

Visual Art Education at the University of Kansas

A Handbook for Graduate Students

Department of Visual Art
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This handbook is for informational purposes and does not constitute a contract. Degree requirements currently enforced appear in the KU [catalog](#) under the Visual Art section.

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

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

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

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

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

[Office of Graduate Studies](#)

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

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

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

[Office of the Registrar \(OUR\)](#)

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

[Financial Aid](#)

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

International Student Services (ISS)

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

Center for Teaching Excellence (CTE)

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

General Department Policies & Procedures

Admission

Application deadlines:

- December 1 – Spring admission
- May 1 – Fall admission

Admission requirements for regular status:

1. Entrance into the M.A. degree program requires a bachelor's degree from an accredited institution. Applicants must have an overall undergraduate grade-point average of at least 3.0 on a 4-point scale.
2. One official transcript from each college and post-secondary institution you have attended (whether you earned a degree or not). Official (sealed) transcripts from your institution(s) should be sent directly to KU:

Graduate Admissions

213 Strong Hall

1450 Jayhawk Blvd.

Lawrence, KS 66045-7535

graduateadm@ku.edu.

3. A completed application form and non-refundable application fee submitted online to [Graduate Studies](#). The application fee - \$65 for domestic applicants, and \$85 for international applicants – is paid via secure server.
4. A minimum of 3 letters of recommendation from former or current instructors and/or those able to recommend the applicant on the basis of professional experience (e.g., principals, supervisors, or former employers). The letters of recommendation must address the applicant's potential to take initiative as a graduate student and ability to be a self-starter. Recommendations should be submitted via the recommendation section of the online application.
5. A completed Graduate Student Information Questionnaire
6. Non-native English speaking students also need to submit proof of English proficiency. Please see Graduate Studies English Proficiency Policy [page](#) for proficiency requirements, including those for Graduate Teaching Assistant eligibility.

If you have any questions regarding the application process, please contact:

Julia Reilly

Graduate Academic Advisor

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A graduate degree in art education represents professional advancement. Personal commitment is important for this process to be successful, that is, an awareness and acceptance of the professional standards of the field of study. Entrance into the M.A. degree program requires a bachelor's degree, from an accredited institution, which encompasses a minimum of **40 semester** hours in studio courses (i.e. drawing, painting, sculpture, design, printmaking, ceramics, metalsmithing, weaving, lettering, commercial art, graphic design, constructive design, etc.), 9 hours in history of art, and 8 hours in Visual Art Education. Applicants must have an overall undergraduate GPA ≥ 3.00 on a 4-point scale.

Grading

A grade of C or higher must be achieved for a course to count towards a degree in the Visual Art Education Program; however, only grades A or B are normally taken as indications that a graduate student has done satisfactory work in the courses in which they received them.

*Students should carefully review the University's grading policy found under Grading in the University Policies and Degree Requirements section of this document.

Academic Integrity & Misconduct

The Visual Art Education Program considers academic integrity essential to our work, and we expect students to adhere to its principles in conducting research. This means that students acknowledge the sources they use in their academic work and cite them fully and correctly; not acknowledging a source constitutes plagiarism. Students should consult with faculty well before due dates if they are not sure how to handle a source.

Academic integrity also means that work on examinations and assignments must be carried out by authorized means. Students are subject to sanctions by the University for Academic Misconduct if they violate these principles. Definitions are provided in the University Senate Rules and Regulations.

Good Standing

To be considered in "good standing" with the Visual Art Department, Visual Art Education Program and the University, graduate students must maintain a *minimum* GPA of 3.0 (or B average), and make timely progress toward meeting their degree requirements. In the Visual Art Department, a student's chosen track; exam, project, or thesis, and whether they are obtaining their licensure or not will vary the total number of credit hours required to complete the M.A. degree. For example, the exam option requires 37 total credit hours while the thesis and project options require 30 total credit hours. Students who intend to obtain their teaching

licensure may be required to complete additional undergraduate courses as well as the necessary graduate courses to complete their Master's degree. Regardless of the chosen track, students are expected to make timely progress toward the completion of their degree.

When a student obtains their art teaching licensure, it is common to begin teaching art in the public schools immediately. We encourage students to fully commit to teaching in their first year after completing licensure and securing a teaching position. Thus, if students choose not to enroll in graduate courses to complete their M.A., we recommend they take a Leave of Absence or voluntarily discontinue from the program. A Leave of Absence allows the student to stop the degree clock so that semesters of non-enrollment do not count against the students' time-to-degree. Failing to continuously enroll without notice places a student in auto-discontinued status which is an enrollment status not recognized by the College.

For additional information on good standing as well as probation and dismissal procedures for those students that do not meet the requirements for good standing, see the University Policies and Degree Requirements section of this document.

Grievance Procedures

The Visual Art Education Program advises that students make an attempt to resolve issues, e.g. matters concerning grades, directly with the instructor who administered the course. If a grievance arises that cannot be resolved directly with the appropriate party, or if the student does not feel comfortable attempting to resolve the issue with the department chair, the student should follow the department's official grievance procedures. These procedures have been approved by the University and may be found by following this link: [Department of Visual Art Grievance Procedures](#)

Petitions

If a graduate student has a compelling reason to seek exemption from a program requirement or University policy, they may submit a petition to the graduate faculty.

The student should consult with the Graduate Academic Advisor to ensure the petition is necessary and that all appropriate documentation is collected to submit the petition. The Graduate Academic Advisor then forwards the information to the Director of Graduate Studies (DGS), who then refers the petition to the graduate faculty which will convene to consider the petition.

In cases where the petition relates to a department requirement rather than a University policy, the graduate faculty will issue a final decision.

In cases where the policy or requirement being petitioned is a University policy, the graduate faculty will decide whether to support the student's petition or not. If the faculty agrees to support the petition, they submit it to the College Office of Graduate Affairs (COGA) along with supporting materials as required. The petition form specifies the supporting materials needed for each type of petition. COGA's [petitions webpage](#) provides additional information related to submitting petitions. Additional information regarding common University petitions, such as leave of absence, enrollment requirements, and time limit extensions may be found in the University Policies & Degree Requirements section of this document.

Mentoring Policy

Under some circumstances, graduate student may elect to be paired with a new faculty mentor. These situations may come about for varied reasons, including changes in thematic focus, need for additional expertise, departure or retirement of the faculty mentor, or incompatibility of student and mentor. Students can initiate this process at any time by contacting the Director of Graduate Studies and/or the Department Chair. Successful change in mentorship will be contingent upon the identification of an appropriate new mentor, the willingness of the prospective new mentor to assume the responsibilities and the distribution of mentoring duties among faculty. To avoid delays, the Director of Graduate Studies can act as the student's advisor during the transition process to a new advisor. Students can also consult extra-departmental resources such as the University Ombudsman and/or Office of Multicultural Affairs who can provide support in the process. Graduate faculty members can help guide the student through the change, which can include help in identifying a new mentor, communicating with the original mentor, and assisting in the transition. If a student wishes to continue a project that was initiated with the original mentor, details of transferring the project should be worked out in consultation with the Chair, who can mediate the process with the original mentor. Proposed changes in mentorship assignments will be ultimately approved by the Director of Graduate Studies through completion of a Mentoring Agreement and must be signed by both the student and the new mentor(s).

Degree Requirements

Core Courses

There are three courses in the VAE graduate core. They are taken by all students in the M.A. Program.

VAE 800: Visual Art Education Curriculum Development

A study of research, resources, and media as they relate to learning goals in a sequential art curriculum for use by teachers.

VAE 869: History of Art Education

A study of the historical development of art education.

VAE 875: Research in Art Education

This course examines the issues and procedures commonly used to conduct research in art education in preparation for students' graduate theses or projects. Research methods are adapted and applied to students' professional needs and interests in the form of a research proposal.

Graduate Licensure Program in Art Education

The VAE Graduate Licensure Program (GLP) combines graduate and undergraduate courses including a semester-long student teaching experience that leads to initial licensure in art, PreK – 12. The GLP is for individuals who have completed baccalaureate degrees in studio art, design, art history, or other art-related fields. Students must apply and be admitted to the Visual Art M.A. Program to be eligible to obtain their teaching license. Graduate level courses taken as part of the GLP count towards completion of the M.A. degree.

Student Teaching

Upon completion of all required coursework and the support of a Visual Art Education advisor, students submit application for a field placement in a public school, K-12. The School of Education arranges all public-school field placements and students enroll in VAE 500 (6 credit hours), "Student Teaching" and VAE 780 (9 credit hours), "Internship" for a total of 16 weeks of student teaching, K-12. Upon completion of the field work and achieving a passing score for the Kansas Portfolio of Teaching Performance, individuals will be recommended by the University for K-12 art licensure in Kansas and will have earned a significant amount of coursework required for the M.A. degree in art education.

Advising

New students must consult with the Visual Art Education graduate coordinator (Denise Stone) for initial enrollment, unless prior arrangements have been made. A permanent advisor is then chosen to handle subsequent enrollments; he/she may suggest an alternate advisor in accordance with the students' interests.

M.A. Degree Requirements

The Master of Arts Degree in Visual Art Education provides students with a broad knowledge of the history, philosophy, research methods, and current practices in the field. The program requires a minimum of 30 credit hours taken at the graduate level. Students complete a balance

of visual art education courses including VAE 800 , VAE 869 , and VAE 875 . The remainder of coursework is completed in related fields such as history of art, education, museum studies, psychology, etc. which becomes a student's emphasis. This emphasis, selected in consultation with a VAE faculty advisor, provides a broad, interdisciplinary preparation in art education.

Please note: Any undergraduate deficiencies arising from a lack of sufficient breadth in fine arts studio, history of art, or visual art education will necessitate undergraduate coursework in addition to the graduate requirements.

Thesis, Project, and Examination Options

To integrate and apply coursework, students select from three options as their final academic activity: thesis, project, or examination. The thesis and project options are designed for students who are interested in shaping a body of work in art education derived from original research and classroom. Students must have a strong academic background and excellent writing skills and realize that each requires concentrated time and focus with time investment spanning from roughly one several years. The thesis is especially suited to those who want to pursue a Ph.D. degree and a teaching career in higher education. Selection of option must be made in consultation with students' advisor taking into account academic and professional goals.

A thesis is an independent research investigation of a topic related to visual art education using quantitative, qualitative, historical or philosophical methods. The project option involves application of theory and principles of visual art education in an instructional setting. The final option, a written examination taken during the final semester of enrollment, requires students to demonstrate their knowledge of current issues in the field. Students selecting the examination option complete a total of 37 credit hours for the degree while the thesis and project options require a total of 30 credit hours.

Thesis Option Requirements

- I. Visual Art Education Core Courses – 9 credits
 - a. VAE 800 – 3 credits
 - b. VAE 869 – 3 credits
 - c. VAE 875 – 3 credits
- II. Courses in Area of Emphasis (selected in consultation with advisor) – 9 credits
- III. Supporting Courses (selected in consultation with advisor) – 9 credits
- IV. VAE 899: Master's Thesis Hours – 3 credits

Thesis Committee and Defense

Students completing a Master's thesis must form a committee comprised of three faculty members of the University Graduate Faculty. At least two committee members must come from the VAE faculty. Committee members will be selected and appointed on the basis of their

knowledge as it relates to the thesis topic. Each student will recommend qualified graduate faculty members for appointment to his or her thesis committee. The advisor, in conjunction with the student, will make the final decision for committee membership. The committee chairperson shall also be the student's advisor and shall be the faculty member with whom the student is enrolled in thesis hours. Members of each thesis committee will serve following their appointment until the student graduates. After the initial appointment of the committee members and prior to enrollment in thesis hours, the student may request additional faculty appointments that must be approved by the advisor.

The student must complete an oral defense of their thesis. The student works with the Faculty Advisor to set a date for the defense which should be set after committee members agree that the thesis is ready for defense. Optimally, committee members should be provided a draft of the project at least **two weeks** prior to the defense date. This gives the committee time to review and make recommendations that can be addressed prior to or during the oral defense. A majority of the committee members must approve the thesis with an assessment of either Pass or Pass with Distinction in order for the requirement to be met.

Project Option Requirements

- I. Visual Art Education Core Courses – 9 credits
 - a. VAE 800 – 3 credits
 - b. VAE 869 – 3 credits
 - c. VAE 875 – 3 credits
- II. Courses in Area of Emphasis (selected in consultation with advisor) – 9 credits
- III. Supporting Courses (selected in consultation with advisor) – 9 credits
- IV. VAE 898: Master's Project Hours – 3 credits

Project Committee and Defense

Like the above guidelines for the Thesis, students completing a Master's project form a committee comprised of three faculty members of the University Graduate Faculty. At least two committee members must come from the VAE faculty. Committee members will be selected and appointed on the basis of their knowledge as it relates to the thesis project. Committee members are selected by consultation between the advisor and graduate student. The committee chairperson shall also be the student's advisor and shall be the faculty member with whom the student is enrolled in project hours. Students work closely with their advisor and committee members serve as resources. When the project is complete, a report document is created and distributed to the committee, with the approval of the advisor, at least **two weeks** prior to the scheduled oral defense date. A majority of the committee members must approve the project with an assessment of either Pass or Pass with Distinction in order for the requirement to be met.

Exam Option Requirements

- I. Visual Art Education Core Courses – 9 credits
 - a. VAE 800 – 3 credits
 - b. VAE 869 – 3 credits
 - c. VAE 875 – 3 credits
- II. Courses in Area of Emphasis (selected in consultation with advisor) – 9 credits
- III. Supporting Courses (selected in consultation with advisor) – 18 credits
- IV. VAE 890: Master’s Exam Preparation Hours – 1 credit

Exam Option Process

Students select the Exam Option in consultation with their advisor and enroll in VAE 890 the semester they intend to graduate. To prepare for the exam, students review course materials and content from VAE 800, VAE 869 and VAE 875 and familiarize themselves with current trends in art education literature by meeting regularly with their faculty advisor. The Exam is given in the form of a series of questions that are answered in written essay form. The length of time students have to complete their responses is determined in advance through discussion with the advisor. The students prepare three hard copies of their exam essays and distribute them to the three members of their committee (they must be members of the University Graduate Faculty and at least two must be VAE faculty). A majority of the committee members must approve the exam with an assessment of either Pass or Pass with Distinction in order for the requirement to be met.

UNIVERSITY POLICIES AND DEGREE REQUIREMENTS

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

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

GENERAL POLICIES

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

Admission

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

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

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

Related Policies and Forms:

- [Admission to Graduate Study](#)

English Proficiency Requirements

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

- Declaration of native speaker status on the online application for graduate study.
- Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English-medium U.S. college or university or a college or university in the United Kingdom, Australia, New Zealand, Ireland, English-speaking province of Canada, or an English-speaking Caribbean country, with instruction conducted in English. Degrees earned online may not be used to verify English proficiency. Note: this option is not sufficient for employment as a Graduate Teaching Assistant.
- Official scores from an English proficiency standardized test (e.g. TOEFL, IELTS-Academic, or PTE), sent by the testing agency to the University of Kansas. Official scores must be less than two years old.

Applicants that do not meet the minimum scores should review the English Proficiency Chart, provided via the link above, for information about provisional admission and petition processes based on exceptional circumstances

Applicants should submit their scores directly to the Office of Graduate Studies:

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

Related Policies and Forms:

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

Enrollment

For graduate students in the College, advising on enrollment and course selection take

place at the department level. While units within the College may define full-time enrollment more stringently, the University defines it as follows:

Fall and Spring semesters:

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

Summer sessions:

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

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

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

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

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

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

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

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

Related Policies:

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

[Graduate Credit \(Including Transfer Credit\)](#)

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

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

Transfer Credit

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

to be transferred and descriptions and/or syllabi for the courses in question.

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

Reduced Credit Hour Degree

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

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

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

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

Count Toward Degree

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

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

Related Policies:

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

[Credit/No Credit](#)

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

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

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

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

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

Related Policies and Forms:

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

[Probation & Dismissal](#)

Probation is an academic status that can be assigned to a graduate student that is not making [satisfactory progress](#) toward completing their degree. The department initiates

the probation process and will inform the student of why they are not making satisfactory progress, what they must do to return to good standing, and the deadline for doing so.

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

Students may also be placed on probation by their departments for other reasons that constituting a failure to make satisfactory progress towards degree. These may include, but are not limited to; failure to make adequate progress on a thesis or dissertation, unacceptable academic performance on program components outside of coursework (e.g. exams), an unsatisfactory result in their department's annual evaluation, or as a result of going beyond their official time to degree. Students should carefully review the [Good Academic Standing policy](#) for graduate students at KU for more information on what constitutes making satisfactory academic progress.

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

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

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

Related Policies:

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

Grading

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

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

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

Related Policies:

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

Time limits

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

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

Related Policies and Forms:

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

Leave of Absence

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

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

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

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

Related Policies and Forms:

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

Oral Exams

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

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

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

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

The following are University policies pertaining to these oral exams:

Oral Exam Committee Composition

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

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

Oral Exam Attendance (Physical Presence)

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

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

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

Related Policies and Forms:

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

DOCTORAL DEGREE REQUIREMENTS

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

Residency Requirement

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

Related Policies and Forms:

- [Doctoral Program Time Constraints](#)

Continuous Enrollment for Post-Comprehensive Students

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

During the semester in which the student will complete this requirement, enrollment may be dropped to only the number of hours required to complete the 18. For example, if a student is entering the fall semester having completed 15 post-comprehensive

hours, only 3 credit hours (which must include at least 1 dissertation hour) is needed for that fall.

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

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

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

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

Related Policies and Forms:

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

GRADUATE CERTIFICATE REQUIREMENTS

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

Related Policies and Forms:

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

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

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

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

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

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

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

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

GRADUATE STUDIES FUNDING OPPORTUNITIES

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

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

Summer Fellowships: intended primarily for doctoral students.

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

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

Department of Visual Art, MA in Visual Art Education (GLP for Visual Arts KS licensure)

Student Name				KU ID	Advisor							
ART CONTENT (STUDIO) 36 Credits				Cr	Sem	Gr		TEACHER EDUCATION 42 Credits	Cr	Sem	Gr	
ART 101 (Drawing I)				3				ELPS 835 (Philosophy of Ed) *SP*	3			
ART 102 (Drawing II)				3				EPSY 704 (Learning Processes in Education)	3			
ART 103 (Art Concepts & Practice) *FA*				3				SPED 725 (Intro Children & Youth Disabilities)	3			
ART 104 (Art Principles & Practice) *SP*				3				C&T 448 or 748 (Reading & Writing) *SP 748*	3			
Ceramics (ART 131 or any 200 level CER)				3				ELPS 830 (Multicultural Education)	3			
Expanded Media (ART 123 or any 200 level EXM)				3				ELPS 537 (Gov't & Organization of Schools) *FA*	3			
Metals/Jewelry (ART 132 or any 200 level METL)				3				VAE 320 (Curriculum & Instruction I) *SP*	3			
Painting (ART 120 or any 200 level PNTG)				3				VAE 395 (Community Collaborations in Art Edu) *SP*	3			
Photography (ART, EXM, PHMD course on photo)				3				VAE 410 (Curriculum & Instruction II) *FA*	3			
Printmaking (ART 121 or any 200 level PRNT)				3				VAE 420 (Artistic Media & Processes) *FA*	3			
Sculpture (ART 122 or any 200 level SCUL)				3				VAE 500 (Student Teaching) *SP*	3			
Textiles/Fibers (ART 130/133 or any 200 level TD)				3				VAE 520 (Instructional Technology in Art Edu) *SP*	3			
EMPHASIS 9 Credits: Choose art emphasis with advisor: can be any one studio area listed above, or art history, or design. Must be 300 level or above.												
Emphasis 1				3				GENERAL EDUCATION Credits Vary: Incorporates KSDE General Education Standards				
Emphasis 2				3				Communication (S1) Uses effective communication, listening, viewing, and speaking methods. ENGL 101, 102, COMS 130, etc.				
Emphasis 3				3				Mathematics (S3) Understand the role that mathematics plays in everyday life, is able to use basic mathematical and statistical concepts...Completion of math requirements from undergraduate university at least 3 hours beyond remedial; or MATH 101, 105, or higher MATH.				
HISTORY OF ART 12 Credits												
HA 150 (Art History I) *FA*				3				Natural and Social Sciences (S4) Understand the interconnectedness of the natural world explained by scientific processes...stewardship of the natural world. At least 3 hours lecture + 1 hour lab, e.g., GEOG, SOC, ANTH, BIOL (BIOL 101 & 102), GEOL (with lab), etc.				
HA 151 (Art History II) *SP*				3				Grade of C or higher required for all VAE and SOE courses				
Non-Western: HA 266, 267, 268, 269, others				3				Only courses numbered 500 or higher count toward the requirements for the M.A.				
Contemporary: HA 565, 566, or 567				3				(Revised 8/2/2016, Dr. Derby)				
FA/*SP* = Only offered Fall or Spring semester												

Visual Art Education M.A. Thesis Option Checklist

The thesis option requires 30 semester hours of graduate coursework; the last 9 hours of classes must correspond to students' goals and support his/her professional endeavors. Coursework must be chosen in consultation with an advisor, and must be 500-level or higher to count as graduate credit.

Name/KUID: _____

Advisor: _____

Entry Term: _____

VAE Core Courses (9 credits)	Credits	Term	Grade
VAE 800: Visual Art Education Curriculum Development	3		
VAE 869: History of Art Education	3		
VAE 875: Research in Art Education	3		
Courses in the Area of Emphasis (9 credits) <i>selected in consultation with advisor</i>			
Supporting Courses (9 credits) <i>selected in consultation with advisor</i>			
Thesis Hours (3 credits)			
VAE 899: M.A. Thesis Hours	3		

Visual Art Education M.A. Project Option Checklist

The project option requires 30 semester hours of graduate coursework; the last 9 hours of classes must correspond to students' goals and support his/her professional endeavors. Coursework must be chosen in consultation with an advisor, and must be 500-level or higher to count as graduate credit.

Name/KUID: _____

Advisor: _____

Entry Term: _____

VAE Core Courses (9 credits)	Credits	Term	Grade
VAE 800: Visual Art Education Curriculum Development	3		
VAE 869: History of Art Education	3		
VAE 875: Research in Art Education	3		
Courses in the Area of Emphasis (9 credits) <i>selected in consultation with advisor</i>			
Supporting Courses (9 credits) <i>selected in consultation with advisor</i>			
Project Hours (3 credits)			
VAE 898: M.A. Project Hours	3		

Visual Art Education M.A. Exam Option Checklist

Visual Art Education graduate students can take a final exam rather than write a thesis or project. This option requires a minimum of 37 semester hours of graduate coursework; the last 18 hours of classes must correspond to students' goals and support his/her professional endeavors. Coursework must be chosen in consultation with an advisor, and must be 500-level or higher to count as graduate credit.

Name/KUID: _____

Advisor: _____

Entry Term: _____

VAE Core Courses (9 credits)	Credits	Term	Grade
VAE 800: Visual Art Education Curriculum Development	3		
VAE 869: History of Art Education	3		
VAE 875: Research in Art Education	3		
Courses in the Area of Emphasis (9 credits) <i>selected in consultation with advisor</i>			
Supporting Courses (18 credits) <i>selected in consultation with advisor</i>			
Exam Preparation (1 credit)			
VAE 890: M.A. Examination Preparation	1		