parties agree, or if either party petitions

the Judicial Board chair to hold the hearing at the Judicial Board level and the petition is granted. The petition must state why a fair hearing cannot be obtained at the unit level; the opposing party has an opportunity to respond to the petition.

For information on these guidelines, contact the Graduate School, (785) 864-6161.

### Intellectual Property Policy

All enrolled students are subject to the Board of Regents and KU Intellectual Property Policies. The ownership of student works submitted in fulfillment of academic requirements is retained by the creator(s). By enrolling, the student gives the institution a nonexclusive royalty-free license to mark on, modify, retain the work in the process of instruction, or otherwise handle the work, as set out in the institution's Intellectual Property Policy or in the course syllabus. The institution does not have the right to use the work in any other manner without the written consent of the creator(s). The policy is available in its entirety at the Provost's Web site: [www.ku.edu/~provost](http://www.ku.edu/~provost).

### Language and Research Skills Requirements (Doctoral Degrees)

See Doctoral Degree Programs.

### Language Requirements (Master's Degrees)

The Graduate School has no language requirement for any of the master's degrees, but some departments and programs have such a requirement. Applicants should consult their prospective departments.

### Leave of Absence (Doctoral Students)

A doctoral student may petition his or her Graduate Division or the Graduate School through the department for a leave of absence during either the pre- or post-comprehensive period to pursue full-time professional activities related to the doctoral program and long-range professional goals. Leaves of absence also may be granted because of illness or other emergency. Ordinarily a leave of absence is granted for one year with the possibility of extension upon request. After an absence of five years, a doctoral aspirant or candidate loses status as such and must apply for readmission to the program and the Graduate Division.

### School, Division, and Level Codes for Graduate Students

All graduate students (except seniors co-enrolled with the Graduate School) are assigned school, division, and level codes from this list:

|   |   |
|---|---|
| Graduate School code .....                  | G |
| School/College codes:                       |   |
| Liberal Arts & Sciences .....               | A |
| Business .....                              | B |
| Education .....                             | D |
| Engineering .....                           | E |
| Fine Arts .....                             | F |
| Allied Health .....                         | H |
| Journalism and Mass Communications .....    | J |
| Medicine .....                              | M |
| Nursing .....                               | N |
| Pharmacy .....                              | P |
| Architecture and Urban Design .....         | R |
| Social Welfare (Ph.D. students only) .....  | S |
| Continuing Education (nondegree only) ..... | Z |

### Level codes:

|   |   |
|---|---|
| Degree-seeking students admitted to regular, probationary, and provisional status:                                |   |
| Lower-level students, those who have completed fewer than 30 hours of graduate credit .....                       | 0 |
| Upper-level students, those who have completed 30 or more hours of graduate credit .....                          | 6 |
| Nondegree students, those who have been admitted to nondegree A or C categories or Continuing Education (Z) ..... | 9 |

### Seniors and Graduate Study (Coenrollment)

Seniors at KU who will complete the requirements for a baccalaureate degree in a given semester, and who have very strong academic records (grade-point average higher than 3.0 on a 4.0 scale), may apply for contingent admission to the Graduate School and request the permission of the appropriate Graduate Division or the Graduate School to coenroll in the Graduate School for the final undergraduate semester. Seniors requesting the privilege of coenrollment must make formal application through the appropriate Graduate Division or the Graduate School for admission to the Graduate School.

If admission is approved, the student enrolls with undergraduate school and level codes. The Graduate Division is responsible for sending written notification to the University Registrar's office, designating which courses will earn graduate credit and which will earn undergraduate credit. The student's graduate permanent record begins with the first term of graduate enrollment following the awarding of the baccalaureate degree, although the coenrolled graduate credit applies to the graduate degree.

To meet the criteria of co-enrollment, the student must earn undergraduate credit for at least one class during the co-enrollment semester. Continuing Education courses cannot meet this requirement, because they have a nine-month completion time period.

Graduate courses completed beyond the initial semester of co-enrollment revert to undergraduate status if co-enrolled students fail to complete their undergraduate degrees in the specified semester.

### Special Conditions for Specified Types of Research

There are certain types of research or activities that may not be pursued unless specific prior approval and/or training has been obtained. The student's responsibilities for such activities are described below:

**1. Human Subjects Committee, Lawrence.** KU requires prior review by the Advisory Committee on Human Experimentation of all research projects involving human subjects. There are no exceptions. Although certain types of research may be exempt from record keeping, the committee decides which projects fall in the exempt class. It is the student's responsibility to become acquainted with KU guidelines for research involving human subjects, to submit an application, and to observe the conditions of the committee-approved application. Normally these guidelines first are discussed with the student's adviser, but students are encouraged to contact the HSCL Coordinator, David Hann, (785) 864-7429, [dhann@ku.edu](mailto:dhann@ku.edu), for information, applications, and instructions at any time. Expedited projects may be approved within one week. Committee-reviewed projects may take four weeks. Delays may be avoided by contacting David Hann before submitting applications.

**2. Research or classroom activities involving ionizing radiation sources or class 2, 3, or 4 lasers.** No student may handle sources or machines that emit ionizing radiation or class 2, 3, or 4 lasers unless that student has been appropriately trained and the Environment, Health, and Safety—Radiation Safety Service has verified, documented, and approved that training to be adequate for the proposed activities. Appropriate safety courses or training normally are available during each academic term. A source of ionizing radiation may be used only as specified in an approved permit issued by the EHS—Radiation Safety Service and/or the Laboratory Safety—Laser Safety Subcommittee. The student is responsible for knowing the conditions of the permit under which the activities will be carried out. Usually such activities will be

Tuition and fee rates are subject to change by the Kansas Board of Regents at any time. Current information is available from the Office of the University Registrar, Strong Hall, 1450 Jayhawk Blvd., Room 121, Lawrence, KS 66045-7535, (785) 864-4422, [www.registrar.ku.edu/fees](http://www.registrar.ku.edu/fees) or [www.ku.edu/tuition](http://www.ku.edu/tuition).

The KUMC Office of the Registrar is in 3001 Student Center, Mail Stop 4029, KU Medical Center, 3901 Rainbow Blvd., Kansas City, KS 66160, (913) 588-7055, [www2.kumc.edu/studserv/ro.htm](http://www2.kumc.edu/studserv/ro.htm).

discussed first with the research adviser or classroom instructor, but students may contact the EHS–Radiation Safety Service, (785) 864-4089, at any time.

**3. Research or classroom activities involving biohazards or hazardous chemicals.** No student may handle biohazards or hazardous chemicals unless that student has been appropriately trained by a qualified individual. (This may be an instructor, a research adviser or the Environment, Health, and Safety department.) Activities or projects involving the use of biohazards or hazardous chemicals require that the EHS department be notified. Some projects or activities may require an approved permit issued by the EHS department, the Laboratory Safety–Biosafety Subcommittee, or the Laboratory Safety–Chemical Safety Subcommittee. Recombinant DNA research must be approved by the Recombinant DNA committee. If the student's activities potentially involve biohazards or hazardous chemicals, prior consultation with the instructor, research adviser, or the EHS department concerning safe use and disposal requirements is mandatory. Contact EHS at (785) 864-4089.

**4. Research involving animals.** All research involving animals must be carried out by individuals appropriately trained as specified in federal regulations and approved by the Institutional Animal Care and Use Committee (IACUC). The staff of the Animal Care Unit (ACU) conducts orientation and training sessions at the beginning of every semester. IACUC policy requires attendance at such a session before working with animals. Faculty members are advised of meeting times. Although the student's adviser should be familiar with requirements, students may contact the ACU at (785) 864-5587, Lawrence, or (913) 588-7015, KU Medical Center, for information.

### Student Responsibilities

All graduate students are responsible for informing themselves of requirements of the Graduate School as stated in the most recent issue of the Graduate School Catalog. They are also expected to be familiar with the regulations and requirements of their Graduate Divisions and departments and of their graduate programs. Members of the Graduate Faculty and of the staffs of the Graduate Divisions and Graduate School office are ready to answer questions and offer counsel.

### Time Limit on Graduate Courses

See Program Time Constraints under Master's Degree Requirements and Doctoral Degree Requirements. See also Grading.

### Undergraduate Student Enrollment

Well-qualified undergraduate students may be permitted to enroll in 800- or 900- level courses for undergraduate credit with the approval of the instructor, the student's adviser, and the Graduate Division or Graduate School. The student must bring a course selection form, a letter of explanation and recommendation from the adviser, and current academic record to the Graduate Division or Graduate School for approval. If approved, the Graduate Division or Graduate School prepares and signs a Special Permission/Approval form, which the student must present to the staff in Enrollment Services in order to enroll in the courses. Courses taken for undergraduate credit may not be transferred to graduate credit.

### University Faculty and Advanced Degrees

Members of the university faculty having, or eligible for, tenure or holding any rank above that of instructor will not be granted degrees or certificates in the Graduate School. Because of the variety of appointments covered by such terms as Lecturer, Associate, or the like, every such case must be considered individually, with the student's department making a recommendation to the Graduate School before the student begins the graduate degree or certificate program, or for students already in graduate programs, before the appointment is made.

Although appointing departments are expected to bring this rule to the attention of prospective ap-

pointees who plan to seek degrees or certificates in the Graduate School, the responsibility for initiating a request for waiver of the rule lies with the student. The Graduate School may make waivers in rare cases where the student and his or her department demonstrate satisfactorily that circumstances and conditions assure freedom from conflict of interest and undue influence.

### Withdrawal from a Course

Complete information about withdrawing from a course is online at [www.registrar.ku.edu/timetable](http://www.registrar.ku.edu/timetable). Select "Add/Drop/Change of Section" to find current procedures. The Office of the University Registrar, Enrollment Services, 1450 Jayhawk Blvd, Room 151, Lawrence, KS 66045-7535, (785) 864-5462, [enrollment@ku.edu](mailto:enrollment@ku.edu), also can provide current information.

### Withdrawal from the University

Complete information about withdrawing from all classes is online at [www.registrar.ku.edu/timetable](http://www.registrar.ku.edu/timetable). Select "Withdrawal" to find withdrawal procedures. The Office of the University Registrar, Enrollment Services, 1450 Jayhawk Blvd, Room 151, Lawrence, KS 66045-7535, (785) 864-5462, [enrollment@ku.edu](mailto:enrollment@ku.edu), also can provide current information.

## Tuition and Fees

At the time of this printing, tuition and fee rates for academic year 2003-04 had not been established. Tuition and fees are assessed by the Office of the University Registrar on the Lawrence campus and the Office of the Registrar at the Medical Center in Kansas City. Rates vary for students at the Medical Center according to the programs in which they are enrolled. A full description of tuition and fees is available each semester at [www.registrar.ku.edu/timetable](http://www.registrar.ku.edu/timetable).

**Tuition and fees are set by the Kansas Board of Regents and are subject to change at any time.** Current information is available from the Office of the University Registrar, Strong Hall, 1450 Jayhawk Blvd., Room 121, Lawrence, KS 66045-7535, (785) 864-4422, or online at [www.registrar.ku.edu/fees](http://www.registrar.ku.edu/fees) or [www.ku.edu/tuition](http://www.ku.edu/tuition).

Graduate students who enroll in undergraduate-level courses (numbered 100 through 499) pay tuition at the undergraduate rate.

### Late Enrollment Fee

A charge of \$75 (which increases to \$150 after the fifth day of classes) is collected from students who enroll after the scheduled enrollment period ends. See [www.registrar.ku.edu/timetable](http://www.registrar.ku.edu/timetable) for applicable dates.

### Engineering Fee

A fee of \$15 per credit hour is charged for enrollment in all courses in the School of Engineering.

### Master's-level Business Fee

A fee of \$57.20 per credit hour is charged for enrollment in all master's-level business courses.

### Mediated Course Fee

Online courses are subject to a mediated course fee of \$30 per credit hour. Additional premium fees may be assessed for online courses with higher development and maintenance costs or greater market value.

### Pharmacy Fee

A fee of \$91.76 per credit hour is charged for enrollment in all courses in the School of Pharmacy.

### Payment of Tuition and Fees

Students must pay tuition and fees in full by the designated date each term in order to maintain their enrollments. Tuition and fees are assessed by the Office of the University Registrar for the Lawrence and Edwards Campuses and by the Office of the Registrar at the Medical Center in Kansas City. Tuition and fee rates vary for students according to the program in which the student is enrolled. A full description of applicable tuition, fees, and payment deadlines is available at [www.registrar.ku.edu/fees](http://www.registrar.ku.edu/fees).

Persons over the age of 60 may audit courses without paying tuition or the required campus fee at this and other Regents institutions in Kansas on a space-available basis and with consent of the instructor.

### Residency Requirements

Kansas statutes and Board of Regents regulations govern who qualifies for resident tuition. This description does not replace or supersede the Kansas statutes or Regents' regulations. For a copy of the statutes and regulations, write the Office of the University Registrar, Strong Hall, 1450 Jayhawk Blvd., Room 121, Lawrence, KS 66045-7535.

In general, you qualify for resident rates if you meet three basic criteria: (1) continuous physical residence in Kansas, (2) reliance on Kansas sources of support to meet living expenses, and (3) demonstrated intent to make Kansas your permanent home indefinitely and that you are residing in the state for purposes other than just educational. You must meet these criteria for 365 days before the first day of the semester in which you wish to pay resident rates. Those who meet the following criteria are also eligible for resident rates:

- Alumni or students of Haskell Indian Nations University.
- Kansas high school graduates who enroll at a Board of Regents institution within six months of high school graduation, who were residents for tuition and fee purposes at some point in the 12 months before graduation, and who remain continuously enrolled at a Board of Regents institution.
- Employees of Kansas Board of Regents institutions who are employed at least 40-percent time and are not seasonal, hourly, or temporary. Their dependents are also eligible.
- Employees who are transferred or recruited to Kansas and their dependents. This privilege is valid for one year.
- Military personnel and their dependents on full-time assignment at a Kansas base.
- Retired military personnel who were assigned to a Kansas base for at least two years, then retired or were honorably discharged and stayed in Kansas.

### Books and Supplies

The cost of new textbooks and supplies varies, but is about \$500 a year for most students.

### Reciprocal Agreements

By joint agreement of the Board of Regents of the state of Kansas and the Board of Curators of the University of Missouri, qualified students who would be eligible to pay only resident rates at the University of Missouri may enroll in certain educational programs at the University of Kansas at the rates paid by Kansas residents. Eligibility requirements include actively pursuing the degree and enrolling in required courses unique to the major.

These programs are the B.A. and M.A. in East Asian languages and cultures, B.A., M.A., and Ph.D. in

Slavic languages and literatures (not Russian), M.M.E. in music therapy, B.Arch., B.S. in architectural engineering, professional M.Arch., and Ph.D. in linguistics.

A reciprocal agreement between Kansas and Iowa allows a qualified Iowa student to enroll in KU's M.S. program in occupational therapy at resident rates.

### Financial Aid

For information about fellowships and scholarships, see The Graduate School and International Programs chapter of this catalog.

### Loans

KU's loan program for students is administered by the Office of Student Financial Aid, Strong Hall, 1450 Jayhawk Blvd., Room 50, Lawrence, KS 66045-7535.

### Tuition Payment

KU pays the tuition and 3 hours of campus fees of graduate students who receive appointments as graduate teaching assistants. The percentage paid by KU depends on the level of appointment.

|                 |                 |                                |
|-----------------|-----------------|--------------------------------|
| 40 to 50% appt. | 100% of tuition | 100% of 3 hours of campus fees |
| 30 to 39% appt. | 75% of tuition  | 75% of 3 hours of campus fees  |
| 20 to 29% appt. | 50% of tuition  | 50% of 3 hours of campus fees  |
| 10 to 19% appt. | 25% of tuition  | 25% of 3 hours of campus fees  |

Where applicable, staff (resident) rates are assessed before tuition is paid. Only graduate students involved in direct classroom or laboratory instruction are eligible for appointments as graduate teaching assistants and for the tuition payment program. Eligibility is limited to the term during which students have instructional appointments. The tuition payment program covers only tuition and 3 hours of campus fees. It is not applicable to the remaining hours of campus fees, Edwards Campus construction and other special fees, off-campus fees, mediated fees, or additional professional school fees in Business, Engineering, Law, and Pharmacy.

### Graduate Assistantships

**Graduate Teaching Assistantships** may be available to graduate students through graduate departments. Usual appointments are for one-half-time service. Graduate students should apply directly to the department for GTA appointments.

Graduate teaching assistantships in Lawrence are governed by a memorandum of agreement between KU, the Kansas Board of Regents, and the Kansas Association of Public Employees, which represents KU GTAs in Lawrence. Persons holding GTA appointments must meet the following minimum conditions:

1. During the term of appointment, the GTA must be admitted to and enrolled in a graduate degree program offered by KU.
2. During the term of appointment, the GTA must be enrolled in no fewer than 6 credit hours per semester. GTAs who are unable to enroll in 6 hours for medical reasons or other hardships may petition the Office of the Provost to waive this requirement. They must present supporting documentation and have the approval of the employing department (and the department of study if the two are different). Upon successful completion of the doctoral comprehensive examination and all other Graduate School and departmental requirements for doctoral candidacy and upon completion of 18 post-comprehensive credit hours, a doctoral student may qualify for a graduate teaching assistantship by enrolling in one or more credit hours of dissertation, thesis, or equivalent work approved by the Office of the Provost.
3. During the term of appointment, the GTA must be in good academic standing and make satisfactory progress toward a graduate degree, as determined by the Graduate School and the department in which the student is enrolled. Students admitted to a degree program on probationary or provisional status are not in good standing for the purpose of GTA appointments. A graduate student must maintain a cumulative

grade-point average of 3.0 to remain in good academic standing. If a department judges that a graduate student whose grade-point average falls below 3.0 after the first semester at KU is nonetheless making satisfactory progress, the department may recommend to the Provost that the student be allowed to keep the GTA position for one additional semester.

4. The GTA must satisfy any and all English proficiency criteria established by the Regents and the university.

5. During the term of appointment, the GTA's assigned duties must consist primarily of direct involvement in classroom or laboratory instruction.

KU also requires that a GTA's teaching assignment be in his or her field of study or one that is closely related. Out-of-field appointments require consultation with the student's academic unit and the explicit approval of the Office of the Provost. If during the term of appointment a GTA fails to meet any of these conditions, the appointment may be terminated immediately without further review or appeal. Departments may establish more stringent conditions.

If a GTA appointment for an enrolled student is found to be invalid at any time during the term, tuition is assessed for the entire term at the rates listed under Tuition and Fees, Lawrence Campus Courses in the schedule of classes, online at [www.registrar.ku.edu/timetable](http://www.registrar.ku.edu/timetable). The student is responsible for paying the difference between the original assessment and the final assessment. If a graduate student resigns a GTA appointment before the end of the term, tuition and fees are recalculated at the regular rates, and the student is responsible for the difference.

The memorandum of agreement, with additional information on appointments, wages, benefits, and other topics of interest to GTAs, is available at the Provost's Office Web site, [www.ku.edu/~provost](http://www.ku.edu/~provost).

**Graduate Research Assistantships** are available to graduate students through grants from federal and private agencies and from state-appropriated research funds. For further information, the applicant should write directly to the chair or graduate adviser of the major department.

To be eligible for a GRA, a student must meet all of the following criteria:

1. The GRA must be a degree-seeking graduate student admitted to a graduate program during the current fall, spring, or summer term.

2. During fall or spring semester, the GRA must be enrolled for no fewer than 6 credit hours required for the graduate degree. During summer session, the GRA must be enrolled in course work related to the graduate program. The number of hours is determined by the adviser and must reflect as accurately as possible the student's demand on faculty time and university facilities. Generally, an enrollment of 3 credit hours is appropriate for the summer session. Upon successful completion of the doctoral comprehensive examination and all other Graduate School and departmental requirements for doctoral candidacy and upon completion of 18 post-comprehensive credit hours, a doctoral student may qualify for a graduate research assistantship by enrolling in one or more credit hours of dissertation, thesis, or equivalent work approved by the Office of the Provost.

3. A student who has earned a graduate degree may not continue in a GRA appointment after the graduation date unless he or she has just completed a master's degree and is enrolled in a doctoral program in the same field or a closely related field or is a doctoral graduate who has been accepted into another graduate program.

4. The research performed for the GRA appointment must be in the student's field or a closely related field integral to the student's education (e.g., dissertation topic).

5. During the term of appointment, the GRA must be in good academic standing and make satisfactory progress toward a graduate degree, as determined by the Graduate School and the department in which the student is enrolled. Students admitted to a degree program on probationary or provisional status are not in good standing for the purpose of GRA appointments. A graduate student must maintain a cumulative grade-point average of 3.0 to remain in good academic standing. However, if a department judges that a graduate student whose grade-point average falls below 3.0 after the first semester at KU is nonetheless making satisfactory progress, the department may recom-

mend to the Provost that the student be allowed to keep the GRA position for one additional semester.

6. The GRA position must be approved by the Office of the Vice Provost for Research, the Office of Budget Management and Fiscal Services, or the College of Liberal Arts and Sciences. The GRA must be paid through the KU payroll system.

A graduate student who has a research assistantship appointment of at least 40-percent time is eligible for resident rates for tuition only. Required campus fees, Edwards Campus construction and other special fees, off-campus fees, mediated fees, and additional professional school fees in Business, Engineering, Law, and Pharmacy still apply. To qualify for the resident rate for fall or spring semester, the student must have a GRA appointment starting no later than the first day of the first full month of the semester and continuing through the 60th class day. To qualify for this rate during the summer, the GRA must have met the eligibility criteria for the preceding fall and spring semesters or must have a GRA appointment starting no later than the first day of the summer session and continuing through the 30th class day.

**GRA Tuition Assistance.** In certain instances, tuition assistance may be available for GRAs, either through the grant source or through the tuition assistance program for doctoral graduate research assistants managed by the Office of the Provost. Information is available in the GTA/GRA Information/Documents section of the Provost's office Web site, [www.ku.edu/~provost](http://www.ku.edu/~provost). Prospective GRAs should consult the chair or graduate adviser of the major department for more specific information.

**Summer Session Enrollment Requirements.** The 6-hour enrollment criterion does not apply to summer GTA or GRA appointments. To be eligible for a summer session GTA appointment, a student must have met the GTA enrollment criteria above during the previous semester, be enrolled in summer session, or be admitted to a graduate degree program for the next fall semester. To be eligible for a summer session GRA appointment, a student must be enrolled; the number of hours is determined according to the GRA enrollment criteria above. Doctoral candidates must enroll in at least 3 hours during the summer session unless they have completed 18 post-comprehensive hours, in which case enrollment in fewer hours is permitted.

**Health Insurance.** A graduate student who has a GTA, GRA, or combination appointment at the half-time level for a semester is eligible to participate in a health care benefits program, for which KU provides a contribution. Other student health insurance plans are available to all students, regardless of employment status. Information about GTA/GRA health care benefits plans, costs, and KU contributions is available from the Office of Staff Benefits, Department of Human Resources, (785) 864-4946, or on the Human Resources Web site, [www.ku.edu/~kuhr/faculty\\_staff/gtagra.shtml](http://www.ku.edu/~kuhr/faculty_staff/gtagra.shtml). Information about other student health plans is available from Watkins Memorial Health Center.

**Non-native Speakers of English.** All applicants for graduate teaching assistantships whose first language is not English, including international students and U.S. residents or citizens, must submit a score on the Test of Spoken English, administered by the Educational Testing Service at Test of English as a Foreign Language centers in the United States or abroad or a score on the SPEAK administered by the Applied English Center at KU. The minimum TSE score necessary for an offer of an assistantship is 50 points. The minimum SPEAK score necessary is 240 points. Applicants who do not attain that score are not eligible for

KU catalogs and other academic publications are online at [www.ur.ku.edu/Acadpub](http://www.ur.ku.edu/Acadpub).

KU's academic calendars are online at [www.registrar.ku.edu/calendar](http://www.registrar.ku.edu/calendar).

The Office of Multicultural Affairs sponsors a cultural enrichment program, bringing speakers, films, and cultural and social events to the Lawrence campus.

GTA positions but may enroll in an English course offered by the Applied English Center for international graduate teaching assistants. Upon attainment of a minimum score of 240 on the SPEAK or a minimum score of 50 on the TSE, a student may reapply for an assistantship. This regulation applies to all students who are not native speakers of English, regardless of country of origin, previous teaching experience, or department in which the position is sought.

### Other Employment Opportunities

KU and the community offer a variety of employment opportunities. For further information, contact University Career and Employment Services, (785) 864-3624, [www.ku.edu/~uces](http://www.ku.edu/~uces). A listing of current jobs is available at [www.ku.edu/~uces/student\\_jobs.shtml](http://www.ku.edu/~uces/student_jobs.shtml).

## Student Services

### Graduate Student Associations

**Lawrence.** All KU graduate students on the Lawrence campus are members of the **Graduate and Professional Association**. The GPA is governed by a seven-member elected Executive Committee (GradEx). The GPA lobbies for budgetary support to fund graduate student organizations, paper-presentation travel, and the Graduate Student Mentorship Award program. It offers job, grant, and scholarship information. It also represents graduate student interests in university governance, the state legislature, and grievance mediation. The GPA publishes the *Graduate NewsPaper (GNP)* and other publications several times each year, conducts surveys on matters of graduate student concern, and co-sponsors campuswide events for graduate students. The GPA office is in 426 Kansas Union, (785) 864-4914, [www.ku.edu/~gpa](http://www.ku.edu/~gpa).

**KU Medical Center.** The **Graduate Student Council** is composed of representatives from all graduate departments on the Kansas City campus. The GSC sponsors and organizes the annual Student Research Forum. In the SRF, students from basic science, medicine, nursing, and allied health give brief presentations of their research in the format of national research meetings. SRF promotes faculty-student and interdepartmental interactions at the research level. The GSC also sponsors social events and participates in philanthropic events. It provides orientation information for incoming graduate students at registration. The GSC lobbies for student interests on the Kansas City campus and provides student representation on numerous faculty committees at the medical center.

### Health Services

**Lawrence.** Student Health Services, in Watkins Memorial Health Center, [www.ku.edu/~shs](http://www.ku.edu/~shs), has a staff of full-time physicians and support personnel. Regular hours are 8 a.m. to 8 p.m. Monday–Friday; 8 a.m. to 4:30 p.m. Saturday, and 12:30 to 4:30 p.m. Sunday. Hours vary when school is not in session.

**Lawrence Campus Immunization Policy.** All new or newly admitted students must provide proof of two immunizations for measles, mumps, and rubella (MMR) on the health center's health history form. A hold is placed on the subsequent enrollment of students who do not provide this information within the first semester at KU. The MMR vaccination is available at the health center. The health center may grant exceptions for medical or religious reasons.

**KU Medical Center.** Student Health Services is available to students who pay the student health fee to the KU Medical Center campus. Student Health Services is on the first floor of the Student Center Building and is open from 8 am until 4:30 pm Monday through Friday. The office is closed on all state holidays.

**Medical Center Health Insurance.** All full- and part-time students at KU Medical Center must have proof of health insurance coverage at all times. Upon enrollment, each student must complete a health insurance affidavit form and supply a copy of the front and back of the current insurance card to Student Health Services. Students who do not have proof of health insurance may purchase the university student health insurance plan provided by the state.

**Medical Center Immunization Policy.** All KUMC students must have complete immunization records on file in Student Health Services upon arrival on campus. Complete immunization requirements can be obtained from Student Health Services (913) 588-1941, [www.kumc.edu/studentcenter/health](http://www.kumc.edu/studentcenter/health).

### Housing

**Lawrence.** KU has seven residence halls. Stouffer Place has apartment units for married students and single parents. Jayhawker Towers Apartments is an apartment complex for unmarried students. Off-campus housing is available.

**KU Medical Center.** Apartment complexes, private apartments, and houses are available within walking distance of the Medical Center.

### Lawrence Services

**Academic Offices.** The Graduate School and dean's offices provide academic information and support.

The University of Kansas  
School/Department of \_\_\_\_ \*  
Lawrence, KS 66045

\*Indicate the school or department that offers a program in your field of interest.

or

The University of Kansas Graduate School,  
Strong Hall, 1450 Jayhawk Blvd., Room 300,  
Lawrence, KS 66045-7535,  
(785) 864-6161, fax: (785) 864-4555,  
e-mail: [graduate@ku.edu](mailto:graduate@ku.edu), URL: [www.graduate.ku.edu](http://www.graduate.ku.edu)

**Applications.** Submit your application to the Graduate School online at [www.graduate.ku.edu](http://www.graduate.ku.edu). Forward all requested supporting application documents to The University of Kansas Graduate School, Graduate Applications, 1450 Jayhawk Blvd., Room 300, Lawrence, KS 66045-7535

**Assistantships.** Contact the department that offers a program in your field of interest.

### Bookstores

KU Bookstore, Burge Union, Level 2,  
1601 Irving Hill Rd.,  
Lawrence, KS 66045-7557,  
(785) 864-5697, [www.jayhawks.com](http://www.jayhawks.com)

KU Bookstores, Kansas Union, Level 2,  
1301 Jayhawk Blvd.,  
Lawrence, KS 66045-7548,  
(785) 864-4640, [www.jayhawks.com](http://www.jayhawks.com)

### Career Planning and Placement

Career Counseling and Planning Service,  
Watkins Memorial Health Center,  
1200 Schwegler Dr., Room 2124,  
Lawrence, KS 66045-7559,  
(785) 864-2767, [www.ku.edu/~caps/career](http://www.ku.edu/~caps/career)

A complete Table of Contents for each chapter of this catalog appears on the right-hand page before the chapter begins.

KU's catalog of library holdings is available online: [www.lib.ku.edu](http://www.lib.ku.edu).

The University Information Center, (785) 864-3506, [www.ku.edu/~kuinfo](http://www.ku.edu/~kuinfo), answers questions about campus events and activities, KU services and facilities, and academic policies and procedures. Staff members make crisis and counseling referrals.

School of Business Career Services, Summerfield Hall, 1300 Sunnyside Ave., Room 125, Lawrence, KS 66045-7585, (785) 864-5591, [www.business.ku.edu](http://www.business.ku.edu)

School of Engineering Career Services Center, Learned Hall, 1530 West 15th St., Room 4010, Lawrence, KS 66045-7609, (785) 864-3891, [www.engr.ku.edu/engr-car](http://www.engr.ku.edu/engr-car)

School of Journalism and Mass Communications, Career Center, Stauffer-Flint Hall, 1435 Jayhawk Blvd., Room 210, Lawrence, KS 66045-7575, (785) 864-7648, [www.ku.edu/~jschool](http://www.ku.edu/~jschool)

University Career and Employment Services, Burge Union, 1601 Irving Hill Rd., Room 110, Lawrence, KS 66045-7557, (785) 864-3624, [www.ku.edu/~uces](http://www.ku.edu/~uces)

#### Catalogs

Request catalogs, 24 hours a day, seven days a week: (785) 864-9036, [graduate@ku.edu](mailto:graduate@ku.edu)

#### Computer Resources

For information about labs and hours, see Computer Labs and Resources: [www.ku.edu/~acs/labs](http://www.ku.edu/~acs/labs)

#### Concerts and Recitals

Department of Music and Dance, (785) 864-3436, [www.ku.edu/~sfa/mad](http://www.ku.edu/~sfa/mad)

Lied Center Box Office, (785) 864-ARTS (2787), [www.ku.edu/~lied](http://www.ku.edu/~lied)

Murphy Hall Box Office, (785) 864-3982, [www.kutheatre.com](http://www.kutheatre.com)

Student Union Activities, (785) 864-3477, [www.suaevents.com](http://www.suaevents.com)

#### Continuing Education

Continuing Education, 1515 St. Andrews Dr., Lawrence, KS 66045-1625, (785) 864-4790, [www.kuce.org](http://www.kuce.org)

#### Counseling

Counseling and Psychological Services, Watkins Memorial Health Center, 1200 Schwegler Dr., Room 2100, Lawrence, KS 66045-7559, (785) 864-2277, [www.ku.edu/~caps](http://www.ku.edu/~caps)

Emily Taylor Women's Resource Center, Strong Hall, 1450 Jayhawk Blvd., Room 22, Lawrence, KS 66045-7535, (785) 864-3552, [www.ku.edu/~etwrc](http://www.ku.edu/~etwrc)

Office of Multicultural Affairs, Strong Hall, 1450 Jayhawk Blvd., Room 145, Lawrence, KS 66045-7535, (785) 864-4351, [www.ku.edu/~oma](http://www.ku.edu/~oma)

Psychological Clinic, Fraser Hall, 1415 Jayhawk Blvd., Room 315, Lawrence, KS 66045-7556, (785) 864-4121, [www.ku.edu/~psyclinc](http://www.ku.edu/~psyclinc)

Student Development Center, Strong Hall, 1450 Jayhawk Blvd., Room 22, Lawrence, KS 66045-7535, (785) 864-4064, [www.ku.edu/~develop](http://www.ku.edu/~develop)

University Information Center, Anschutz Library, walk-in and phone, (913) 864-3506, [www.ku.edu/~kuinfo](http://www.ku.edu/~kuinfo)

#### English Proficiency

Applied English Center, Lippincott Hall, 1410 Jayhawk Blvd., Room 204, Lawrence, KS 66045-7515, (785) 864-4606, [www.aec.ku.edu](http://www.aec.ku.edu)

#### Equal Opportunity

Equal Opportunity Office, Strong Hall, 1450 Jayhawk Blvd., Room 313, Lawrence, KS 66045-7535, (785) 864-3686, e-mail: [equalop@ku.edu](mailto:equalop@ku.edu), URL: [www.ku.edu/~equalop](http://www.ku.edu/~equalop)

#### Fellowships

The University of Kansas Graduate School, Strong Hall, 1450 Jayhawk Blvd., Room 300, Lawrence, KS 66045-7535, (785) 864-6161, fax: (785) 864-4555, e-mail: [jaugusto@ku.edu](mailto:jaugusto@ku.edu), URL: [www.graduate.ku.edu](http://www.graduate.ku.edu)

#### Graduate Admission Tests

For information about the

- Graduate Management Admission Test (GMAT)
- Graduate Record Examination (GRE)
- Graduate School Foreign Language Tests
- Law School Admission Test (LSAT)
- Medical College Admission Test (MCAT)
- Miller Analogies Test (MAT):

Counseling and Psychological Services, Testing Services, Watkins Memorial Health Center, 1200 Schwegler Dr., Room 2150, Lawrence, KS 66045-7559, (785) 864-2768, [www.ku.edu/~caps/testing](http://www.ku.edu/~caps/testing)

#### Health Service

Student Health Services, Watkins Memorial Health Center, 1200 Schwegler Dr., Lawrence, KS 66045-7559, (785) 864-9500, [www.ku.edu/~shs](http://www.ku.edu/~shs)

#### Housing

Jayhawker Towers Apartments, 1603 West 15th St., Lawrence, KS 66044, (785) 864-8305 or (785) 864-4560  
Stouffer Place, (785) 864-8305 or (785) 864-4560  
Student Housing Dept., Corbin Hall, 422 West 11th St., Lawrence, KS 66045-3312, (785) 864-4560, e-mail: [housing@ku.edu](mailto:housing@ku.edu), URL: [www.ku.edu/~dshweb](http://www.ku.edu/~dshweb)

#### Information and Referrals

Student Development Center, Strong Hall, 1450 Jayhawk Blvd., Room 22, Lawrence, KS 66045-7535, (785) 864-4064, [www.ku.edu/~develop](http://www.ku.edu/~develop)

University Information Center, Anschutz Library, walk-in and phone, (913) 864-3506, [www.ku.edu/~kuinfo](http://www.ku.edu/~kuinfo)

#### International Students

Applied English Center, Lippincott Hall, 1410 Jayhawk Blvd., Room 204, Lawrence, KS 66045-7515, (785) 864-4606, [www.aec.ku.edu](http://www.aec.ku.edu)

International Undergraduate Admissions, Strong Hall, 1450 Jayhawk Blvd., Room 17, Lawrence, KS 66045-7535, (785) 864-2616, [issapps@ku.edu](mailto:issapps@ku.edu)

Office of International Student and Scholar Services,  
Strong Hall, 1450 Jayhawk Blvd., Room 2,  
Lawrence, KS 66045-7535,  
(785) 864-3617, [www.ku.edu/~issfacts](http://www.ku.edu/~issfacts)

#### Language Laboratory

Ermal Garinger Academic Resource Center,  
Wescoe Hall, 1445 Jayhawk Blvd., Room 4069,  
Lawrence, KS 66045-7590,  
(785) 864-4759, [EGARC@ku.edu](mailto:EGARC@ku.edu)

#### Legal Services

Legal Services for Students, Burge Union,  
1601 Irving Hill Rd., Room 148,  
Lawrence, KS 66045-7557,  
(785) 864-5665, [legals@ku.edu](mailto:legals@ku.edu)

#### Libraries

Watson Library, 1425 Jayhawk Blvd.,  
Lawrence, KS 66045-7544,  
(785) 864-3956, [www.lib.ku.edu](http://www.lib.ku.edu)  
(See also Research and Academic Support.)

#### Loans

Office of Student Financial Aid, Strong Hall,  
1450 Jayhawk Blvd., Room 50,  
Lawrence, KS 66045-7535,  
(785) 864-4700, [osfa@ku.edu](mailto:osfa@ku.edu)

#### Multicultural Students

Office of Multicultural Affairs, Strong Hall,  
1450 Jayhawk Blvd., Room 145,  
Lawrence, KS 66045-7535,  
(785) 864-4351, [www.ku.edu/~oma](http://www.ku.edu/~oma)

Multicultural Resource Center,  
1530 Summerfield Hall Dr.,  
Lawrence, KS 66045-7607,  
(785) 864-4350, [www.ku.edu/~oma/mrc](http://www.ku.edu/~oma/mrc)

#### Nontraditional Students

Student Development Center, Strong Hall,  
1450 Jayhawk Blvd., Room 22,  
Lawrence, KS 66045-7535,  
(785) 864-4064, [www.ku.edu/~develop](http://www.ku.edu/~develop)

#### Recycling

Dept. of Environmental Stewardship,  
Varsity House, 1043 Indiana St.,  
Lawrence, KS 66044,  
(785) 864-2855, [www.ku.edu/~recycle](http://www.ku.edu/~recycle)

#### Safety and Crime on Campus

The annual security report about KU safety policies,  
crime statistics, and campus resources is available on-  
line at [www.ku.edu/safety](http://www.ku.edu/safety) or on paper by contacting the  
Dean of Students, Strong Hall, 1450 Jayhawk Blvd.,  
Room 133, Lawrence, KS 66045-7535, (785) 864-4060.

#### Sexual Assault Prevention

Sexual Assault Prevention and Education Program,  
Emily Taylor Women's Resource Center, Strong Hall,  
1450 Jayhawk Blvd., Room 22,  
Lawrence, KS 66045-7535,  
(785) 864-3552, [www.ku.edu/~etwrc](http://www.ku.edu/~etwrc)

#### Speech-Language-Hearing Clinic

Schiefelbusch Speech-Language-Hearing Clinic,  
Haworth Hall, 1200 Sunnyside Ave., Room 2101,  
Lawrence, KS 66045-7534,  
(785) 864-4690, [www.lsi.ku.edu/splh/clinic.htm](http://www.lsi.ku.edu/splh/clinic.htm)

#### Student Academic Records

Office of the University Registrar, Strong Hall,  
1450 Jayhawk Blvd., Room 121,  
Lawrence, KS 66045-7535:

Enrollment, Transcripts, Tuition and Fee  
Payment, (785) 864-4422  
Residency, (785) 864-4472  
Veterans' Services, (785) 864-5426

[www.registrar.ku.edu](http://www.registrar.ku.edu)

#### Student Activities, Organizations, Recreation

Center for Campus Life, Kansas Union,  
1301 Jayhawk Blvd., Room 400,  
Lawrence, KS 66045-7548,  
(785) 864-4861, [www.ku.edu/~olctr](http://www.ku.edu/~olctr)

Dean of Students, Strong Hall,  
1450 Jayhawk Blvd., Room 133,  
Lawrence, KS 66045-7535,  
(785) 864-4060, [www.ku.edu/~stlife](http://www.ku.edu/~stlife)

Jaybowl, Recreation Center, Kansas Union,  
1301 Jayhawk Blvd.,

Lawrence, KS 66045-7548,  
(785) 864-3545, [www.jayhawks.com/union](http://www.jayhawks.com/union)

Kansas and Burge Unions, (785) 864-4651,  
[www.jayhawks.com](http://www.jayhawks.com)

Recreation Services, Robinson Center,  
1301 Sunnyside Ave., Room 208,  
Lawrence, KS 66045-7567,  
(785) 864-3546, [www.ku.edu/~recserv](http://www.ku.edu/~recserv)

Student Union Activities, Kansas Union,  
1301 Jayhawk Blvd.,  
Lawrence, KS 66045-7548,  
(785) 864-3477, [www.suaevents.com](http://www.suaevents.com)

#### Student Employment

University Career and Employment Services,  
Burge Union, 1601 Irving Hill Rd., Room 110,  
Lawrence, KS 66045-7557,  
(785) 864-3624, [www.ku.edu/~uces](http://www.ku.edu/~uces)

#### Students with Disabilities

Services for Students with Disabilities, Strong Hall,  
1450 Jayhawk Blvd., Room 135,  
Lawrence, KS 66045-7535,  
(785) 864-2620 (Voice/TTD), [www.ku.edu/~ssdis](http://www.ku.edu/~ssdis)

#### Study Abroad

Office of Study Abroad, Lippincott Hall,  
1410 Jayhawk Blvd., Room 108,  
Lawrence, KS 66045-7515,  
(785) 864-3742, [www.ku.edu/~osa](http://www.ku.edu/~osa)

#### Women's Resources

Emily Taylor Women's Resource Center, Strong Hall,  
1450 Jayhawk Blvd., Room 22,  
Lawrence, KS 66045-7535,  
(785) 864-3552, [www.ku.edu/~etwrc](http://www.ku.edu/~etwrc)

#### Writing Center

KU Writing Center, Wescoe Hall,  
1445 Jayhawk Blvd., Room 4005,  
Lawrence, KS 66045-7590,  
(785) 864-2399, [www.ku.edu/~writing](http://www.ku.edu/~writing)

### KU Medical Center Services

**Academic Offices.** Graduate Studies and the dean's offices of the schools provide academic information and support to students.

School/Department of \_\_\_\_\_\*

The University of Kansas Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160

\*Indicate the school or department that offers a program in your field of interest.

**or**

Office of the Dean of Graduate Studies, 5015 Wescoe,  
Mail Stop 1040, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-1258, [vbiscani@kumc.edu](mailto:vbiscani@kumc.edu) or [www.kumc.edu](http://www.kumc.edu)

#### Applications and Assistantships

Contact the school or department that offers a program in your field of interest.

#### Bookstore

KU Med Books, G014 Orr-Major Bldg.,  
Mail Stop 4036, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-2537 or (800) 262-7509,  
e-mail: [bookstor@kumc.edu](mailto:bookstor@kumc.edu), URL: [www.kumedbooks.com](http://www.kumedbooks.com)

#### Computer Resources

Archie R. Dykes Library for Health Sciences,  
Mail Stop 1050, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-5070, <http://library.kumc.edu>  
Educational Resource Center, G004 Orr-Major Bldg.,  
Mail Stop 3035, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-7343, [www2.kumc.edu/itc](http://www2.kumc.edu/itc)  
Instructional Technology Center, G010 Wahl Hall West,  
Mail Stop 3035, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-7155, [www2.kumc.edu/itc](http://www2.kumc.edu/itc)

Telecom Help, (913) 588-7995

Pulse, [www.kumc.edu](http://www.kumc.edu), is the KU Medical Center's computer information system.

#### Counseling

Student Counseling Services, G016 Student Center,  
Mail Stop 4006, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-6580, Crisis after-hours: (913) 917-6283,  
[www.kumc.edu/studentcenter/counsel](http://www.kumc.edu/studentcenter/counsel)

#### Educational Support Services

Learning Specialist, G116 Student Center,  
Mail Stop 4006, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-4688, [www.kumc.edu/studentcenter/counsel](http://www.kumc.edu/studentcenter/counsel)

#### Equal Opportunity

Equal Opportunity Office, 1040 Wescoe Pavilion,  
Mail Stop 2014, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-1206 (voice), (913) 588-7963 (TDD),  
[www.kumc.edu/eoo](http://www.kumc.edu/eoo)

#### Health Service

Student Health Center, 1012 Student Center,  
Mail Stop 1012, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-1941, [www.kumc.edu/studentcenter/health](http://www.kumc.edu/studentcenter/health)

#### Housing

Housing Office, G116 Student Center,  
Mail Stop 4006, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-6580, fax: (913) 588-6597,  
[www2.kumc.edu/classifieds/housingads](http://www2.kumc.edu/classifieds/housingads)

#### Libraries

Archie R. Dykes Library for Health Sciences,  
Mail Stop 1050, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-5070, <http://library.kumc.edu>

Clendening History of Medicine Library, 1020 Robinson,  
Mail Stop 1024, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-7244, <http://clendening.kumc.edu>

#### Loans

Office of Student Financial Aid, 4008 Student Center,  
Mail Stop 4005, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-5170, e-mail: [financialaid@kumc.edu](mailto:financialaid@kumc.edu),  
URL: [www.kumc.edu/studentcenter/financialaid](http://www.kumc.edu/studentcenter/financialaid)

#### Student Activities, Organizations, Recreation

Kirmayer Fitness Ctr., Mail Stop 1007, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-1532, [www.kumc.edu/kirmayer](http://www.kumc.edu/kirmayer)

Student Resources, Wellness, and Diversity,  
3001 Student Ctr., Mail Stop 4029, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-6681, [www.kumc.edu/studentcenter/srwd](http://www.kumc.edu/studentcenter/srwd)

Student Union Corporation, G014 Orr-Major Bldg.,  
Mail Stop 4036, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-2537 or (800) 262-7509,  
[www.kumedbooks.com](http://www.kumedbooks.com)

#### Student Employment

Employment Office, 1052 Wescoe Pavilion,  
Mail Stop 2033, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-5086, [www2.kumc.edu/hr](http://www2.kumc.edu/hr)

#### Student Health Insurance

G116 Student Center,  
Mail Stop 4006, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-4695, fax: (913) 588-6597,  
e-mail: [shinsurance@kumc.edu](mailto:shinsurance@kumc.edu),  
URL: [www.kumc.edu/studentcenter/healthinsure](http://www.kumc.edu/studentcenter/healthinsure)

#### Student Records: Loan Deferments, Registration, Tuition and Fee Payment, Veterans' Benefits

Office of the Registrar, 3001 Student Center,  
Mail Stop 4029, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-7055, [www.kumc.edu/studentcenter/registrar](http://www.kumc.edu/studentcenter/registrar)

#### Student Services

Student Services Division, 3001 Student Center,  
Mail Stop 4029, KU Medical Center,  
3901 Rainbow Blvd., Kansas City, KS 66160,  
(913) 588-4698, [www.kumc.edu/studentcenter/dean](http://www.kumc.edu/studentcenter/dean)

The University of Kansas Edwards Campus  
12600 Quivira Road, Overland Park, KS 66213-2402  
Phone: 864-8400 (from Lawrence) or (913) 897-8400,  
e-mail: [angiej@ku.edu](mailto:angiej@ku.edu) URL: <http://edwards-campus.ku.edu>

On the Medical  
Center campus,  
Kirmayer Fitness  
Center's regular  
hours are Monday  
to Thursday—5:30  
a.m. to 10 p.m.

Friday—5:30 a.m.  
to 8 p.m.

Saturday—9 a.m.  
to 6 p.m.

Sunday—noon to  
10 p.m.

The Office of the  
Vice Chancellor  
for Academic  
Affairs and Dean  
of Graduate  
Studies at KUMC  
is in 5015 Wescoe  
Pavilion, Mail  
Stop 1040, KU  
Medical Center,  
3901 Rainbow  
Blvd., Kansas City,  
KS 66160,  
(913) 588-1258.