



Film and Media Studies at the University of Kansas

A Handbook for Graduate Students

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

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Unit Directory

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University Offices

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

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

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

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

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

[Office of Graduate Studies](#)

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

Graduate Admissions

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

Office of the Registrar (OUR)

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

Financial Aid

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

International Support Services (ISS)

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

Center for Teaching Excellence (CTE)

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

General Department Policies & Procedures

Admission – Film and Media Studies M.A. and Ph.D.

The Film and Media Studies (FMS) admissions committee places great weight on the applicant's statement of academic objectives. An effective essay should explore the student's intellectual interests, why the student is interested in Film and Media Studies, and future academic and career plans. Prospective applicants are also encouraged to contact the Director of Graduate Studies to arrange a visit to the campus to discuss their interests and the program with FMS faculty and graduate students.

Application Deadline: **January 15** to be considered for funding for the fall term.
February 15 to be considered without funding for the fall term. Applicants are only accepted for fall admission.

Application Requirements:

- A [graduate application](#) completed online through Graduate Admissions' website
- An application fee paid via secure server
 - Domestic Application: \$65.00
 - International Application: \$85.00
 - Non-Degree Seeking Application: \$30.00
 - Reenrollment Application: \$20.00
- Three (3) letters of recommendation, two (2) of which should be from former or current teachers
- An [official transcript](#), sent directly to KU, from all colleges and universities attended (copies issued to students not accepted)
- A statement of personal goals that explains why you want to pursue graduate study
- A current resume of academic and artistic experiences
- Graduate Record Examination (GRE) scores of at least 160 verbal, 144 quantitative, and 4.5 analytical writing. For routing, our institutional code is 6871: our departmental code is 4505. **GRE scores are optional for the Fall 2021 admission cycle.*
- A writing sample (no more than 15 pages) that demonstrates your ability to theorize, analyze, and synthesize scholarly information

- Non-native English speakers must demonstrate proof of English proficiency before gaining admission to a graduate program. More information about English proficiency requirements, including requirements to hold a Graduate Teaching Assistant (GTA) position is available on the [Graduate Admissions website](#).
- International students will also need to provide [proof of financial support](#)

Admission to Ph.D. Program for current FMS MA Students:

- Current M.A. students in good standing who wish to apply to the FMS Ph.D. program do not need to submit a new application through the online application process and will not need to submit new original transcripts, GRE or TOEFL scores.
- FMS requires that current M.A. students submit the following items to be considered for the Ph.D. Program:
 - a. A current resume/CV
 - b. A new statement of personal goals
 - c. A recent writing sample
 - d. Optional: Three letters of recommendation.

All items should be submitted to the [Graduate Academic Advisor](#) by **January 15** for fall admission consideration.

Advising

The Director of Graduate Studies (DGS) initially advises entering graduate students; but students select a permanent, primary advisor from the FMS faculty. By the end of the first year of graduate study, students should ask a faculty member to serve as their advisor and should notify the [Graduate Academic Advisor](#) of the faculty member identified. The faculty advisor will work closely with the student to develop a coherent plan of study, which should be in writing and included in the student's file as early as possible in the student's graduate career. Each graduate student will meet with their advisor at least once a year to evaluate their course performance and timely progress toward the degree. The graduate faculty will meet annually to discuss each student's progress and the [Graduate Director](#) will provide each student with an assessment.

Changing Advisors

A student may consider switching faculty advisors at different points in their graduate career. Students wishing to change advisors should discuss this with their current advisor as well as the prospective advisor. In cases where the student does not feel

comfortable approaching their current advisor, they may initiate this change in consultation with the graduate director. As with the selection of an advisor, a change of advisors should be based on a student's assessment of who will best be able to guide them in their chosen area of research.

A student may change advisors twice. In each instance, the student must notify in writing (including email):

- 1) the current advisor;
- 2) the new advisor;
- 3) [Graduate Academic Advisor](#)
- 4) [Graduate Director](#)

Failure to identify a new mentor by the end of the semester in which the change is proposed will result in the student being placed on probation the following semester. If the student is not able to secure a mentor prior to the end of the probationary semester, the Department may recommend them for dismissal.

Film and Media Graduate Council

Graduate students in Film and Media Studies automatically belong to the Film and Media Graduate Council, a recognized student association at the University of Kansas. This organization meets on a regular basis, operates on behalf of students in association with the FMS department and selects representatives to serve on relevant committees within the department, the School of the Arts (SOTA), and the College of Liberal Arts and Sciences (CLAS).

Academic Integrity & Misconduct

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

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

Grievance Procedures

The FMS Department advises that students make an attempt to resolve issues, e.g. matters concerning grades, directly with the instructor who administered the course. If a grievance arises that cannot be resolved directly with the appropriate party, or if the student does not feel comfortable attempting to resolve the issue with the department chair, the student should follow the department's official grievance procedures. These procedures have been approved by the University and may be found on the [Film and Media Studies Department Grievance Procedure](#) webpage.

Degree Requirements- Film and Media Studies M.A.

Coursework (30 credit hours)

A. Department Core (12)

FMS 800: Introduction to Graduate Study in Film and Media (3)

FMS 862: Survey of Film and Media History (3)

FMS 865: Contemporary Film and Media Theory (3)

FMS 902: Film Seminar in: _____ (3)

B. Production (3)

One graduate level (600 or above) FMS production course in consultation with an advisor.

C. Select 9 hours of courses including: 3 credits of FMS graduate level courses at the 600 level or above, 6 credits of non-FMS electives at the 500 level or above

D. Master's Thesis (6 credit hours)

FMS 899 Master's Thesis (6) – Can be taken as two three-hour courses.

M.A. Degree Requirements

Thesis Examination:

The graduate program consists of 30 semester hours of graduate credit, including thesis hours. Students should keep the following [formatting guidelines](#) in mind when writing the thesis. A final examination on the thesis is required by the Office of Graduate Studies. Upon completing Master's Thesis hours, written notice of intent to schedule the defense should be filed with the student's advisor and the Film and Media Studies [Graduate Academic Advisor](#) at least six weeks in advance of the examination; exams that come early in the fall semester should be arranged late in the previous spring.

The Committee:

Committee members will be selected and appointed on the basis of their knowledge as it relates to the thesis topic. Each student will recommend qualified graduate faculty members for appointment to the thesis committee. The faculty advisor, in conjunction with the student, will make the final decision for committee membership. The committee chairperson shall also be the student's advisor and shall be the faculty member with whom the student is enrolled in thesis hours. Members of each thesis committee will serve following their committee chair appointment until the student graduates.

The Defense:

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

Students must bring [two original title pages and two original acceptance pages](#) to the defense. All committee members will sign the two title pages immediately after the exam. The acceptance page will be signed by the committee chair when the defense is accepted (after any revisions are made, if necessary). If revisions are needed, students must complete all revisions within six months.

Students are advised to review the current [Academic Calendar](#) to ensure they are allowing plenty of time for revisions in accordance with semester graduation deadlines.

Degree Requirements- Film and Media Studies Ph.D.

Coursework

A. Core Courses (18 hours)

- FMS 800: Introduction to Graduate Study in Film and Media (3)
- FMS 801: Professional Development Seminar (1 hour x 6 semesters) (6)
- FMS 862: Survey of Film and Media History (3)
- FMS 865: Contemporary Film and Media Theory (3)
- FMS 902 Film Seminar in: Special Topics (3)

B. Elective Courses (9 hours)

Elective courses focus on the academic study of history, international cinema, popular culture, and film criticism. These courses are selected with a faculty advisor to reflect the student's special interest. The advisor may increase the number of hours, depending on the student's academic needs.

C. Production Course (3 hours)

- FMS 673: Problems in Basic Screenwriting (3)
- FMS 675: Problems in Basic Video Production (3)
- FMS 702: Graduate Seminar in: Production (3)
- FMS 773: Problems in Intermediate Screenwriting (3)
- FMS 895: Intensive Film Project Seminar (3)
- FMS 897: Practicum in Film (3)

D. Secondary Field (9 hours)

9 hours of secondary field courses at the graduate level from outside the Department of Film and Media Studies are chosen to assist the student in writing the dissertation. They are related to the student's proposed area of specialization. Examples include English; History; Women, Gender, and Sexuality Studies; American Studies; Education; and Social Welfare.

Additionally, students will select their second Research Skills and Responsible Scholarship from their secondary field.

E. Research Skills and Responsible Scholarship (6 hours)

KU requires all doctoral students to meet the Research Skills requirement before proceeding to comprehensive exams. Compliance with this policy requires all graduate students to receive training in responsible scholarship pertinent to the field of research and obtain research skills pertinent to the doctoral level of research in their field(s).

Research Skills requirements may be satisfied by:

FMS 902: Film Seminar in: _____ (with the topic of “Research Methods and Applications of New Media” or “Visual Methods”) (3)

An additional RSRS course outside of the department, approved by the [Director of Graduate Study](#), preferably from the student's secondary field (3)

Research Skills and Responsible Scholarship

Students are expected to fulfill University requirements for [Research Skills and Responsible Scholarship](#) before beginning their comprehensive exams.

The acquisition of special skills (including language) relevant to the dissertation may fulfil this requirement. These skills can include but are not limited to ethnography, oral history, quantitative methods, statistics, and archival methods. The requirement can also be fulfilled by the following two (6 hours) FMS courses or other methods courses approved in advance by the Director of Graduate Studies: FMS 902 Film Seminar in Visual Methods and FMS 902 Film Seminar in Methods and Applications for Digital Media Studies. These courses may not be applied to more than one requirement (i.e., one may fulfill either the core 902 requirement or the RSRS requirement, not both).

The Comprehensive Examination

Exam Committee:

When the Ph.D. student has completed their coursework and met all other Departmental and Graduate Studies requirements, they will assemble a **five**-person comprehensive examination committee consisting of the faculty members who taught the required core courses (History, Theory, area of specialization) and at least one member from outside FMS representing the student's secondary field and the Office of Graduate Studies. At the pleasure of the committee chair, the Graduate Studies Representative (outside member) may be invited to submit a written exam question. The Graduate Studies Representative will, together with the FMS faculty, evaluate the quality of the written exam responses, the oral defense, and two publishable papers submitted by the student.

Preparation:

In preparation for the written exam, students will meet with each core committee member the semester before the exams are to be taken to establish a reading list representative of the content covered in the four selected courses (History, Theory, area of specialization, and non-FMS methods or media studies). Students are responsible for meeting with each committee member where together they will decide upon 10 to 15 key works from which the student will be tested. Both the student and the faculty member will sign and date two copies of the finished reading list. The student will submit one copy to the [Graduate Academic Advisor](#) to be included in the student's file,

the other is for the student's records. Exam questions may be drawn only from the works on this list.

Scheduling the Exam:

The student must be enrolled in a minimum of 3 credit hours any semester in which they expect to take the comprehensive examination, however, it is in the student's best interest to enroll in at least 6 credit hours to ensure they count toward the [post-comprehensive enrollment requirement](#). The process of written and oral examination shall be undertaken within a single semester, and barring unforeseen circumstances, be completed within a three-week period of time.

The student should notify the [Graduate Academic Advisor](#) of their intent to schedule the exam at least six weeks in advance. They should offer a two-week window of availability for the exam to take place and be prepared to share the names of their committee members. The [Graduate Academic Advisor](#) will coordinate with the committee to schedule the exam and fill out a Comprehensive Oral Exam for Doctorate Progress to Degree (PTD) form online. The exam requires pre-approval from the College Office of Graduate Affairs at least three weeks prior to the exam date.

Format and Procedures:

The written examination is in take-home format. The two publishable papers are to be submitted via email to the [Graduate Academic Advisor](#) on the first day of the written exams. The [Graduate Academic Advisor](#) will distribute via email one exam question per day to the student at the beginning of the business day. Students will have until the end of the same business day to submit their completed answers to the [Graduate Academic Advisor](#) via email. The student may select the order in which the exam questions are administered in advance. At the end of the four days of written exams, the [Graduate Academic Advisor](#) will send the written responses and the two publishable papers to each committee member.

Committee members read the written examination answers and assess them with a grade of Pass, Revision, or No Pass. A vote of Pass by at least three committee members qualifies the student for the oral examination. A vote of Revision by at least three members requires the student to complete a revision process and rewrite all or part of the exam in a 7-10 day period. A majority of No Pass, after either the written examination or the revision, will require the student to sit for a new examination in the next semester or discontinue from the program. Students who receive a grade of No Pass on two consecutive written examinations must discontinue in the program.

The Oral Defense:

No sooner than two weeks after the completion of the written examination will the committee meet to evaluate and grade the written examination answers and

publishable papers at the student's oral defense according to the procedure indicated below. The oral exam is a test of the student's ability to define clearly and coherently express the state of the field, its history, future development, as well as their place within this context. The exam ranks the student's competency in the fields of FMS as well as the student's chosen concentration. The oral examination typically lasts no more than two hours. The committee evaluates the student's performance by giving one of three grades: No Pass, Pass, or Pass with honors. A passing vote requires a majority of the core members. If four committee members do not vote for a grade of Pass, the student may sit for a second oral examination after a period of at least ninety days, and after completing any additional reading or other preparation recommended by the committee. Students receiving a grade of No Pass after the second oral examination must discontinue from the program. A grade of Pass certifies the student as a doctoral candidate in the Department for a period of up to five years.

Post-Comprehensive Continuous Enrollment:

Doctoral students who have passed their comprehensive exams are required to adhere to the University's [Post Comprehensive Enrollment](#) policy.

Dissertation

Prospectus:

The dissertation prospectus should be presented to the dissertation committee no later than three months following the Oral Comprehensive Exam. The prospectus may also be considered at the oral examination with the unanimous, advance consent of the committee. If the prospectus is considered on the same day as the oral comprehensive examination, the committee must vote on the exam and endorse the prospectus as separate decisions.

The prospectus is typically a 15-20 page document including a bibliography and a 150-word abstract. It should clearly state the topic of the proposed research, what questions and problems the work proposes to address and answer, and how the proposed work develops, challenges, or departs from past research. The prospectus should also demonstrate that the student has a sufficient and critical command of the scholarly literature and the present state of the field. It should make clear what languages, methodologies, and theories the student will use when examining and analyzing sources, and where or how these sources are collected. A tentative outline of chapters should provide some sense of the work's overall plan and structure. A tentative schedule in the prospectus should estimate how much time the various aspects of research, writing, and revision will take.

It is to be expected that the finished dissertation may be substantially different from the dissertation prospectus. If at any time during the course of producing the dissertation, students want to introduce *major* modifications to the study outlined in the prospectus,

they are required to notify and obtain written approval of the four regular members of the committee, *not* including the fifth member who is a representative of the Office of Graduate Studies. It is the student's responsibility to consult with the committee to clarify ambiguities or conflicts that might arise. Copies of correspondence pertaining to such changes should be relayed to the [Graduate Academic Advisor](#). Students should keep the following [formatting guidelines](#) in mind when writing the dissertation.

Defense:

After the student completes a draft of the dissertation, a defense may be scheduled with the approval of the committee chair. Students should alert the [Graduate Academic Advisor](#) at least six weeks in advance and be prepared to offer a two-week window to accommodate faculty schedules. The [Graduate Academic Advisor](#) will coordinate scheduling and reserve a room for the defense. Four weeks before the scheduled defense, students should give the [Graduate Academic Advisor](#) a copy of the dissertation, to be distributed to the committee for initial review.

Students must bring two [original title and acceptance pages](#) to their defense and email them to cogadocs@ku.edu after they've been signed. After posing questions to the student about the dissertation work, committee members deliberate and vote on a grade of Satisfactory or Unsatisfactory. A grade of Satisfactory requires a majority vote, and may be contingent on the completion of specific revisions by a designated due date. The committee may also recommend that a student earning a satisfactory grade be considered for Honors by the department.

After the Defense:

Passing dissertations should also be submitted to [UMI/Proquest](#) and students should complete the ETD release form and apply for graduation at any time in the final exam preparation process via [Enroll and Pay](#). All necessary documents and directions are available on the College's [Doctoral Degree Checklist](#).

University Policies and Degree Requirements

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

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

GENERAL POLICIES

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

[Admission](#)

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

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

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

Related Policies and Forms:

- [Admission to Graduate Study](#)

[English Proficiency Requirements](#)

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

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

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

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

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 as 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

Graduate Studies' doctoral residency requirement can be met in one of two ways:

- Two semesters (fall and/or spring) of full-time enrollment in KU coursework as defined by Graduate Studies' full-time enrollment policy; OR,
- At least 18 hours of enrollment in KU coursework spread out over several part-time semesters

Related Policies and Forms:

[Engagement and Enrollment in Doctoral Programs](#)

[Full-Time Enrollment for Graduate Students](#)

[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.

Film and Media M.A. Two Year Plan

Course Requirements

The Film and Media Studies M.A. is a two-year, 30 credit graduate program that requires 12 credit hours in core courses (FMS 800, FMS 862, FMS 865, FMS 902), 3 credits of production courses, 3 credits of FMS electives, 6 credits of non-FMS courses, and 6 credits of FMS thesis hours.

- Most of your courses should be at the 700 level or above to qualify for [Graduate Credit](#)

Year One: Coursework, Thesis Research and Writing

Semester 1:	(Credits)
FMS 800	3
Elective, Core, or Production Course	3

Required Milestones:

- Attend orientation and enroll in FMS 800 during your first semester
- Research potential faculty advisors within FMS
- Attend colloquia

Semester 2:	(Credits)
Elective, Core, or Production Course	3
Elective, Core, or Production Course	3
Elective, Core, or Production Course	3

Required Milestones:

- Select an advisor. Meet with advisor twice per semester
- Select a thesis topic and identify electives to support thesis research with advisor
- Begin thesis research/writing
- Attend colloquia

Optional Tasks:

- Professional Development: Conference presentations or attendance

Year Two: Coursework, Writing, and Thesis defense

Semester 3:	(Credits)
Elective, Core, or Production Course	3
Elective, Core, or Production Course	3
Elective, Core, or Production Course	3

Required Milestones:

- Meet with advisor twice per semester
- Assemble your thesis committee
- Continue thesis research and writing
- Submit thesis draft to your advisor
- Schedule thesis defense for fourth semester
- Attend colloquia

Optional Tasks:

- Professional Development: Conference presentations or attendance
- Post-graduate planning

Semester 4:	(Credits)
Thesis hours	6

Required Milestones:

- Meet with advisor twice per semester
- Attend colloquia
- Thesis revisions and prepare for final defense
- Complete any required thesis revisions after your defense
- Apply for graduation and meet requirements on [COGA MA Graduation Checklist](#)
- Attend School of Arts Convocation Recognition Ceremony

Optional Tasks:

- Professional Development: Conference presentations or attendance
- Post graduate planning

FMS Ph.D. Graduation Requirement Checklist

Course Requirements

The Film and Media Studies PhD is a four-year graduate program that requires 18 credit hours in core courses (3 credits of which will satisfy RSRS requirements) which include FMS 800, FMS 801 (6 credits), FMS 862, FMS 865, FMS 902. Additionally, 9 credit hours in electives, 3 hours in production courses, and 9 credit hours of secondary field courses (3 credits must meet RSRS requirements). After these 39 credit hours are complete, students are required to enroll in dissertation hours until they complete their degree. Students are expected to spend two years completing coursework and two years writing their dissertation.

- Most of your courses should be at the 700 level or above to qualify for [Graduate Credit](#)
- More information about [post-comprehensive enrollment](#)

Year One: Coursework

Semester 1 Courses	Credits
FMS 800 (Intro to Graduate Studies)	3
FMS 801	1
Elective, Core, or Production Course	3
Elective, Core, or Production Course	3

Required Milestones:

- Attend orientation
- Enroll in FMS 800 during your first semester
- Research Secondary Field course options

Semester 2 Courses	Credits
Elective, Core, Production or Secondary Field Course	3
Elective, Core, Production or Secondary Field Course	3
Elective, Core, Production or Secondary Field Course	3
FMS 801	1

Required Milestones:

- Select a faculty advisor. Meet with advisor twice per semester.
- Select Secondary Field coursework with advisor
- Begin to research conference attendance and presentation opportunities

Year Two: Coursework, Dissertation Research + Comprehensive Exam

Semester 3 Courses	Credits
FMS 801	1
Elective, Core, Secondary Field, or Production Course	3
Elective, Core, Secondary Field, or Production Course	3
Elective, Core, Secondary Field, or Production Course	3

Required Milestones:

- Meet with faculty advisor twice per semester.
- Semesters 3 and 4: Make at least one conference presentation or attend *at least* 1 conference.
- Assemble Comprehensive Exam committee and reading list the semester before comprehensive exam
- Begin dissertation prospectus research
- Assemble prospectus and final defense committee

Semester 4 Courses	Credits
Elective, Core, Secondary Field, or Production Course	3
Elective, Core, Secondary Field, or Production Course	3
FMS 801	1

Required Milestones:

- Meet with faculty advisor twice per semester.
- Semesters 3 and 4: Make at least one conference presentation or attend *at least* 1 conference.
- Complete RSRS requirements by end of fourth semester
- Comprehensive Exam by end of fourth semester of enrollment
- Continue dissertation/prospectus research
- Defend dissertation prospectus within three months of completing oral comprehensive exam

Year Three: Dissertation Research, Prospectus, Writing

Semester 5 Courses	Credits
FMS 999 Dissertation hours	5
FMS 801	1

Required Milestones:

- Meet with faculty advisor twice per semester.
- Defend dissertation prospectus within three months of completing oral comprehensive exam
- Continue dissertation writing/research

Semester 6 Courses	Credits
FMS 999 Dissertation hours	5

FMS 801	1
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Required Milestones:

- Meet with faculty advisor twice per semester.
- Dissertation research/writing

Year Four: Writing, Revisions, Dissertation Defense

Semester 7 Courses	Credits
FMS 999 Dissertation hours	6

Required Milestones:

- Meet with faculty advisor twice per semester.
- Complete dissertation drafts and prepare to defend
- Consider post-graduation plans

Optional Tasks:

- Apply for dissertation fellowships
- Attend conferences

Semester 8 Courses	Credits
FMS 999 Dissertation hours	6

Required Milestones:

- Meet with faculty advisor twice per semester.
- Schedule dissertation defense
- Complete dissertation revisions
- Job search
- Apply for graduation and meet COGA Doctoral Graduation Checklist
- Attend School of the Arts Convocation Recognition Ceremony

Department of Film and Media Studies: Dissertation Evaluation Rubric

Components of a Dissertation and their Characteristics at Various Quality Levels

	Exceptional – 4	Very Good – 3	Acceptable – 2	Unacceptable – 1
Thesis / Statement of the Problem	<ul style="list-style-type: none"> Exceptionally well written Clear, innovative, compelling statement Implications may address questions in other disciplines and cultural/social issues. 	<ul style="list-style-type: none"> Well written Problematic grounded in previous scholarship Clear relevance to FMS Makes new contribution to discipline 	<ul style="list-style-type: none"> Competently written Thesis is limited to FMS lacking consideration of applications to other relevant disciplines/fields 	<ul style="list-style-type: none"> No indication of importance of thesis Thesis unsustainable at dissertation length
Grounding in the Literature	<ul style="list-style-type: none"> Demonstrates a mastery of relevant literature in the field Synthesizes literature from other disciplines to further enhance argument 	<ul style="list-style-type: none"> Comprehensive in scope Literature may be less interdisciplinary but has solid breadth and depth Thesis clearly situated in context of FMS 	<ul style="list-style-type: none"> Adequate in scope Exhibits understanding of literature cited but lacks sufficient critical analysis Lacks synthesis 	<ul style="list-style-type: none"> Incomplete and/or idiosyncratic use of existing literature Primary & secondary sources are confused
Methodology / Approach	<ul style="list-style-type: none"> Original research that creatively integrates theoretical concepts and historical approaches Multi-method builds on existing scholarship to advance key concepts 	<ul style="list-style-type: none"> Uses methodology consistently and creatively Research results are consistently and effectively integrated into methodology 	<ul style="list-style-type: none"> Imposes methods found in similar studies Approach demonstrates little creativity beyond existing models 	<ul style="list-style-type: none"> Methodology unclear or lacking Unable to synthesize results of research and literature
Results / Analysis	<ul style="list-style-type: none"> Insightful, sophisticated analysis Theory is grounded in research data Interpretation is consistently creative 	<ul style="list-style-type: none"> Successfully grounds theory in findings Creative analysis Effective use of data 	<ul style="list-style-type: none"> Analysis is adequate but inconsistent Demonstrates confusion in the effective application of analysis 	<ul style="list-style-type: none"> Inaccurate analysis of data Insufficient and/or incompetent gathering of data Results do not sustain thesis
Organization / Format	<ul style="list-style-type: none"> Tightly organized, compellingly written Logical display of limitations and strengths Clear direction for future research 	<ul style="list-style-type: none"> Clear organization Unambiguous discussion I Chapters/sections logically build & support argument 	<ul style="list-style-type: none"> Organization is inconsistent Argument is unclear due to insufficient structure Style is inconsistent and/or confused 	<ul style="list-style-type: none"> Substandard writing and organizational skills Argument is unrecognizable due to serious disorganization
Overall				

(Submitted by Graduate Advisory Board and approved by FMDC: Fall 2011)