

University of Kansas

Department of Slavic Languages and Literatures *GRADUATE PROGRAM HANDBOOK*



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This manual provides information concerning the graduate program of the Department of Slavic Languages and Literatures. It refers to Graduate Studies guidelines, but does not summarize all regulations applicable to graduate students at the University of Kansas. Please refer as well to the [Graduate Studies section of the KU Academic Catalog](#) for official information and requirements.

GRADUATE PROGRAM IN SLAVIC LANGUAGES AND LITERATURES

Department Chair: Ani Kokobobo
E-mail: <mailto:akokobobo@ku.edu>

Director of Graduate Studies: Oleksandra Wallo
E-mail: <mailto:owallo@ku.edu>

Graduate Academic Advisor - CLAS Aley Pennington
E-mail: aleypennington@ku.edu

Office Manager: Eileen Larson
E-mail: <mailto:larsone@ku.edu>

Department Office:

Wescoe Hall
1445 Jayhawk Blvd. Rm. 2133
Lawrence, KS 66045-7590
Phone: (785) 864-3313

Slavic Languages and Literatures Department website: <http://slavic.ku.edu/>

Graduate Studies website: <http://www.graduate.ku.edu/>

APPLICATION TO GRADUATE STUDIES IN SLAVIC LANGUAGES & LITERATURES

Applicants to our program should complete the KU [Application for Graduate Study](#) and required supplemental documents online.

Prerequisites

In addition to the general [admission requirements](#) from the KU Office of Graduate Studies, applicants should complete the equivalent of 30 credit hours in Russian language and literature at the college level, 10-12 credits must be completed at the junior-senior level (or be able to test out at that level. In some cases, 30 credit hours of Polish, B/C/S, or Slovene may also be considered for work toward a graduate degree in those languages.

For students who lack prerequisites, but have studied in appropriate fields and/or gained appropriate in-country experience with language skills may consider applying to KU Graduate Studies and the Department as a non-degree seeking student in order to make up any gaps in prerequisite work. After meeting the prerequisites with a 3.0 GPA or better, such students may then apply for admission to SLL graduate degree programs.

Required Supplemental Documents

The following documents should be prepared in advance and uploaded with the online application:

- Application form, submitted on-line through the Office of Graduate Studies
- A letter of intent
- Current Curriculum Vitae or Résumé
- A short biographical essay in the intended language of study
- Three letters of recommendation. (Letters are submitted on-line. Enter letter writers' information in on-line application.);
- Official transcript(s) of all previous academic work (both undergraduate and graduate). Transcripts in languages other than English must be translated into English by an accredited translation service;
- Results of the Graduate Record Examination (GRE) **for domestic applicants only.**

English Language Proficiency Requirement

Applicants who indicate that English is not their first language are required to provide proof of English proficiency. The following are acceptable means for verifying English proficiency for purposes of admission at KU:

- Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English- medium U.S. college or university, or from a College or Institution in the United Kingdom, Australia, New Zealand, Ireland, English-Speaking provinces of Canada, or an English-speaking Caribbean country, with instruction conducted in English. This does not apply to degrees earned online.
- Receipt of an official copy (not student's copy) of applicant's proficiency scores (e.g. TOEFL, IELTS) achieved not more than two years prior to the first semester of enrollment. See the [English Proficiency Chart](#) at the Graduate Studies Admissions web page for more information regarding minimum TOEFL scores.

For further information regarding the program or the application process, please contact Aley Pennington, Graduate Academic Advisor, aleypennington@ku.edu, 785- 864-1528.

All supporting documentation for the application should be uploaded to the online application, with the exception of official test scores (GRE, TOEFL, etc.) and official transcripts, which should be sent directly from the institution to:

Graduate Admissions 313 Strong Hall
1450 Jayhawk Blvd.
Lawrence KS 66045-7535

TEACHING ASSISTANTSHIPS

Appointments and Stipend

The standard half-time (50% FTE) appointment entails teaching 10-12 hours of courses over the nine-month academic year. Stipends for the academic year 2017-2018 started at \$15,500. Those holding a .50 FTE assistantship benefit from a 100% remission of tuition and payment by the department of up to 3 hours of student fees. Preference will be given to continuing students and applications completed by 1 January.

M.A. students are eligible for a maximum of six semesters GTA funding support, providing both academic work and teaching are satisfactory. (M.A. students should complete a minimum of 15 credits per academic year.)

Ph.D. students are eligible for a maximum of ten semesters GTA funding support, providing academic coursework, teaching, and dissertation progress are satisfactory.

M.A. students who continue into Ph.D. study with the department are eligible for a maximum of twelve semesters GTA funding support, providing academic work and teaching are satisfactory.

All offers of financial assistance are contingent on approval by the College and the University, and on the availability of funds from the state. The [Memorandum of Agreement](#) made between the University of Kansas and the Board of Regents with the Kansas Association of Public Employees (representing the Graduate Teaching Assistants) limits the duration of the GTA contract to a **total of six years (M.A. and Ph.D. combined)**. Students who do both the M.A. and Ph.D. should be particularly aware of this six-year limitation in Teaching Assistantship funding.

Summer GTAships are available on a competitive basis and do not count toward eligibility limits.

Graduate Teaching Assistant Qualifications

In evaluating the qualifications of a candidate for a Teaching Assistantship, the Department considers both the quality of academic work and evidence of linguistic facility. Applicants who have studied in a Slavic language-speaking country or in summer schools that require exclusive use of the language will normally receive preference.

International GTA candidates must demonstrate English proficiency per the Kansas Board of Regents policy by providing [English proficiency](#) scores that meet Regular Admission status and Speaking scores that meet the English Proficiency Employment benchmark.

Resources for GTAs

[GTA Memorandum of Agreement \(PDF\)](#)

[Office of Graduate Studies information on mandatory training](#)

[Full list of GTA/GRA Benefits](#)

[GTA/GRA Health Insurance Information](#)

[HR/Pay System for viewing paychecks](#)

GENERAL DEPARTMENT POLICIES & PROCESSES

Annual Graduate Student Review

Each spring, graduate students will be required to submit their self-evaluation form to the director of graduate studies. Subsequently, the graduate faculty of the department will meet to discuss the progress of each individual student. Following this meeting, students will receive annual written evaluations from the department. These letters at times involve action items or suggestions for improvement or development from the graduate faculty in the department as a whole. Students need to consider the feedback in these letters carefully as they reflect how their performance is being perceived in the department. Improvements should be made as necessary. You are welcome to discuss the annual evaluation with the DGS or your advisor.

Graduate Advising Policy

- 1) During their first year students are advised by the DGS.
- 2) After the first year, students choose a faculty advisor in either literature, linguistics or language pedagogy (SLS) depending on their specialization.
- 3) Given the differences between the disciplines and knowledge of the field and market, linguistics students study with linguistics faculty, and literature students work with literature faculty. If there is a situation where a student changes disciplines, or a student in one discipline asks a faculty from the other discipline to be their advisor, the student needs to petition the department.
- 4) The department faculty will be sent a list of student advisors by the DGS as soon as this information has become available. In order to avoid confusion, faculty are required to inform the DGS upon concluding a mentoring agreement with a graduate student beyond the first year.
- 5) Students may consult with all faculty, but should keep their primary mentor informed of their research and service projects with other faculty.
- 6) Advising dissertations consumes inordinate amounts of time from faculty. This means that there are only so many students we can accommodate given our research and service responsibilities. Any given faculty member (tenured and tenure-track) in SLL can advise up to 3 student dissertations (co-chaired dissertations, or students past their 7th year of study, count as a .5 advisee).

[Appendix A – Graduate Student Annual Assessment Template](#)

Policy on Change of Advisors

Graduate advisees may change faculty advisors due to various circumstances, including but not limited to: the advisor leaving KU or retiring; the student's research diverging substantially from the area of expertise of the advisor; or differences between the student and the advisor. Change of advisor is allowed even at a late stage of a student's graduate career.

Either the faculty advisor or the graduate advisee may initiate the process of changing advisors by making the situation known to the Director of Graduate Studies in the Slavic department. The graduate advisee is free to initiate the process independently of their faculty advisor. If the Director of Graduate Studies is the advisor of record, the student shall contact the Chair of Slavic or the Slavic department's COGA advisor, who will work to initiate the change process.

The Change Process:

1. Depending on the nature of the concerns, the Director of Graduate Studies might call for separate meetings to discuss the situation with the graduate student and with the faculty advisor.
2. The Director of Graduate Studies and the graduate student concerned will work together to identify an alternative faculty advisor. Depending on the circumstances, it may be appropriate for the current advisor and another graduate faculty member of the Slavic Department to serve as co-advisors, or for a graduate faculty member from a different department to serve as advisor or co-advisor. If all attempts to find or agree upon an alternative advisor or co-advisors fail, the department is permitted to dismiss the student from the program.
3. The student shall discuss and arrange a timeframe for completing any remaining work that had been planned with the current advisor before the change takes place. If the student wishes to continue a project that was initiated with the original advisor, details of transferring the project should be worked out in consultation with the Director of Graduate Studies, who can mediate the process.
4. Students are required to obtain signatures from the new advisor and the Director of Graduate Studies on the "change of committee" form when changing advisors and/or committee members. This may be accomplished with the COGA advisor assigned to the Slavic department.
5. The student must still meet all relevant degree requirements of the University, the College, and the Department. In the event that the change of advisor occurs late in the student's graduate career, the student and the new advisor may request a modification of departmental requirements.

KU provides resources for issues of this nature, should they be needed, through the Ombuds Office: <https://ombuds.ku.edu/people>. Other extra-departmental resources include the Office of Graduate Studies, the COGA advisor, and Human Resources, who can assist in an objective analysis of the costs/benefits of changing advisors.

Petitions

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

Petitioners should write a letter, addressed to the graduate faculty, explaining the reasons why the student is seeking exemption from specific rules, as well as how the educational goals will still be fulfilled. Where applicable, this petition should be accompanied by a letter of support from the student's advisor and/or the appropriate supporting materials. The letter should be sent to the Director of Graduate Studies (DGS), then depending on the nature of the petition, the DGS may rule on the petition, or refer the petition to the graduate faculty, which will convene to consider the petition.

When the policy or requirement being petitioned is a departmental requirement (for example, a course requirement for degree), the graduate faculty will issue a final decision (for example, that the student may be exempt from a Ph.D. course requirement based on coursework taken at the M.A. level at a previous institution).

In cases where the policy or requirement being petitioned is a University policy, the graduate faculty will decide simply whether to support the student's petition. If the faculty are in support, the department will submit a petition form to the College Office of Graduate Affairs (COGA) accompanied by a letter of endorsement from the DGS and a letter of support from the student's dissertation advisor, if applicable. The petition form specifies the supporting material needed for each kind of petition, (e.g. leave of absence, extension of time to degree, waiver of the continuous enrollment for post-comprehensive students, waiver of rules specifying time between oral comprehensive exam and dissertation defense). These materials must accompany the petition sent to COGA.

COGA will then consider the petition. Depending on the nature of the petition, the Office of Graduate Studies and/or the College Committee on Graduate Studies may also consider the petition before a ruling is made. Students may then expect an answer directly from the COGA office within 7-10 days. COGA's [petitions web page](#) provides additional information regarding University petitions, including supplemental documentation that may be required by the University. Additional information regarding the more common University petitions, such as Leave of Absence, enrollment requirements, and Time Limit Extensions may also be found in the University Policies & Degree requirements section of this document.

In cases where the graduate faculty declines to support a University petition, no paperwork may be submitted to COGA. COGA only accepts student petitions in cases where there is documented departmental support and when the petition itself is submitted by a representative of the department.

Students should always consult with the DGS prior to submitting a petition to the graduate faculty to ensure that a petition is necessary and that all the appropriate supporting documentation is accounted for.

Grievance Procedures

The Department of Slavic Languages and Literatures advises that graduate students make an attempt to resolve issues, especially matters concerning grades, directly with the instructor or party involved, or with the department chair. If a grievance arises that cannot be resolved directly, 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 procedure, which has been approved by the University and may be found via the link below:

[Department of Slavic Languages & Literatures Grievance Procedure](#)

MASTER OF ARTS IN SLAVIC LANGUAGES & LITERATURES

Work toward the M.A. degree at the University of Kansas consists of a traditional curriculum that provides students with important foundational knowledge. Our curriculum includes historical surveys of the major literary periods and genres, understanding of the structure and function of Slavic languages, knowledge of disciplinary methodologies employed in the field, development of appropriate language capacity, and control of writing and research strategies. Students pursuing the M.A. in Slavic Languages & Literatures may choose as their primary language and culture Russian, Bosnian/Croatian/Serbian, or Polish.

The M.A. degree is the gateway to Ph.D. work; it can also serve as a stand-alone M.A. degree. Students may decide to pursue a thesis or non-thesis option. Most students select the non-thesis option, but completing the thesis may be negotiated with the faculty advisor.

Course Requirements

The candidate must complete 30 hours of graduate credit, including the following:

- SLAV 710: Introduction to Slavic Languages and Linguistics;
- SLAV 740: Bibliography and Methods;
- Three course electives in Slavic literature;
- Three course electives in Slavic linguistics;
- Two additional course electives in either Slavic literature or linguistics *or* six hours of thesis credit;
- At least one elective must be a graduate seminar.

M.A. Examination

Students are expected to complete their M.A. written and oral examinations in the fourth semester of their studies. No graduate student who has an outstanding “Incomplete” in a course will be allowed to take the qualifying exams.

1. terminal M.A. written and oral exams, after which they conclude their graduate studies and move on to their chosen professional fields, **or**
2. M.A./Ph.D. Qualifying written and oral exams that will allow them to continue on to Ph.D. work in either the Russian Literature or the Slavic Linguistics track.

Students who have chosen the thesis option undergo an oral defense of their thesis for a terminal degree in place of 6 course hours, followed by an M.A. examination. If the thesis option student wishes to continue on to Ph.D. work, they will take the M.A./Ph.D. Qualifying exam, which is required for admission to Ph.D. study.

Students who enter the KU graduate program with an M.A. degree from another institution must take the M.A./Ph.D. Qualifying exam as soon as they feel ready, but no later than the second semester of their enrollment.

Students completing the M.A. degree without intent to continue to Ph.D. work have the opportunity, in consultation with the Director of Graduate Studies, to adjust their program to meet specific career goals.

[Current M.A./Ph.D. Reading List](#)

[M.A. Terminal Examination Template](#)

[M.A./Ph.D. Qualifying Examination Template](#)

University Degree Requirements

M.A students should also see the [University Degree Requirements & Policies section](#) of this document for general KU requirements for degree, including information on time limits, exam committees and graduation requirements.

DOCTOR OF PHILOSOPHY IN SLAVIC LANGUAGES & LITERATURES

In addition to the [general KU requirements for the Doctor of Philosophy](#), a student must complete the following departmental requirements the following departmental policies and requirements apply for Ph.D. studies in Slavic Languages and Literatures.

After passing the M.A./Ph.D. Qualifying Examination, students begin Ph.D. work. Unlike the M.A., which has a specific curriculum intended to develop foundational knowledge, the Ph.D. is flexible and open-ended. It allows students to explore specific interests that will lead to their dissertation project. Toward this end, students take additional course work to expand their foundational base further, develop additional research skills, explore various methodologies, and focus on areas of particular intellectual interest. During Ph.D. coursework students develop a sub-field in considerable depth and “test-drive” possible dissertation topics.

Ph.D. training is unique to each student, because each student has their own intellectual interests, working style, and professional goals. Regular consultation with the academic advisor is a sine qua non of this period of “scholar-apprenticeship,” because in this stage of study students craft their profile (whether academic or professional) and begin their professionalization (such as engaging in conference activity, writing book reviews, drafting articles, grant proposals, and syllabi, seeking internships, preparing for the job search, etc.).

General Qualifications

It should not be assumed that successful completion of the M.A. degree automatically entitles one to admission to the Ph.D. program. While there is no limit on the number of applicants who can be admitted to the doctoral program, and while the minimal requirement set by the University is a B average in undergraduate and graduate work, the Department exercises a rigorous selectivity in its admissions. Only candidates with superior academic records and demonstrated aptitude for advanced study and independent research will be admitted to the doctoral program. In the case of applicants who have completed the M.A. at the University of Kansas, results of the M.A./Ph.D. Qualifying Examination will be considered along with all other evidence. Applicants with a conferred M.A. from another institution will be expected to have references bearing on all aspects of their preparation and promise, and particularly on their aptitude for original research.

Completion Requirements

Building on the M.A. foundational base, the KU Ph.D. degree program encourages students to develop their particular intellectual interests in collaboration with KU faculty and their areas of specialization. Ph.D. students also learn a second Slavic language and develop knowledge of a secondary field. For the second field, we encourage our students to choose from philosophy, linguistics, religion, history, theatre and cinema, literary theory, comparative literature, and folklore.

Two concentrations are offered in the Ph.D. Program:

- Russian Literature: Ph.D. students who focus their studies on Russian literature and Slavic linguistics have a full-service curriculum from which to choose their courses. Ph.D. students interested in Russian culture, intellectual history, Slavic folklore, or interdisciplinary themes pursue their studies through the Russian literature Ph.D. concentration.
- Slavic Linguistics: Ph.D. students interested in working in the field of Slavic language pedagogy pursue their studies through the Slavic linguistics Ph.D. concentration.

By the end of their Ph.D. Coursework, students will have completed the following:

1. The Research Skills and Responsible Scholarship (RSRS) Requirement: This demonstrates the student's ability to conduct research in their field in a Western European language.

Most students select German or French, depending on their research interests, but other languages may fulfill this requirement depending on the proposed dissertation project. If students have studied French or German as undergraduates, they may take a placement exam in the appropriate department; if not, most departments offer an intensive "Language for Reading" course. This is not just a "hoop," this is an important skill. Students should plan ahead for this (e.g. summer study, intensive reading course), consult with their advisor, and select the foreign language that best meets their long-range research needs.

2. The second Slavic Language and Literature Requirement: This demonstrates knowledge a second Slavic language and culture/literature.

Russian literature/culture students must take, at a minimum, one year of another Slavic language and one course in that language's literature or culture. Student research or employment interests usually indicate the appropriate language choice. Slavic linguistics students must have knowledge of at least one East Slavic, one West Slavic, and one South Slavic language.

3. The Minor Requirement: This demonstrates knowledge of another discipline and methodology that enriches and expands the student's research and teaching.

This minor may be outside the Department (history, anthropology, sociology, foreign language, religion, general linguistics, film and theatre, area studies, second language acquisition, etc.) or within the Department (another Slavic literature and culture; linguistics for literature students; literature for linguistics students; etc.). Selecting the right minor is very important, as it will play a role in the student's dissertation project, in the academic profile, and in the nature of future employment. Students should select the minor for good reason and in consultation with the academic advisor.

4. A professional portfolio examination: This examination will serve as the Oral Comprehensive Exam and will include presentation and defense of documentation that indicates learning, teaching, professionalization, achievement, and ability to undertake research. A successful exam result will trigger the student's enrollment in dissertation credit toward dedicated research and writing of the terminal document for the Ph.D. degree.

5. A dissertation: Students will write, defend and submit an appropriate dissertation: this demonstrates the student's ability to undertake, plan, and complete a sustained piece of original research.

Ph.D. Examinations and Dissertation Defense

M.A./ Ph.D. Qualifying Exam

All students must take the qualifying examination to be admitted to Ph.D. work. For KU students, the exam at the conclusion of M.A. coursework serves as the qualifying examination. Students who hold the M.A. degree from another institution but begin Ph.D. work at KU are required to take the qualifying examination within 2 semesters of entry into the program.

[Current M.A./Ph.D. Reading List](#)

[Current Ph.D. Reading List for a minor in Polish Literature](#)

[M.A./Ph.D. Qualifying Examination Template](#)

By no later than one month after the start of the final semester of coursework, Ph.D. students will consult with faculty members to finalize the choice of four members of their Ph.D. comprehensive exam committee, plus a fifth committee member from outside the department. (This process should not be left to the last minute.) Both the reading lists and the names of the Ph.D. examination committee will be submitted to the DGS for final approval within the first month of the semester.

Ph.D. Portfolio Exam

From the first semester in the program, graduate students prepare a Professional Portfolio representing their work. Through the portfolio, students demonstrate their command of their fields and their preparation to undertake dissertation research. The portfolio should be prepared with this purpose in mind.

The portfolio examination demonstrates that post-M.A. students in the Department have:

1. Acquired the appropriate knowledge base,
2. Developed the skills that will allow them:
 - a. To identify a research question,
 - b. To complete the dissertation successfully,
 - c. To become competent and responsible teachers, researchers, and writers, and
 - d. To embark on a lifetime of constant learning and continued scholarly evolution, regardless of career path.

The portfolio examination provides post-M.A. students an opportunity to:

1. Take stock of their achievements, strengths, and weaknesses,
2. Reflect on the quality of their progress through the program, and
3. Outline their future intellectual or career trajectory.

[Russian Literature and Slavic Linguistics Portfolio Exam Contents and Considerations](#)

[Ph.D. Portfolio Exam Procedure](#)

After passing the Portfolio Exam for a doctoral degree, the candidate must be continuously enrolled until all requirements for the degree are completed; each enrollment must reflect as accurately as possible the candidate's demands on faculty time and university facilities. **For further information, see the section on [Continuous Enrollment for Post-Comprehensive Students](#)** under the General University Requirements section of this document.

Dissertation Defense / Final Doctoral Exam

At the time of the portfolio exam, the student should have a dissertation proposal ready to present to the graduate faculty of the department. The dissertation defense and the approved electronic submission of the dissertation is the final requirement of the program.

SLL evaluates the dissertation according to a specific rubric, which is posted on the [Graduate Student Examination and Portfolio Information page](#). Students should become familiar with this rubric and the stated expectations before they begin to write.

It is the responsibility of the individual student, in consultation with the advisor and the Director of Graduate Studies, to ensure that they have met all requirements of the Department and of the [KU Office of Graduate Studies](#).

Mentoring Agreements

(See [Appendix F](#) for the Post-Ph.D. Comprehensive Exam Contract)

During the post-comprehensive enrollment period, the doctoral candidate will meet with the dissertation director at the start of each term (spring, summer, and fall) and come up with a defined set of goals that will be written out and approved by the director. Once both the student and advisor have agreed on the terms of the contract, a copy will be sent to the DGS, **no later than two weeks after the start of term**. At the end of each term, the director will assign a grade commensurate with work and results achieved during the term. Students should plan on producing at least a draft of a chapter, along with other professional development activities (conference papers, book reviews, article submissions, etc.) each term.

Unless a dissertation is being co-chaired, or there is specific need for the expertise of faculty members, the primary advisor will be the one to provide timely feedback to students. Depending on the chapter being written or topic under consideration, students may be advised to consult with their second or third readers in order to incorporate their feedback early on. Showing second or third readers in the department chapters early on and getting feedback before the actual defense may address objections early, thus ensuring that the dissertation is on track.

In general, the third, fourth, and fifth readers are expected to read only the **completed copy of the dissertation that will be made available to all members of the committee at least three weeks prior to the scheduled defense**.

The dissertation director may reconvene the primary committee of three faculty members as needed to have the doctoral candidate present a report on research and writing progress. Two weeks before such a meeting, the student will submit all written work completed to that point, as well as a CV that highlights work completed over the last year.

When the dissertation has been approved by the dissertation committee, the final examination (or defense) may take place. The Ph.D. candidate will work with the Graduate Academic Advisor to arrange the dissertation defense date and location near the beginning of the semester in which the student anticipates they will defend. The examination committee consists of five members of the graduate faculty: the three who make up the dissertation committee, a fourth member from the department, and a fifth member from outside the department who will serve as Graduate Studies

representative. The dissertation is accepted or rejected (or accepted subject to revision) by a majority of the faculty members on this five-person committee.

At least three weeks prior to the scheduled defense, the candidate must provide copies of the dissertation in essentially final form to members of the committee. The candidate should ask committee members if they prefer electronic or hard copy. It is the responsibility of the dissertation director to see that the dissertation copies and abstract are provided as stipulated by the Office of Graduate Studies.

It is the candidate's responsibility to know and meet Office of Graduate Studies requirements concerning dissertations. Well in advance of the completion of the dissertation, the student should be aware of the dissertation submission guidelines outlined by the Office of Graduate Studies. For the most recent update on regulation and the submission of these are posted on the Graduate Studies site regarding [Electronic Thesis and Dissertation logistics](#).

At the final examination, questions and discussion will normally center on the dissertation, but may also range beyond it, to related material, to the general literary area or genre, etc. The dissertation is accepted or rejected by a majority vote of the committee members; a tie vote is a failing vote. Although the Graduate School representative may choose to abstain, they are invited both to question the candidate and to cast a vote. The award of "Honors" is given when both the dissertation and the student's performance on the oral examination are judged (again by a majority vote) to be outstanding.

Students must follow the Office of Graduate Studies' guidelines for electronic submission of the dissertation, as well as providing one *bound copy* to be submitted to the department. For further information, see [Graduation Requirements](#) under the University Degree Requirements and Policies section of this document.

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.

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.

STUDENT RIGHTS AND RESPONSIBILITIES

Graduate students are bound by the rules and regulations of the University of Kansas. Students should review the KU [*Code of Student Rights and Responsibilities*](#). When rules are violated and disciplinary action is necessary, the penalties imposed may include warning, probation, suspension, and expulsion.

Appendix A – Graduate Student Annual Assessment

Student Name:

Degree program (M.A. or Ph.D.):

Date entered current degree program (e.g. Fall 2016):

Graduate Student Self-Assessment

Please provide an assessment of the past year and future goals as requested beneath. In addition, please submit a current CV.

1. List all course work completed, including grades. Indicate course work completed during the last year. List cumulative GPA.
2. Other degree requirements completed (e.g. language requirement).
3. Examinations completed, if any, with dates (Departmental M.A. written and oral exams, Ph.D. portfolio).
4. Classes taught or classes for which you serve as a grader (indicate role, describe workload, quantify hourly preparation time).
5. Grants/Fellowships during the past 12 months.
6. Conference papers, book reviews, articles, and other professional development activities.
7. What progress have you made towards the M.A./Ph.D. reading list?
8. (For post-M.A. students) What progress have you made toward your portfolio? Do you have a course paper that could be developed into an article-sized essay for the portfolio?
9. (For post-M.A. students) Do you have a dissertation topic? What steps have you taken in trying to develop a dissertation topic?
10. (For Ph.D. students) Status of dissertation. Describe your progress in the last year.
11. What do you regard as your academic strengths and weaknesses?
12. What do you plan to accomplish in the coming year?
13. What are your professional goals post-graduation, and what would help you achieve them?
14. Extenuating circumstances during the past year (if applicable).

Appendix B – Master’s Examination Template

M.A. Terminal Examination in Slavic Languages & Literatures

The M.A. terminal examination completes the student’s study program in the department. It is written in one day and takes four consecutive hours. Students have the option of writing by hand or taking their examination on a computer provided by the department.

Plan to spend a brief portion of the time organizing your response, and the remainder of the time writing.

DAY 1

- A. Write on your choice between two essays on Russian language [1 hour]
- B. Write on your choice between two essays on Russian literature [1 hour]
- C. Write on four shorter questions, choose from among six; at least one must be on language and linguistics, at least one must be on literature [15 minutes each]
- D. Identifications; answer as many of 30-40 IDs as possible, split between language and literature [1 hour]

ORAL EXAM: Successful completion of the written examination is followed by a one-and-a-half hour oral examination within five business days of writing. This exam has a short Russian portion; the remainder of the examination is in English.

Appendix C – M.A. / Ph.D. Qualifying Examination Template

M.A./Ph.D. Qualifying Examination in Slavic Languages & Literatures

The M.A./Ph.D. Qualifying examination allows the student to continue on to Ph.D. work. It is written over two days and must be completed within a single week. Students have the option of writing by hand or taking their examination on a computer provided by the department.

Plan to spend a brief portion of the time organizing your response, and the remainder of the time writing.

DAY 1 (3.5 hours)

- A. Write on your choice between two essays on Russian language (1-1.5 hours)
- B. Write on your choice between two essays on Russian literature (1-1.5 hours)
- C. Identifications; answer as many of 25-30 IDs as possible, split between language and literature [30-45 minutes]

DAY 2 (4 hours)

- A. Six shorter essays, chosen from ten questions; at least two must be on literature, at least two on language and linguistics [40 minutes per question]

ORAL EXAM: Successful completion of the written examination is followed by a 1.5-2 hour oral examination within five business days of the second written exam. This exam has a short Russian portion; the remainder of the examination is in English.

Appendix D – Ph.D. Portfolio Examination Templates

The Portfolio Ph.D. Examination *Literature track*

The portfolio should contain the following items:

[0.] Table of Contents

I. The Curriculum Vitae

1. The CV outlines the student's professional biography to date and shows the student's ability to present the academic self.
2. If appropriate, the student may also include a résumé, which shows the student's ability to present the professional self.

II. Documentation of Learning.

The student must demonstrate acquisition of field knowledge and possession of the skills to advance to the dissertation stage and then into the academy or a profession. To demonstrate this, the student will 1) compile an annotated readings bibliography, 2) submit a synthetic essay, 3) demonstrate through testing the ability to use the foreign language or languages studied, and 4) successfully complete an oral examination.

1. Annotated bibliography of seminal critical works pertaining to the student's primary period/area of interest.
 - a. The bibliography should contain a few sentences describing the main objectives of each critical work
 - b. The bibliography should be considerably broader than the one appended to the dissertation prospectus (see below)
2. Synthetic essay. (7000–7500 words). The student and the Supervisory Committee may think of this as the equivalent of survey chapter in a book or the introductory portion of an advanced lecture on the topic. The topic of the synthetic essay is decided by the student's Supervisory Committee, in collaboration with the student. In the synthetic essay the student should:
 - a. Cover a period, a theme, or a genre outside the immediate area of expertise.
 - b. Give a coherent and intelligent summary, supported with references to relevant primary and secondary sources for that period, theme, genre, etc.,
 - c. Demonstrate control of a research area outside the student's special field of interest.
 - d. Some examples of possible topics: the genres of Old Rus' literature, the prose of the eighteenth century, the ode in Russian poetry, the early stages in the development of Russian women's writing (18th—19th century), three centuries of peasants in Russian literature, a comparative look at Russian and European Romanticism, the role of translation in the development of the Russian literary canon, etc. As currently Russian literature is the only primary literary concentration offered in the Department at the Ph.D. level, essays on interdisciplinary and cross-national/cross-regional topics are especially welcome, but require prior approval by the Supervisory Committee.

III. Documentation of Ability to Undertake Research

The student must demonstrate that they have acquired the research, critical thinking, and complex writing skills to succeed at the dissertation stage and beyond. Documentation of research includes:

1. Analytical (original research) essay on a topic chosen with the advisor (6500–7000 words) [article].
 - a. This should be an essay with a broad scope that contributes to existing scholarship.
 - b. The essay should be written with complete scholarly apparatus, edited, and presented in polished and “publishable” form (ideally, you should have submitted or be ready to submit the work to an academic journal).
2. A statement of research interests (circa 1000 words).
3. A dissertation prospectus (4000–5000 words) with a bibliography and an abstract (150–300 words).
4. Other document(s) that the Supervisory Committee and the student agree should be included, such as:
 - a. sample post-M.A. research essays;
 - b. conference papers/abstracts, if any;
 - c. book reviews; and
 - d. any other publications or works under consideration.

IV. Documentation of Teaching

The student must demonstrate that they have acquired appropriate teaching skills, mastered appropriate pedagogical strategies, and thought reflectively about the nature, purpose, and methods of teaching. This section includes:

1. Syllabi of courses taught
2. Samples of teaching materials developed, if relevant (exams, handouts, exercises, Blackboard materials)
3. Teaching observations and student evaluations from all courses taught.
4. TWO course syllabi developed by the student:
 - a. A survey course for your period/area of concentration
 - b. A specialized seminar on materials from your research area
5. Statement of teaching philosophy (1000–1500 words)
 - a. Discuss any courses taught
 - b. Discuss your teaching style and how it might have evolved
 - c. Discuss any core principles that guide or motivate your teaching style (e.g. do you believe in the Socratic method; do you prefer to lecture; or, do you use a combination of the two)
 - d. Address any successful teaching strategies/methods
 - e. Discuss teaching aspirations (preferred type of a future teaching institution/environment)
 - f. Mention any courses you would like to have the opportunity to teach
6. Any other document(s) that the Supervisory Committee and the student agree should be included.

V. Documentation of Professional Development (as relevant)

In today’s competitive job environment, the student must demonstrate that they have acquired the skills necessary to traverse the profession independently. This section includes:

1. Grant proposals (whether funded or not), if such exist,
2. Digital Humanities work (if relevant to the profile),
3. List of Professional Development activities attended during the period of Ph.D. coursework, with comments (workshops, public lectures attended, study or research abroad, internships, special projects, etc.)
4. Mock cover letter for an academic job in your field of specialization (1.5–2 pages, single-spaced)
 - a. Include mock sample job description to which the letter is tailored
 - b. Discuss your dissertation and other research interests and accomplishments

- c. Discuss teaching experience and teaching interests at the hiring institution
5. Sample recommendation letters for undergraduate students (the student's identity may remain anonymous).
6. List of conference panels/roundtables and other academic events organized (if relevant).
7. Any other document that the Supervisory Committee and the student agree should be included.

VI. Other Evidence of Professionalization and Achievement

1. The portfolio should document as completely as possible the student's achievements and their relationship to the student's professional goals.
2. This portion of the portfolio holds any other item/s that the student chooses to include or that the Supervisory Committee may choose to require in the case of a particular student's profile.

VII. The Oral Examination

Following completion of coursework, students present the Portfolio formally to their committee through the process described below. By this time, they must have fulfilled all requirements for the Ph.D. established by the Department and Graduate Studies with the exception of the Comprehensive Oral Exam, the 18 credit hours of dissertation research, and the dissertation itself. If students meet these criteria, they proceed to the Comprehensive Oral Examination required by the Department and Graduate Studies.

The 2-hour Comprehensive Oral Examination follows the formal submission of the portfolio (see the section "Submission of the Portfolio and the Comprehensive Oral Examination" below). The oral examination demonstrates the student's ability to:

- a. Defend the choice and direction of the dissertation concept,
- b. Respond intelligently and professionally in an oral interview situation on any academic topic,
- c. Engage spontaneously in a professional exchange of ideas.

Students should first arrange with their Examination Committee members a mutually convenient date and time for the oral examination. Then students should provide this information to the Graduate Administrator. At the same time, candidates deposit the portfolio electronically in a digital venue specified by the committee and make it available to all graduate faculty of the Department.

The Graduate Administrator will process the paperwork with the Office of Graduate Studies and arrange for a room for the exam. Arrangements must be completed at least four weeks prior to the scheduled date of the oral exam.

Prior to the oral exam, the committee will examine the portfolio's contents carefully. The oral examination has two emphases:

- A review of the student's program as expressed in the portfolio and a test of the student's ability to define clearly and express coherently the state of the fields; that is, certification of the student's competency in major and minor fields;
- The presentation of the dissertation proposal and an exposition of its anticipated contribution to the student's fields.

This allows the faculty to check on any gaps or weaknesses in the portfolio, and allows the student to present the concept and timeline for the final stage of the student's graduate training. The Examination Committee reports a grade of Honors, Satisfactory, or Unsatisfactory.

The Portfolio Ph.D. Examination

Linguistics track

The portfolio should contain the following items:

[0.] Table of Contents

I. The Curriculum Vitae

1. The CV outlines the student's professional biography to date and shows the student's ability to present the academic self.
2. If appropriate, the student may also include a résumé, which shows the student's ability to present the professional self.

II. Documentation of Learning.

The student must demonstrate acquisition of field knowledge and possession of the skills to advance to the dissertation stage and then into the academy or a profession. To demonstrate this, the student will 1) compile an annotated readings bibliography, 2) submit a synthetic essay, 3) demonstrate through testing the ability to use the foreign languages studied, and 4) successfully complete an oral examination.

1. Annotated bibliography of seminal critical works pertaining to the student's primary research area of interest.
 - a. The bibliography should contain a few sentences describing the main objectives of each critical work
 - b. The bibliography should be considerably broader than the one appended to the dissertation prospectus (see below)
2. Synthetic essay. (7000–7500 words). The student and the Supervisory Committee may think of this as the equivalent of survey chapter in a book or the introductory portion of an advanced lecture on the topic. The topic of the synthetic essay is decided by the student's Supervisory Committee, in collaboration with the student. The synthetic essay should be diachronic if the student's specialty is synchronic, and vice-versa. In the synthetic essay the student should:
 - a. Cover a research theme outside the immediate area of expertise.
 - b. Give a coherent and intelligent summary, supported with references to relevant primary and secondary sources for that theme, etc.,
 - c. Demonstrate control of a research area outside the student's special field of interest.
 - d. Some examples of possible topics: the main changes from Indo-European to Slavic, the diatopy of Slavic through major isoglosses, case studies of the degree of success of the enforcement of language policy, differences in the case systems of two or more Slavic languages, differences in the verbal systems of two or more Slavic languages, differences in the case systems of two or more Slavic languages; differences in the verbal systems of two or more Slavic languages, specific issues in pragmatics of one or more Slavic languages, interaction between morphology/syntax and narrative structure of one or more Slavic languages; many of these topics can accommodate comparative consideration of Slavic and another area language of concentration (e.g. Yiddish).

III. Documentation of Ability to Undertake Research

The student must demonstrate that they have acquired the research, critical thinking, and complex writing skills to succeed at the dissertation stage and beyond. Documentation of research includes:

1. Analytical (original research) essay on a topic chosen with the advisor (6500–7000 words) [article].
 - a. This should be an essay with a broad scope that contributes to existing scholarship.

- b. The essay should be written with complete scholarly apparatus, edited, and presented in polished and “publishable” form (ideally, you should have submitted or be ready to submit the work to an academic journal).
 - c. The linguistics research essay should document the student’s ability to work with data, as appropriate for the concentration and dissertation topic. This includes issues like data collection, ethics, human subjects as applicable, work with corpora (synchronic and diachronic), statistics if applicable, etc.
2. A statement of research interests (circa 1000 words).
 3. A dissertation prospectus (4000–5000 words) with a bibliography and an abstract (150–300 words).
 4. Other document(s) that the Supervisory Committee and the student agree should be included, such as:
 - a. sample post-M.A. research essays;
 - b. conference papers/abstracts, if any;
 - c. book reviews; and
 - d. any other publications or works under consideration.

IV. Documentation of Teaching

The student must demonstrate that they have acquired appropriate teaching skills, mastered appropriate pedagogical strategies, and thought reflectively about the nature, purpose, and methods of teaching. This section includes:

1. Syllabi of courses taught
2. Samples of teaching materials developed, if relevant (exams, handouts, exercises, Blackboard materials)
3. Teaching observations and student evaluations from all courses taught.
4. TWO course syllabi developed by the student:
 - a. A survey course for your period/area of concentration
 - b. A specialized seminar on materials from your research area
5. Statement of teaching philosophy (1000–1500 words)
 - a. Discuss any courses taught
 - b. Discuss your teaching style and how it might have evolved
 - c. Discuss any core principles that guide or motivate your teaching style (e.g. do you believe in the Socratic method; do you prefer to lecture; or, do you use a combination of the two)
 - d. Address any successful teaching strategies/method
 - e. Discuss teaching aspirations (preferred type of a future teaching institution/environment)
 - f. Mention any courses you would like to have the opportunity to teach
6. Any other document(s) that the Supervisory Committee and the student agree should be included.

V. Documentation of Professional Development (as relevant)

In today’s competitive job environment, the student must demonstrate that they have acquired the skills necessary to traverse the profession independently. This section includes:

1. Grant proposals (whether funded or not), if such exist,
2. Digital Humanities work (if relevant to the profile),
3. List of Professional Development activities attended during the period of Ph.D. coursework, with comments (workshops, public lectures attended, study or research abroad, internships, special projects, etc.)
4. Mock cover letter for an academic job in your field of specialization (1.5–2 pages, single-spaced)

- a. Include mock sample job description to which the letter is tailored
- b. Discuss your dissertation and other research interests and accomplishments
- c. Discuss teaching experience and teaching interests at the hiring institution
5. Sample recommendation letters for undergraduate students (the student's identity may remain anonymous).
6. List of conference panels/roundtables and other academic events organized (if relevant).
7. Any other document that the Supervisory Committee and the student agree should be included.

VI. Other Evidence of Professionalization and Achievement

1. The portfolio should document as completely as possible the student's achievements and their relationship to the student's professional goals.
2. This portion of the portfolio holds any other item/s that the student chooses to include or that the Supervisory Committee may choose to require in the case of a particular student's profile.

VII. The Oral Examination

Following completion of coursework, students present the Portfolio formally to their committee through the process described below. By this time, they must have fulfilled all requirements for the Ph.D. established by the Department and Graduate Studies with the exception of the Comprehensive Oral Exam, the 18 credit hours of dissertation research, and the dissertation itself. If students meet these criteria, they proceed to the Comprehensive Oral Examination required by the Department and Graduate Studies.

The 2-hour Comprehensive Oral Examination follows the formal submission of the portfolio (see the section "Submission of the Portfolio and the Comprehensive Oral Examination" below). The oral examination demonstrates the student's ability to:

- a. Defend the choice and direction of the dissertation concept,
- b. Respond intelligently and professionally in an oral interview situation on any academic topic,
- c. Engage spontaneously in a professional exchange of ideas.

Students should first arrange with their Examination Committee members a mutually convenient date and time for the oral examination. Then students should provide this information to the Graduate Administrator. At the same time, candidates deposit the portfolio electronically in a digital venue specified by the committee and make it available to all graduate faculty of the Department.

The Graduate Administrator will process the paperwork with the Office of Graduate Studies and arrange for a room for the exam. Arrangements must be completed at least four weeks prior to the scheduled date of the oral exam.

Prior to the oral exam, the committee will examine the portfolio's contents carefully. The oral examination has two emphases:

- A review of the student's program as expressed in the portfolio and a test of the student's ability to define clearly and express coherently the state of the fields; that is, certification of the student's competency in major and minor fields;
- The presentation of the dissertation proposal and an exposition of its anticipated contribution to the student's fields.

This allows allowing the faculty to check on any gaps or weaknesses in the portfolio, and allows the student to present the concept and timeline for the final stage of the student's graduate training. The Examination Committee reports a grade of Honors, Satisfactory, or Unsatisfactory.

General Portfolio Exam Issues

- Students must meet the RSRS requirement in the department via a non-Slavic foreign language (usually French or German) prior to Ph.D. Comprehensive examinations. Additionally, as specified in the Department's M.A. regulations, students planning to continue beyond the M.A. should begin study of a second Slavic language during the period of M.A. work, normally during the first semester of the second year of study. By the time of the submission of the portfolio, students must demonstrate reading competence (equivalent to 2 years of formal language study) in a second Slavic language through a written test. Students should also demonstrate general knowledge of a second Slavic language's literature and culture (3 graduate credit hours) at the oral exam.
- **Linguistics Track Students** must meet the RSRS requirement in the department via a non-Slavic foreign language (usually French or German) prior to Ph.D. Comprehensive examinations. Additionally, students in the Linguistics track must:
 - a) Demonstrate detailed knowledge of the structure and history of two Slavic languages, one of which is considered the student's primary Slavic language, plus reading competence in a third Slavic language (to cover all three language families, East, West, and South Slavic); reading competence in non-primary Slavic languages is evaluated through a written test.
 - b) Demonstrate oral and written competence in the student's primary Slavic language;
 - c) Complete 9 graduate credit hours in a minor subject, taken from inside or outside the Department;
 - d) Demonstrate basic knowledge of general linguistics and comparative Slavic linguistics
- The student names their Supervisory Committee of at least three graduate faculty members, two of whom are the primary advisor and the instructor of the second Slavic language and culture, immediately following the successful conclusion of the M.A.-Ph.D. Qualifying Exam. If the student has a second minor field in addition to the second Slavic language and culture and that field is intellectually relevant to the dissertation, one of these three members may be from the second minor field. The student may change members of the Supervisory Committee in consultation with departmental Chair and the Director of Graduate Studies.
- The student may begin work on the portfolio essays and organization at any point during the period of Ph.D. coursework under the direction of the Supervisory Committee. Students are encouraged to begin as early as possible so that they have time to take full advantage of breaks and vacations and to edit, revise, and polish their work. Time management, project planning, setting priorities, and working on multiple projects are an important part of this process.
- All essays must have an appropriate scholarly apparatus, be carefully edited, and be presented in a format "suitable for submission," i.e., as though for publication in a scholarly journal.
- The portfolio examination demands articulation with the curriculum, not only in terms of subject matter, but also in terms of a) concept, b) objectives, and c) assignments that follow the concept and help achieve these objectives. Such assignments prepare students for the portfolio process and may be incorporated into the portfolio.
- The portfolio examination is the result of significant mentorship of the student by three or more graduate faculty members who serve on the Supervisory Committee, especially from the Advisor. The Supervisory Committee, in consultation with the student, determines and approves the essay topics, ensures that the student remains on track and meets portfolio requirements in a timely manner, and assists the student as needed in writing, selecting, preparing, and posting materials for the portfolio.
- The Supervisory Committee engages regularly with the student from the time that the student completes the Ph.D. Qualifying Examination until the student defends the dissertation. The student meets regularly with the Supervisory Committee as they agree to assess progress and to set timetable targets for submission of the portfolio.

Appendix E – Ph.D. Portfolio Exam Procedure

Candidates for the Ph.D. degree must submit their Ph.D. portfolio materials and complete the Ph.D. portfolio oral examinations to pass on to the dissertation stage.

1. Candidates need to inform the Director of Graduate Studies of their intention to submit and defend their Ph.D. portfolio at least 6 months before the defense is scheduled.
2. The Candidate needs to assemble the Examination Committee prior to scheduling. The Ph.D. portfolio Committee consists of at least **five members**. There can be at least two types of configurations depending on the candidate's interests. There can be a) four members of the Slavic Department Graduate Faculty who reflect the academic interests and specializations of the candidate, one of whom represents the second Slavic language and b) one member of the Graduate Faculty from outside the Slavic Department (this person could potentially also be in charge of the candidate's minor curriculum). Alternatively, there can be b) three members of the Slavic Department Graduate Faculty, and b) two Graduate Faculty from outside the department. According to university regulations, a committee member from outside the Department serves as the official Graduate Studies Representative at the examination.
3. The Candidate takes a written translation exam to prove their competency in a second Slavic language prior to their portfolio defense.
4. In consultation with the Chair, candidates must schedule the Ph.D. portfolio defense one month in advance and provide the committee with their materials at least two weeks in advance of the defense. It is the responsibility of Candidates for the Ph.D. Comprehensive Examination to:
 - a. Remove the grade of "Incomplete" in any course, which will count toward degree prior to taking the Ph.D. Comprehensive examination.
 - b. Receive approval of their Advisor that materials are ready for dissemination to the committee members.
5. Everyone in the committee participates in the two-hour oral defense of the portfolio. The defense consists of a free-form, broad intellectual discussion that stems from the materials presented in the Candidate's portfolio and extends to aspects of the SLL reading list (for literature students) and SLL coursework (for linguistics students) as these relate to the Candidate's materials.
6. The Chair and the Graduate Studies Representative fill out the exam outcome form that is then submitted to COGA for processing. Additionally, the Chair reports the results of the oral examination in writing (via email is sufficient) to the Director of Graduate Studies who then reports the results on the proper form to the Graduate School.

Appendix F – Graduate Mentoring Agreement

University of Kansas
College of Liberal Arts and Sciences
Department of Slavic Languages and Literatures
Mentoring Agreement

Until the student has passed the oral Ph.D. portfolio defense, they work with the advisor and committee toward the compilation of the Ph.D. portfolio, including the dissertation prospectus. This mentorship agreement is to be signed by the graduate student and the advisor **AFTER** completion of the Ph.D. portfolio. Sections 4–8 are to be filled out and signed by both parties. This agreement helps define the parameters of the working relationship between student and advisor and their respective responsibilities. The student’s annual written evaluations from the department (written in consultation with the advisor) during this period rely on this agreement to evaluate the student’s performance and adherence to the established scholarly goals.

1. **Student Name:**
2. **Advisor(s) Name:**
3. **Progress to Date:** Please outline in detail any research, writing, or other work toward the thesis or dissertation that has been completed to date.
4. **Milestones and Timeline:** Please provide detailed information on the expected steps toward completion, including the various stages of research, drafts, revisions, and final submissions.
5. **Feedback and Revisions:** Please explain who will provide feedback to the student and with what frequency. If a committee will provide feedback and review of student progress, please explain what the student should expect of this process.
6. **Professional Practice:** What is expected of the student in terms of professional practice? How should they communicate with the advisor and with what frequency? How should they prepare for meetings with the advisor and/or committee? What else should the student know about expectations (sometimes implicit) of a student at the thesis or dissertation stage?
7. **Consequences:** If the student does not complete the thesis or dissertation by the expected completion date, the followings steps will be taken:

By signing below, all parties acknowledge that they understand and agree to adhere to the expectations outlined in this Agreement.

Student Name:

Signature:

Date:

Advisor(s) Name(s):

Signature(s):

Date: