



Graduate Student Handbook

Department of Applied Behavioral Science
College of Liberal Arts and Sciences
University of Kansas

Version: Fall 2026 v.1.0

Disclaimer on Handbook Versions:

ABS graduate students are responsible for the program policies and degree requirements outlined in the Graduate Student Handbook for the year and semester in which they began their graduate studies in the Department of Applied Behavioral Science. Archived copies of previous versions of the Graduate Student Handbook are available from the ABS Director of Graduate Studies.

Table of Contents

Personnel Directory	4
Introduction and Overview	5
Welcome to the University of Kansas	6
The Graduate School.....	6
Admission to the Graduate School.....	6
Graduate School Guidelines on Research and Teaching Assistantships	6
Graduate School Scholarships, Fellowships, and Assistantships.....	6
Orienting Information	6
Enrollment.....	7
Departmental Degree Information	7
Departmental Expectations of Graduate Students	7
The Student-Advisor Relationship	8
Conflict Resolution	10
Role of the Director of Graduate Studies.....	11
Online Master’s in Applied Behavioral Science Degree Requirements	12
Coursework	12
Portfolio.....	12
Research Capstone Project	12
Application for Graduation.....	14
Timeline	14
Program Sequence and Leave of Absence Policy	14
On-Campus Master’s in Applied Behavioral Science Degree Requirements	15
Coursework	15
Practica	16
Master’s Thesis	16
Timeline	18
Doctorate in Behavioral Psychology Degree Requirements	19
Coursework and Enrollment Information	19
The Doctoral Degree.....	19
Research Skills and Responsible Scholarship Requirement	20
Comprehensive Examination	20
Proseminar Requirement.....	22
Teaching Requirement.....	22
Three Editorial Critiques	23
Dissertation	23
Joint Ph.D. M.P.H. Degree Department of ABS and Department of Preventive Medicine	26
Admission	26

	3
General Departmental Policies and Procedures	27
Departmental Enrollment Policies and Procedures	27
Serving as a Graduate Teaching Assistant.....	27
Making Timely Progress	28
Annual Performance Review	29
Petitions	29
Requesting a Leave of Absence.....	29
Grading	29
Academic Integrity and Misconduct	30
HIPAA, FERPA, & Privacy Policy Guidelines:	31
Appendix A: Online Master’s Degree Course Requirements for Graduate Students in the Online Program	32
Course Requirements	32
Course Checklist	33
Appendix B: On-Campus Master’s Degree Course Requirements for Lawrence-Based Graduate Students	34
Course Checklist	34
Appendix C: Doctoral Degree Course Requirements.....	35
Course Checklist	35
Graduate School Requirements	35
ABS Requirements	36
Teaching Requirement.....	36
Doctoral Dissertation	36
Appendix D: Joint Ph.D.-M.P.H. Program Requirements	37
Course Requirements	37
Preliminary Requirements (after which you are awarded a Master’s degree in ABS):	37
Course Checklist for Joint MPH/Ph.D. Program.....	37
M.A. Requirements	39
MPH Requirements.....	39
Graduate School Requirements	39
ABS Ph.D. Requirements	39
Teaching Requirement.....	40
Doctoral Dissertation	40
Appendix E: Graduate Learner Outcomes: Dissertation Defense (Oral & Written).....	41
Appendix F: Department of Applied Behavioral Science Conflict Resolution Policies, and Procedures.....	42
Appendix G: Pro-seminar Grading Rubric	44
Appendix H: University Policies and Degree Requirements	45

Personnel Directory

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Introduction and Overview

This Graduate Program Handbook provides important information for students pursuing Master's, Ph.D., and joint Ph.D/M.P.H (Master's of Public Health degrees) in the Department of Applied Behavioral Science (ABS) graduate program. Although you might not read the entire Handbook upon admission to the department, you will refer back to it often as you complete the milestones toward earning your graduate degree(s). It is written using a topic sequence that parallels the order in which you will most likely complete your requirements. Separate sections are provided for students enrolled for the Master's degree (online or on-campus), Ph.D. degree, and joint Ph.D/M.P.H degree. You are obligated to meet the degree requirements as described in the [academic catalog](#) at the time of your admission. The University Academic Catalog is the definitive source for requirements and regulations for every academic program. However, the Catalog is for informational purposes only and does not constitute a contract. Degree requirements listed in the Catalog have been approved by established University Governance procedures. Degree and program requirements and course descriptions are subject to change.

This Handbook is designed to complement the academic catalog and as a result is updated regularly by the Graduate Studies Committee. Because the academic catalog is published annually, it is possible for the Handbook to be updated with changes in degree requirements in anticipation of approved, published changes to the catalog. If more restrictive requirements are adopted after your admission, you are not bound by them. Should less restrictive requirements be adopted, you may fulfill them instead of those in place at the time of your admission. The latest version of the Handbook is available from the Director(s) of Graduate Study.

Brief History of the Department of Applied Behavioral Science

In 1964, under the leadership of Frances Degen Horowitz and Richard Schiefelbusch, the University of Kansas approved the re-making of the Department of Home Economics into the Department of Family Life, later renamed the Department of Human Development and Family Life (HDFL). Horowitz was its founder and chairperson. One of the first members to join the new faculty was Donald Baer who, in turn, recruited Montrose Wolf, Barbara Etzel, Todd Risley, and James Sherman, among others. The faculty developed an undergraduate major that took an evidence-based functional approach to understanding and solving socially important problems. In 1967, a doctoral program was approved, and students joined the department from around the world.

Because KU already had a well-established Department of Psychology, HDFL department was free to specialize. It did so in four areas: (a) research in human development and developmental disabilities, (b) research in intellectual development as discriminated behavior; (c) research in early childhood behavioral processes, and (d) research in the biological basis of behavior. Over the next 35 years, the first specialization evolved into a program of applied behavior analysis, the second and third into a line of developmental and cognitive research, and the fourth into behavioral pharmacology (see Baer [1993], "A Brief, Selective History of the Department of Human Development and Family Life at the University of Kansas: The Early Years" in the *Journal of Applied Behavior Analysis*, 26, 569-572).

By 2000, the department had awarded over 400 Ph.D. degrees, many of which were earned by individuals who would become leaders in the field of behavior analysis. Recognizing this achievement, the Society for the Advancement of Behavior Analysis honored the Department with its award for "Enduring Programmatic Contributions to Behavior Analysis." The award was accepted on behalf of all faculty members by Don Baer who presented an acceptance speech titled "...and Only 25 Years After *The Behavior of Organisms*."

In 2004, the department revised its curricular and program requirements to focus primarily on the application of behavioral science, predominantly behavior analysis, to problems of societal importance. To reflect this change, the department changed its name to the Department of Applied Behavioral Science. The department adopted the following mission statement: to promote individual, family, and community development through the integration of teaching, research, and public service. Further, the department's graduate programs educate and train scientist-practitioners and researchers in the discovery and production, translation and application, and communication of knowledge in the behavioral sciences for understanding and solving problems of

societal importance. In 2017, the department adopted the following vision statement: we aspire to be an internationally recognized department that conducts cutting-edge research and offers rigorous and relevant education in behavioral science.

Welcome to the University of Kansas

The Graduate School

The KU Graduate School oversees all graduate programs on campus. To obtain a graduate degree, you are required to fulfill its requirements, as well as those of the department. Although we attempt to cover all Graduate School requirements in this handbook, you should check the [Graduate School website](#) periodically for the latest information.

Admission to the Graduate School

Incoming graduate students must have a bachelor's degree (and any post-bachelor's coursework or degrees) from a regionally accredited institution, or a foreign university with substantially equivalent bachelor's degree requirements and [proof of English proficiency](#) for non-native English speakers. Non-native speakers of English that may be employed as a GTA must also meet employment eligibility by following [KU Procedures for GTA Spoken English Competency](#). Applications for the on-campus M.A. and Behavioral Psychology Ph.D. must be submitted by December 2nd for a fall start term. A full list of the application requirements can be found on the [Graduate Admissions](#) page. Applications are reviewed by faculty identified in the application that are also able to accept students for the upcoming academic year. If an applicant has identified faculty that are not reviewing/accepting students, the Director of Graduate Study (DGS) will review the application and recommend additional readers and/or make a final admission decision. Admitting faculty may interview selected applicants individually. Questions relating to the application can be addressed to the Graduate Program Coordinator.

Graduate School Guidelines on Research and Teaching Assistantships

The latest information about Graduate Teaching Assistants (GTAs) may be found at the [Office of Graduate and Postdoctoral Affairs](#). There, you will find eligibility requirements, information about tuition assistance, and general guidelines. Students will also find details, expectations, resources, and policies concerning their GTA appointment in the appointment letter provided to the student by the university. For more information on the agreement between the University of Kansas and the Graduate Teaching Assistants Coalition (GTAC), The American Federation of Teachers - Kansas (AFT-Ks), please review the [GTA Memorandum of Agreement \(pdf\)](#).

Graduate School Scholarships, Fellowships, and Assistantships

The KU Office of Graduate Studies website provides resources on internal student awards and scholarships, as well as resources to help you find and apply for external grants, fellowships, and awards. Links are also provided for questions about financial aid and the KU Scholarships portal. More information may be obtained at [The Graduate Studies website](#)

Orienting Information

Student ID cards and e-mail accounts.

Information on student ID cards can be found at the [KU Card Center Website](#). Information setting up an e-mail account can be found at [Personal Accounts-KU Information Technology](#). Once you have created an online ID and password, which will be the same as those for your e-mail account, you will be able to access the myKU Portal which allows you to register for classes (Andy True can assist in providing permission numbers for ABS courses), view financial aid information, and access related information.

Course requirements and listings

Information about coursework may be found in the *Handbook*, as well as in the [Graduate Catalog](#). Course offerings are on the web at the [Schedule of Classes](#).

Parking permits

Information on obtaining a parking permit is available at the [KU Parking Website](#).

Health insurance

Information on your eligibility for GTA/GRA health insurance is available at the [KU Human Resources - Student Health Insurance](#) website.

Keys

Keys for the offices you need access to may be obtained from the Student Assistant Receptionist at the front desk in the department's main office -- 4001 Dole.

Mailboxes

The department will provide a mailbox for on-campus students. Your mailbox is also located in the main office. You will be assigned a mailbox by name.

Copiers

A copier is available in the room behind the mailboxes (4001C Dole). Any of the front office staff are happy to assist you in operating it. The copier is reserved for professional business only.

Enrollment

General Enrollment Information

- Dates for enrollment are posted to the Academic Calendar on the [Office of the University Registrar website](#). Class schedules are published approximately 2-3 months prior to the start of each semester. Enrollment for fall typically opens in mid/late March. Enrollment for spring typically opens in mid/late October.
- Students should discuss their program of study, degree requirements, and the schedule of classes offered with their advisor prior to enrolling each semester.
- Students will obtain permission numbers from the Graduate Program Coordinator
- Certain issues could inhibit or postpone enrollment in graduate coursework. Students should discuss any holds on their record with the Graduate Program Coordinator.
- There are several potential consequences of late enrollment, including possible late enrollment fees. See [Office of the University Registrar website](#).
- Enrollment also may impact financial aid eligibility and enrollment in locations or courses outside our department, school, or college may have a different tuition and fee cost.
- International students may consult with the Graduate Program Coordinator and/or the [International Student Services](#) office for questions related to enrollment.
- Students seeking a change in active enrollment status should contact the Graduate Program Coordinator. Review the [Registrar's website for Considerations and Impacts](#) of a Drop or Withdrawal.

Departmental Degree Information

Departmental Expectations of Graduate Students

As an incoming graduate student, you may be unsure of what is expected of you when you enter the program. You may think of graduate school as an extension of your undergraduate coursework but will be surprised to find that much more is expected. Here are some of the main differences:

- As a full-time student, you will typically enroll in only 9 credit hours each fall/spring semester. Neither the university nor the program require summer enrollment. However, summer enrollment may be required in certain situations. Speak with your faculty advisor and the Graduate Program Coordinator when determining summer enrollment. Typically, summer enrollment includes a research or applied practicum supervised by your advisor. Graduate students in the online program typically enroll in at least 7 credits each fall/spring, and at least 5 credits in the summer. This may sound like a light course load, but you will find that graduate courses are different from those you completed as an undergraduate.
 - Many graduate courses do not use textbooks. Instead, you will read peer-reviewed articles or book chapters every week. Reading over 100 pages per week is not unusual.
 - When readings are assigned, you must read them before the next class meeting because you may be tested on their content and will be expected to discuss them in class.
- You are responsible for knowing and understanding your course and practicum training requirements. This ensures that you can avoid misunderstandings that might otherwise be construed as misconduct. You should obtain (a) course syllabi and written copies of all assignments; (b) specific information on deadlines, attendance and grading policies; and (c) rules for how to complete class and practicum assignments and exercises. You should also assume that unauthorized collaboration on any quizzes, tests, examinations, or assignments is not permitted unless otherwise specified by your instructor. You should retain all returned and graded materials until the final grade is reported.
- You are expected to earn A's in all your courses. Grades of C- and below do not count toward fulfilling degree requirements and cannot be counted toward a degree or certificate. For more information, see the [Graduate Credit Policy](#).
- You must meet all criteria of the [Good Academic Standing](#) policy. If you fall out of good academic standing, you cannot hold a GRA/GTA/GA appointment or schedule a milestone/final exam. The program may elect to place you on academic probation and/or dismiss you from the program.
- The Ph.D. is a research degree and you are expected to conduct significant research during your entire tenure in the program. You were admitted to the graduate program to conduct your graduate research under the mentorship of your advisor in their laboratory. Therefore, you are expected to conduct most (if not all) of your research with your advisor. Although it is possible to engage in collaborative research with other faculty in ABS or another department, you should discuss these opportunities with your advisor before initiating a new collaboration. This ensures that all parties involved are fully informed of and agree to the expectations, time requirements, and other nuances of cross-laboratory collaborations. Faculty advisors are not required to agree to or support such collaborations.
- Our graduate programs are academically rigorous, and our faculty have high expectations for your work. At the beginning of your graduate program, and throughout your training, you should communicate with your advisor about their expectations for your work to ensure that you are devoting sufficient time and effort to academic, research, applied, and/or teaching responsibilities.
- Because you are expected to complete your degrees in a timely fashion and to publish the results of your research, you are expected to remain in the greater Lawrence/KC area during the fall and spring, and to work with your advisor during the summer. Some advisors may even expect you to work during the spring and winter breaks. Talk to your advisor to get a sense of these expectations. Graduate students in the online program will likely not be in Lawrence, but the commitment to quality work remains.

The Student-Advisor Relationship

The department follows a junior-colleague model. Students in the on-campus program are admitted by the faculty with whom they will work most closely, their faculty advisor. In the online program, online faculty admit qualifying students advised by their academic advisor. You work closely with your (faculty or academic) advisor to share equal responsibility in planning for your academic success and ensuring that you make timely progress in meeting the degree requirements of the department, college, and university.

Students and advisors should be aware of the stipulations in the KU [Graduate Student Advising and Mentoring Policy](#). The University advises against duplicating policy text in handbooks. Instead, you are directed to read the policy in the Online Policy Library linked in the preceding sentence.

The rest of this section of the handbook applies to students in the on-campus program. Your faculty advisor will assist you in selecting required and elective courses, developing research projects, and preparing for the degree requirements (e.g., selecting the topic of your thesis/dissertation). You will also work collaboratively on your professional development. Specifically, your advisor will assist you in clarifying your professional goals and attaining substantive experience in teaching (e.g., identifying opportunities and mentoring), research (e.g., ensuring that students are presenting posters, making presentations, and publishing their research), and service (e.g., committee work at the local or national level, serving as a journal reviewer).

Changing your faculty advisor

For a variety of reasons, you may complete your degree with someone other than the advisor who admitted you. The reasons include:

1. Your or your advisor's interests may change such that the two are no longer compatible.
2. After providing at least one full semester's warning, your advisor may terminate the advising relationship. This most often occurs when students fail to make timely progress toward their degrees.
3. Your advisor leaves the department or KU, or your advisor retires or dies.

In each instance, the faculty advisor should notify the Graduate Program Coordinator of the need for a change in advisor. What happens next depends upon your progression toward the Ph.D. degree and the reason for the change in advisor.

- 1) If you and your advisor's relationship dissolves due to a change in research/academic interests/goals and you are in good academic standing and pre-comprehensive exam, it is your responsibility to secure a new advisor. You may request guidance from the Director(s) of Graduate Study and/or your current advisor. It is highly recommended that you secure a new advisor within 1 full term. Your current advisor will continue to mentor you during this time. However, if you cannot find a new faculty advisor, the department is under no obligation to appoint a new advisor. Furthermore, the program can review your attempts to locate a new advisor and, if the program finds the attempts unsatisfactory, can elect to place you on academic probation and/or dismiss you from the program. If you are post-comprehensive exam, the Director(s) of Graduate Study and your current dissertation committee will work with you to identify a new advisor within the department. A new advisor should be secured within 1 term. Faculty members will not be required to supervise research that is outside of their area of expertise or interest.
- 2) If a faculty advisor no longer wishes to mentor you due to a change in compatibility (including ongoing unsatisfactory performance in academic and/or GTA responsibilities), the advisor must notify the Graduate Program Coordinator of the dissolution of their advisor relationship and responsibilities. The Graduate Program Coordinator will send notice to you and also notify the Director(s) of Graduate Study.

The advisor must provide you with 1 full term/semester of notice (for example, a faculty advisor should notify you within the first few weeks at the beginning of a term that they will discontinue being an advisor by the end of that term; should this occur in the middle of a term, you will have 1 full semester in the following term to find a replacement advisor).

You must locate a new advisor by the end of your full term of notice to remain in good academic standing. If you fail to secure a new advisor in this timeframe, you will be considered out of good academic standing, and the department can elect to place you on academic probation and/or dismiss you from the program.

In all of these cases, the new advisor is not obliged to supervise research that is outside the advisor's area of expertise or interest. Thus, you may find that you must change your area of research to accommodate your new advisor. This may add time to earning your degree. In all cases, the program encourages you to meet

with your new faculty advisors to outline outstanding degree requirements or research and to establish a mentoring agreement. In each case of an advisor change, you are responsible for completing a Record of Change in Advisor form (available from the Graduate Program Coordinator) and submitting the completed document to the Graduate Program Coordinator for filing. The form will be kept in your electronic file.

Who can serve as your advisor?

Your advisor must be tenured or in a tenure-track position in the department. Adjunct or courtesy faculty can co-advise students, but may not serve as your only advisor or, unless authorized, may not admit students.

Expectations for Frequency of Student-Advisor Meetings

Individual student-advisor meetings are an important component of graduate mentorship and student success. Faculty advisors are expected to meet individually with each advisee at least once per month during the academic year, although more frequent meetings are encouraged to support student progress on research, teaching, coursework, professional development, and other aspects of their training. Exceptions to this minimum expectation may occur due to extenuating circumstances, such as faculty conference or research-related travel, illnesses or leaves of absence, or other professional or personal obligations. Students and advisors are encouraged to communicate proactively regarding scheduling and meeting expectations. Students should be aware that many faculty hold 9-month appointments that cover fall and spring semesters. As a result, faculty may adjust their schedules and availability during the summer months. Students and advisors are encouraged to discuss summer communication, meeting frequency, and mentorship expectations with their advisors in advance.

Regular and Timely Feedback from Advisors

Regular and timely feedback from advisors is essential for supporting student progress toward degree completion and professional development. Feedback may include, but is not limited to, comments and edits on thesis or dissertation drafts, manuscripts, research proposals, comprehensive exam materials, and other scholarly or professional materials. Although the ABS department allows for some flexibility based on the nature and scope of submitted materials, faculty advisors are generally expected to provide feedback within three weeks of receiving student work. In some cases, more extensive projects or periods of high professional demand may require additional time. Advisors and students are encouraged to communicate clearly about anticipated timelines for feedback and revisions. Exceptions to this expectation may occur due to extenuating circumstances, such as conference or research-related travel, illnesses or leaves of absence, or other professional or personal obligations. Students should also be aware that many faculty hold 9-month appointments that cover fall and spring semesters. As a result, faculty may adjust their work schedules and availability during the summer months. Students are encouraged to discuss summer feedback timelines and expectations with their advisors in advance.

Conflict Resolution

When engaged in teaching, research, service, and practice, you and your colleagues will sometimes disagree -- sometimes as individuals, sometimes as groups. This is natural. Disagreements, however, may become conflicts. Throughout your career, you will encounter conflicts and be expected to resolve them efficiently, fairly, and respectfully. As a form of problem-solving, resolving conflict is integral to your professional development. Guidance in resolving conflict is part of our junior-colleague model of graduate training. For a description of the department's conflict resolution policies, procedures, and resources, see Appendix F.

Role of the Director of Graduate Studies

The Director of Graduate Studies in the Department of Applied Behavioral Science is a faculty member who is responsible for the overall direction of our graduate programs, including the online master's program and on-campus master's and doctoral programs. The DGS is also a liaison between the ABS department and the College Office of Graduate Affairs (COGA), the Office of Graduate & Postdoctoral Affairs, and the University. Specific responsibilities of the DGS include the following:

- Orienting new students to the academic unit/program
- Ensuring students are receiving timely and frequent advising and guidance on meeting program requirements as outlined by the academic unit in the graduate handbook and program materials
- Assisting with the resolution of conflicts between students and faculty related to academic issues
- Serving as the point of contact for concerns about communications received from the University, Office of Graduate & Postdoctoral Affairs, and their school/College related to graduate student policies and translating policy updates and information to graduate students, faculty, and staff in the academic unit
- Setting expectations in graduate handbooks and graduate program materials that outline the minimum frequency of meetings that a unit determines meets appropriate disciplinary standards
- Assigning a temporary faculty advisor when the primary faculty advisor will be unavailable for an extended period of time and is unable to identify a temporary advisor themselves.

Online Master's in Applied Behavioral Science Degree Requirements

Coursework

Our online courses are held synchronously and asynchronously. The online synchronous content courses are offered between 5-8pmCST. ABSC 871 Clinical Practicum courses meet for 1 hour at times that may differ from content courses. Hybrid and asynchronous content courses have no set 3-hour block but might have occasional meetings as outlined in the syllabus. The ABSC 871 Clinical Practicum courses meet for 1 hour at times that may differ from the content courses.

While you are responsible for locating a fieldwork site and supervisor, you can speak with your faculty or Academic Advisor about what opportunities they are aware of. If you are interested in obtaining BCBA certification, you must ensure that your fieldwork site and supervisor meet the BACB requirements (e.g., supervision by a BCBA, allocation of hours to a variety of professional activities, record keeping). Because the BACB standards change, we direct you to their website for the latest information: www.bacb.com. To obtain group supervision of fieldwork hours within online clinical practicum, you must be practicing at a KU ABSC-approved site under a KU ABSC-approved BCBA supervisor. For a list of approved sites and supervisors, or for more information regarding how to obtain site and supervisor approval, please talk to your Academic Advisor or reference the Orientation Canvas site. You may also contact the Online Practicum Supervisor.

Portfolio

For your M.A. degree, you are required to demonstrate acquisition of knowledge and skill competencies related to the understanding and practice of behavioral science. These competencies relate to the critical domains in our field – conceptual, ethics, basic principles, behavioral assessment, and organizational behavior management. The faculty incorporate these competencies into the content of the respective courses. You will develop a portfolio of work products demonstrating mastery of representative competencies.

Research Capstone Project

In addition, and as part of the portfolio competency requirement, you are required to propose, and complete, compose, and orally defend an empirically-based research capstone project. These projects will be translational in nature and conducted using the Portable Operant Teaching Laboratory (PORTL; Rosales-Ruiz & Hunter, 2019). The research capstone project will include a proposal, method, and paper, all advised by a committee comprised of two ABSC online faculty. The proposal will include a research question, a literature review, and a technologically described method including an experimental design. The research capstone project will require the implementation of that method and the writing of a final paper describing the entire research including results and discussion. The proposal and final paper will be drafted in APA Style. You will work on this research capstone project across the entirety of your time in the program. The details are described below.

During your first semester, you will develop the prerequisite skills needed to conduct behavioral research, including applying research ethics, reviewing the scientific literature, and writing academically. In ABSC 851 (Ethical, Legal, and Professional Issue in Applied Behavioral Science), you will complete the University of Kansas' Human Research Compliance training governing the protection of human subjects (as of Fall 2025, the University requires the Collaborative Institutional Training Initiative [CITI] course entitled, "Social & Behavioral Research"). A description of the ethics in research capstone pre-requisite assignments can be found in the Ethics syllabus.

During your second semester, you will take the ABSC 770 (Within Subjects Research Methodology and Direct Observation) course, in which you will draft an experimental question that fills a gap in the existing literature. For example, you may focus on answering a question not yet studied in the literature or propose a replication of previous work. This question will form the basis for a written research proposal describing an experiment with a

single-subject design. The final proposal will consist of a clearly stated research problem, a review of the relevant literature, and a method section that is technological. A description of the research capstone assignment from ABSC 770 is available in the Research Methods syllabus.

In your third semester (the summer after the first year), you will take ABSC 872 (Research Capstone Practicum) during which you will learn about the Portable Operant Research Teaching Laboratory (PORTL; Rosales-Ruiz & Hunter, 2019) and translational research (e.g., Kyonka & Subramaniam, 2018) for the purpose of translating your previously developed applied research method into a human operant laboratory model using PORTL. Your final product will be a research proposal for a translational study that you will conduct in ABSC 854 (Experimental Analysis of Behavior [EAB]). Your proposal committee will review and approve (or suggest edits to) your written proposal.

During the fourth semester (second year Fall), you will conduct your PORTL projects with a consenting adult as a course requirement of the ABSC 854 EAB class. You will learn how to graph data and conduct ongoing visual inspection to make data-based decisions. Your final project for the class will be a poster documenting your project, highlighting the results obtained, which you will present in a poster session. A description of this research capstone assignment from EAB can be found in the course syllabus.

During your fifth and final semester, you will draft the discussion section of your research capstone project within the ABSC 772: Conceptual Foundations of Behavior Analysis class, ensuring your discussion points are grounded in behavioral principles and conceptually systematic. You will also edit and finalize your paper. Your faculty committee will review and approve (or suggest edits to) the final paper.

Research Capstone Project Committee

Your research capstone project committee is composed of two members of the KU online faculty. Two doctoral-level core faculty members of the online program will be assigned to review both your proposal and final research capstone project.

The Proposal

In your second semester, you will develop a proposal for your research capstone project. This proposal can be a paper (length will vary) or an oral presentation with slides. Both options will consist of a review of the relevant scholarly literature on the general research area, a clearly stated research question which will be the focus of your capstone project, and a technological method section. The area of investigation may be in any branch of behavior analysis (conceptual, basic, applied), and will be experimental in nature; that is, you will be manipulating an independent variable to measure change in one or more dependent variables. The area that you investigate must be suitable for examination within the PORTL environment. Your proposal will follow the basic structure and formatting of published research studies in our behavioral field. You will submit your proposal to your committee in either a synchronous or asynchronous format, as approved by your committee.

Both faculty members must approval the proposal for it to pass. Approval criteria will focus on the clarity of the research question, the adequacy of the review of the relevant behavioral literature, and a method section that is (a) conceptually consistent with behavioral science, (b) describes one or more dependent variables that are measurable, and (c) adequately technological. The faculty will assign a vote of pass, pass with revisions, or redo. If the initial proposed project is not approved by your committee, the project must be revised (per the suggestions of the committee members) until approval from your committee is obtained.

The Final Document

After you finish implementing and analyzing data from the translational PORTL project, you will write up the entire experiment. The written report will consist of the following components: literature review, method, results, and discussion. You will write the paper following APA style formatting and using the structure of research studies published in behavioral journals.

The faculty committee will review the report; no formal meeting is required. The committee will evaluate the written document according to these criteria: (a) readability – the document must be understandable to the broader behavior analytic community outside of the department; the document must be conceptually

systematic, use behavioral terminology, and read well; (b) organization – the document must adhere to APA style and the nomenclature of behavioral research, such as APA formatting, an introduction, rationale for the investigation, clear research question, detailed description of the methodology with sufficient technological detail to permit replication, presentation of results that relate back to the research question, and a discussion of the results, including comparison to previous research, interesting findings, limitations, and future research; (c) format – the length may vary depending upon the project; and (d) evaluation – the faculty committee will review the written product against the criteria (a, b, and c above) and provide a score of pass, pass with revisions, or redo (which must be articulated by the review committee). If the initial proposed project is not approved by both committee members, the project must be revised (per the suggestions of the committee members) until approval from both committee members is obtained. All elements of the research capstone project are assigned within required courses, so passing all elements of the research capstone project, including obtaining committee approval of the proposal and final project, is necessary to pass the respective course in which each element is assigned.

Application for Graduation

To graduate with the M.A. degree, you must complete an Application for Graduation several months in advance of your anticipated graduation date. This form is available through Enroll & Pay and the Degree Progress/Graduation menu. You should be aware that the College has strict deadlines, and they do not give extensions regardless of your circumstances. Before completing the application, you will need to meet with your Academic Advisor to determine if you have completed all the requirements for the degree before scheduling your defense. Your portfolio must be approved by your committee members to be eligible to graduate, and portfolio approval must be communicated to your academic advisor. Approved research capstone project manuscripts are retained by the department for accreditation review.

Timeline

Although the graduate school allows students seven years to complete the requirements for the M.A. degree, the department expects you to have earned the M.A. degree in two years with continuous enrollment.

Program Sequence and Leave of Absence Policy

The Online Master's program and Online Graduate Certificate program follow a **lock-step, cohort-based sequence**. While individual courses do not carry formal prerequisites, each course builds on the content of the previous one and therefore **must be taken in the established order**.

Because courses are offered only once per academic year and are designed to be completed sequentially, students who need to take a **Leave of Absence (LOA)** must plan to step out for a **full academic year**. This ensures that when they return, they can rejoin the next cohort at the appropriate point in the curriculum and resume the program without interruption to the intended course progression.

Students considering a Leave of Absence are required to consult with their academic advisor to discuss timing, implications for program completion, and any required institutional steps

On-Campus Master's in Applied Behavioral Science Degree Requirements

Coursework

If you are enrolled in the Lawrence-based (i.e., on-the-ground) Master's degree program, Appendix B contains a Master's degree checklist for the courses you are required to take – and the sequence in which you should take them -- to earn your degree. The M.A. degree requires at least 30 credit hours, generally numbered 700 and above, taken while classified as a graduate student, including credit hours enrolled in thesis credit, ABSC 899.

Waiving requirements

There are two scenarios in which you may waive requirements for the Master's program. Please pay special attention to the disclaimers below regarding additional coursework and oral comprehensive examination requirements. Please speak with the Director(s) of Graduate Study if you have questions.

First Scenario

If you entered the graduate program as a doctoral student and previously completed a Master's degree from an ABAI Tier-1 Accredited Master's Program, then all requirements of our Master's program are automatically waived. You should contact the Director(s) of Graduate Study upon starting the program to ensure that written documentation of this waiver is added to your file/degree progress report.

Second Scenario

If you were admitted for the Master's degree having either completed a Master's degree from a program that is not ABAI Tier-1 Accredited or having taken graduate courses at another university, you are still required to complete all of the ABS coursework and other requirements for the Master's degree outlined in Appendix B. However, you may request that your prior graduate courses count as fulfilling a portion of the ABS Master's degree coursework as long as you earned a grade of A or B (a grade of B- does not count). For example, you are required to take a research methods course (ABSC 735) for the ABS master's degree but may have already completed a comparable graduate course at another university. If this is the case, then you may petition to waive ABSC 772 by submitting a written request to the Director(s) of Graduate Study. Each request should be accompanied by (a) the course syllabus of the previously completed course, (b) the syllabus from the course you are petitioning to waive, (c) documentation of the grade earned in it (e.g., copy of your transcript, which the ABS Graduate Academic Advisor has on file), and (d) a letter of support from your advisor. Here are some important rules you should consider before submitting your request:

- You may not request to waive a course with one you took 6 or more years earlier.
- You may waive up to 3 courses (9 hours).
- You are required to earn from KU the credit hours required for the master's degree: 21 hours of content courses plus 3 hrs (minimum) of practicum, 3 hrs (minimum) of thesis credits, and 3 hrs of elective coursework – a total of at least 30 credit hours for the M.A.
- All waivers are approved at the discretion of the Graduate Studies Committee.
- You may not submit a petition if you are beyond your first year *and* you have not submitted an annual progress evaluation in the preceding academic year.

Two important disclaimers related to waiving requirements:

1. Individual faculty advisors can determine if additional coursework is needed based on your individual program of study.
2. You remain responsible for the material taught in our graduate courses for the purposes of your oral comprehensive exams, regardless of courses/requirements waived.

Practica

On-campus Master's degree students are required to complete at least two semesters of a research or intervention practicum. Speak to your advisor to determine the course number in which you enroll. Most students complete their practicum requirement with their advisor, but some will complete it under the supervision of other ABS regular, adjunct, and courtesy faculty members. You should discuss with your advisor the available opportunities and the potential supervisors for your activities. If you are interested in obtaining BCBA certification, you must ensure that your practicum courses meet the BCBA requirements. Because the BACB standards change, we direct you to their website for the latest information: www.bacb.com.

Master's Thesis

Students who are admitted with a master's degree from another institution that does not meet the departmental master's thesis requirements must complete an empirical research project, write a manuscript, and defend the project in front of a three-person committee. They are NOT required to earn a second master's degree and, thus, do not need to complete a formal thesis project.

For all other students: For your M.A. degree, you are required to propose, complete, write up, and orally defend an empirically based Master's thesis. You may begin working on it as soon as you begin the program, but it should begin by the end of your first year. The first step is to decide on a topic and develop the research project with your advisor. Next, you select your thesis committee (guidelines below). The thesis process may begin once your advisor has approved the project and you have approval from the university's Human Research Protection Program. You may also want to obtain approval from the other members of your thesis committee. While working on your thesis, you will enroll in ABSC 899 Master's Thesis in Applied Behavioral Science with your advisor. When your data are collected and analyzed, the thesis needs to be written and defended. You will have successfully completed your Master's thesis when it is passed and signed by two of three members of your thesis committee and you have completed 30 credit hours numbered 700 and higher while classified as a graduate student, including credit hours enrolled in ABSC 899.

Application for graduation

To graduate with the M.A. degree, you must complete an Application for Graduation several months in advance of your anticipated graduation date. This form is available through Enroll & Pay and the Degree Progress/Graduation menu. You should be aware that the College has strict deadlines, and they do not give extensions to students regardless of your circumstances. Before completing the application, you will need to meet with the Graduate Program Coordinator to determine if you have completed all the requirements for the degree before scheduling your defense. Your committee members must be approved in the graduate faculty database by the college before you defend your Master's thesis. Please contact the Graduate Program Coordinator with your committee as soon as possible to verify exam privileges of your committee.

Thesis committee

Your thesis committee is typically composed of three members of the KU graduate faculty. The majority of the committee must be comprised of ABS faculty with the privilege to serve on a Master's Thesis exam. The third member can be an ABS courtesy or adjunct faculty member, or a faculty member in another department, but they should be uniquely qualified by training or experience to serve. They must also have the ability to serve on a Master's Thesis exam. If these conditions are met, the committee may include more than three members. Forming the committee is your responsibility but should be done with your advisor. Contact the Graduate Program Coordinator to verify the privileges of committee members.

Changing committee members

You may choose to replace members of your master's committee at your discretion. When a change occurs, for whatever reason, you are responsible for finding a replacement. The ABS department incurs no obligation to provide a replacement committee member. Any changes to the committee should be communicated to the Graduate Program Coordinator to verify the privileges of the committee members.

The proposal

Your thesis project idea must be proposed to and approved by your advisor and at least one other committee member. The proposal must include a review of relevant literature and the method used to address the problem being analyzed. Your thesis proposal can be a paper or an oral presentation with presentation slides, and the format of your proposal meeting can be synchronous or asynchronous, as approved by your advisor and at least one other committee member. If the initial proposed project is not approved by both your advisor and at least one other committee member, the project must be revised (per the suggestions of the committee members) until approval from your advisor and at least one other committee member is obtained. Following approval, your advisor will email the Graduate Program Coordinator with the approval decision, and you can proceed with completing your thesis. Attached to the approval email will be the approved proposal document and a document (prepared by you and your advisor) outlining any requested changes your committee requires you to complete and integrate into your final defense document. Both documents will be saved in your student file.

The document itself

The written thesis must conform to the guidelines outlined in the latest edition of the APA Style Manual. It must also conform to the physical specifications required by the College. You should review these before you start writing so that you do not spend time reformatting it later. This information may be found in the [Thesis & Dissertation Formatting Guide](#) from the KU Office of Graduate and Postdoctoral Affairs.

Federal regulations require all theses and dissertations submitted to KU's online institutional repository, KU ScholarWorks, must be accessible. Students must demonstrate their thesis/dissertation meets these requirements by submitting a YuJa Panorama Accessibility Report with a minimum score. For more information, see the accessibility sections of the [Thesis & Dissertation Formatting Guide](#).

Thesis defense

When you have finished writing your thesis and have had it approved by your advisor, you should schedule a time to defend it that can be attended by your committee members. You are required to notify the Graduate Program Coordinator at least three weeks in advance of your plan to schedule a thesis defense. Some paperwork must be completed in order to have the defense. Two weeks prior to your defense, you need to provide your committee members with the final draft of your thesis, including all figures and tables. Should a member of the thesis committee request further documentation of any aspect of the research process (e.g., completed data sheets or a contact person at the research site), this request will be honored. The defense is passed if 2 of the 3 committee members vote to pass it. If you do not pass, you may not defend it again for a period of at least 90 days. If the oral defense is failed twice, you have 30 days to petition the department for a third attempt. Failure to petition or a rejected petition will result in your dismissal from the program.

After a successful defense

Provided that you pass your defense, all committee members will sign a title page. All required graduation documents should be uploaded to the My Graduation Checklist in Canvas. Often, a thesis committee will ask that you make some changes to the document before it is submitted to the College. You must be enrolled in at least 1 credit hour of thesis credit while making the changes. Should you take longer than 6 months to complete the changes, you must enroll in 3 credit hours per semester until the revised thesis is completed. Once changes are made and you have your advisor's approval, you will electronically submit your thesis to the College. This process is described at the [Graduate Studies Website](#). See the [Master's Degree Checklist](#) for more information on completing your paperwork for graduation.

Substituting a Master's thesis

An empirical Master's thesis that was defended orally in front of a committee at another university will be accepted at KU if (a) you successfully passed the oral defense, (b) your advisor reads the thesis and finds that it meets the standards of the ABS department, and (c) the Graduate Studies Committee votes with a simple majority to accept the recommendation of your advisor. Your advisor should document this in a letter addressed to the ABS Director(s) of Graduate Study.

Timeline

Although the graduate school allows students seven years to complete the requirements for the Master's degree, the department expects you to have earned the Master's degree in three years or fewer or in four years for the joint Ph.D./M.P.H degree.

Doctorate in Behavioral Psychology Degree Requirements

Coursework and Enrollment Information

Appendix C contains a Doctoral degree checklist for required courses – and the sequence in which they should be taken – to earn your degree. The number of hours in which you enroll depends upon your progress in the program. Enrollment must adhere to college, departmental, and GTA/GRA policies. You are encouraged to discuss enrollment requirements with the Graduate Program Coordinator who can guide you through these policies. ABS requires 9 hours of enrollment each Fall/Spring term. In the semester of the oral comprehensive exam and subsequent terms, you must also adhere to the College's [Post-Comprehensive Enrollment Policy](#) until you have satisfied 18 hours post-comp enrollment. After you have (a) completed your required coursework, (b) successfully defended your Comprehensive Exam, and (c) have completed 18 hrs of post-Comprehensive Exam credit, you can enroll in as few as 1 hour per semester of dissertation credit. The number of credit hours in which you are enrolled should accurately reflect your use of department resources and faculty time. You must request an exemption if special circumstances require that you be exempted from enrollment requirements. The reason for the request must be described in writing and approved by your advisor before submitting it to the Director(s) of Graduate Study.

Waiving requirements

You are required to complete all the ABS coursework and other requirements for the Ph.D. that are outlined in Appendix C (except for any courses you waived through a previous ABAI Tier-1 Master's program or waiving individual courses). You may request that your prior graduate courses count as fulfilling a portion of the ABS Ph.D. coursework if you earned a grade of A or B (a grade of B- does not count). For example, you are required to take a Research Methods II course (e.g., ABSC 805) in the ABS program but may have already completed a comparable graduate course at another university. If this is the case, then you may petition to waive ABSC 805 by submitting a written request to the Director(s) of Graduate Study. Each request should be accompanied by (a) the course syllabus of the previously completed course (b) the syllabus from the course you are petitioning to waive, (c) documentation of the grade earned in it (e.g., copy of your transcript), and (d) a letter of support from your advisor. Here are, again, some important rules and regulations you should consider before submitting your request:

- You may not request to waive a course with one you took 6 or more years earlier.
- At the Ph.D. level: You may waive as many courses as your advisor recommends; however, if you are requesting to waive *more than 3* courses (9 credit hours), the Director(s) of Graduate Study will form a subcommittee comprised of the DGS, your advisor, and a rotating third member to review the petition and vote on which courses (if any) will be approved for waiver.
- Although credits will be waived and fulfill some course requirements, you are still required to earn from KU the credit hours required for a graduate degree: Ph.D.: 24 hours of content courses plus 6 hrs of practicum.
- All waivers are approved at the discretion of the Graduate Studies Committee.
- You may not submit a petition if you are beyond your first year *and* you have not submitted an annual progress evaluation in the preceding academic year.

The Doctoral Degree

You are free to begin working on Ph.D. level coursework and other requirements even before you have defended your Master's thesis. However, you will not be allowed to continue working toward your Ph.D. if you have not passed your Comprehensive Exam within one year of the date they successfully defended your Master's thesis (see below; two years if in the joint-MPH program), or by the end of your third year if entering the doctoral program with a completed Master's degree from an ABAI Tier-1 accredited Master's program. If you have not completed the oral comprehensive exam within this stipulated timeframe, you will be considered out of good academic standing and the program may elect to place you on academic probation and/or dismiss you from the program. Obtaining the Ph.D. degree requires the successful completion of the following tasks:

Research Skills and Responsible Scholarship Requirement

The Office of Graduate Studies requires students to have training in responsible scholarship and research skills pertinent to the field of research. This will be met by:

- Satisfactory completion of either [ABSC 735](#) OR [ABSC 770](#)
- Satisfactory completion of either [ABSC 841](#) OR [ABSC 851](#)

And one of the following:

- At least one submission of a first-author manuscript for publication in a peer-reviewed journal, OR
- At least two scholarly presentations at regional, state, or national professional meetings.

For either of the above publication/presentations:

- The work must have been entirely completed at KU
- No more than one may be a poster
- At least one must have been presented by the time of the comprehensive examination; if the other has not yet been presented by the time of the comprehensive examination, it must be accepted for presentation at an upcoming meeting
- At least one must list the student as either first or presenting author.

Comprehensive Examination

In order to take the comprehensive examination, you must meet the requirements for the ABS Master's degree (e.g., coursework, practicum). You must complete the comprehensive examination by the end of the third year if entering the Ph.D. program with a completed Master's degree obtained from an ABAI Tier-1 accredited Master's program or within a year of successfully defending your Master's in the ABS Master's program at KU. Failure to pass the examination within this timeframe means that you are out of good academic standing and is grounds for probation or dismissal from the graduate program.

Prior to the semester in which the comprehensive exam is held, all doctoral students must complete a minimum program engagement equivalent to two full-time semesters. More information on this policy may be obtained here: This may be accomplished through either of the following:

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

Note: Summer enrollment is not required to maintain registration; summer enrollments, as well as any enrollment as part of the ABS M.A. program, may be counted toward the 18 part-time pre-comprehensive hours.

Paperwork necessary to complete the exam

At least two months before your intended oral examination date, you must notify the Graduate Program Coordinator of your intention to schedule the exam, the intended timeframe of the exam, and your graduate studies representative. Your comprehensive exam will be administered by a committee of KU graduate faculty, as outlined in the [Office of Graduate Studies Policy](#). The requirements for composition of the committee, including the minimum number of required committee members, are subject to change according to changes to the Office of Graduate Studies Policy linked above.

Office of Graduate Studies Policy stipulates that your comprehensive exam committee is composed of a minimum of four members of the KU graduate faculty. The first member of the committee should be your graduate advisor (who should have a tenure-track or tenured appointment in the department with the privilege to serve on doctoral exams). You and your mentor should identify the second member, who must be a tenure-track or tenured faculty member who does not have an appointment in the ABS program. This second member, or Graduate Studies Representative, must have the privilege to serve in this role. The Graduate Program Coordinator will identify the remaining two members using a random rotation list of ABS faculty who have a tenure-track or tenured appointment in the department with the privilege to serve on doctoral exams. Please check with the Graduate Program Coordinator to confirm faculty privileges and to ensure the committee meets university requirements. Graduate Studies must approve your exam

committee members before the examination may be taken. You are required to stay informed about the paperwork necessary to complete the exam. The Graduate Program Coordinator will inform the randomly selected committee members that they will serve on your committee. Once all committee members are informed, you should proceed with providing the committee with your Program of Study Written Document.

Program of Study Written Document

You will generate a program of study document, developed in concert with your advisor, that includes:

- A list of all graduate lecture/discussion courses completed in behavioral science and how the coursework fulfills ABAI accreditation standards
- Up to 10 representative readings from each completed graduate lecture/discussion course
- Research interest statement (2-3 single-spaced pages)
- Career plans statement (2-3 single-spaced pages)
- Up-to-date CV

The examination committee will have the right to request additions/modifications to the reading list. Upon approval of your Program of Study Written Document, you will work with the Graduate Program Coordinator to schedule the oral examination, at least 2 weeks from the date that the last committee member approved the program of study. You will thereby have a minimum of 2 weeks to prepare for the oral examination upon finalization of the program of study with the examination committee.

Oral Examination

The program of study will be used by the comprehensive examination committee to generate relevant and individualized questions to ask during the oral examination. Questions will span all coursework and student-indicated research domains (those of personal interest to you and relevant to your career trajectory). These questions will be posed during the oral examination. The oral examination will last two hours and is not open to the public. The meeting consists solely of questions from the 4 committee members. The defense is successful if a majority of the committee members vote to pass it (as Satisfactory). If you receive a grade of Unsatisfactory (i.e., fail) an examination, it may be repeated on the recommendation of the degree program after 90 days, but it may not be taken more than 3 times (within the three-year time limit, each time after the lapse of 90 days). Upon successful (Satisfactory) passing of the examination, you will be considered a doctoral candidate and can proceed with developing a dissertation proposal. See the [Doctoral Candidacy Policy](#) for information on enrollment in course credit post-comprehensive exam.

Review of Comprehensive Examination Process

1. Work with your advisor to identify your outside committee member who will serve as the Graduate Studies Representative; obtain consent from the potential Graduate Studies Representative to serve on the committee.
2. Email the Graduate Program Coordinator prior to the start of the semester in which you intend to complete the Comprehensive Examination to indicate your plans; also indicate your potential Graduate Studies Representative's name.
3. The Graduate Program Coordinator will identify the two random committee members' names from within ABS tenure/tenure-track faculty and will email the committee to notify you and your advisor of the committee names.
4. Upon receipt of the committee members' names and finalization of your written portfolio, your advisor will email the portfolio to your entire committee.
5. The committee members will individually engage your advisor with any requested edits.
6. Once all edits are complete, the committee members will email your advisor to indicate approval to proceed with schedule the examination.
7. Upon receipt of approval from each committee member, you and your advisor will email the Graduate Program Coordinator to initiate scheduling. The date of the examination will be at least 2 weeks after the final approval is obtained.
8. After the examination, your advisor will email the Graduate Program Coordinator with the result of the Examination and cc the Graduate Studies Representative.

Proseminar Requirement

The department holds weekly Proseminars that have expectations and requirements for students. Seminars are usually small classes held in conference rooms, not in large classrooms. They are led by faculty members who guide critical thinking and discussion, rather than give lengthy lectures. The department's graduate courses are taught in this manner. Seminars, however, may also be larger meetings in auditoriums where presentations are made on specialized topics. The department's Proseminar – or Prosem – comprises presentations by visiting researchers and scholars, faculty members across the university, faculty members in the department, and graduate students. It meets from 3:30-5:00 on Friday afternoons during the fall, spring, and summer semesters. Graduate students are expected to attend and actively participate in departmental Prosem meetings.

The Prosem requirement is that you make one presentation during a departmental Prosem meeting. The presentation is usually based on your Dissertation research (e.g., basic, applied, translational), but may also be based on other research and scholarship, as your advisor recommends. Prosem presentations are opportunities for faculty instruction and feedback for later talks at professional conferences, department colloquia, and job interviews. The presentations should meet the requirements for continuing education units (CEUs) in your field of research and scholarship (e.g., behavior analysis, public health, clinical child psychology). They must be at least 45-50 minutes long and allow time for questions during it or afterward, as your advisor recommends. The questions must not preclude your completing the presentation.

The faculty members at Prosems will provide numerical and written feedback on the content and style of presentations, based on a Proseminar Rubric (see Appendix G). Your advisor will review the faculty's feedback with you and either credit your presentation for the requirement or have you revise and repeat it or make a different presentation.

Before the start of each semester, the department staff will ask students to submit their preferred dates for Prosem presentations. If you reply after the deadline, your Prosem may still be scheduled, but fewer dates will be available for meeting the requirement that semester or summer.

Teaching Requirement

To fulfill the department's teaching requirement, you must complete Option A or B before you can defend your dissertation. Students planning to apply for faculty positions after leaving KU are strongly encouraged to select Option A and to consider completing the additional requirements for Option B.

Option A

You must...

- complete either one 0.5 (20 hrs/wk) or two 0.25 GTA positions, and...
- be the primary instructor for a minimum of two instructional sessions (e.g., lectures or the presentation of materials to practicum students) in the course for which you are serving as a GTA (you are responsible for developing the materials presented in these instructional sessions), and...
- obtain numeric student evaluations of teaching efficacy (your name must appear on the student evaluation questionnaire), and...
- write a statement of *philosophy of teaching* (often required when applying for faculty positions), and...
- submit these materials with a statement from your advisor indicating that all of the above requirements have been met.

Option B

You must...

- petition a plan of study for formal credits/coursework (assuming satisfactory grading) on college instruction and...

- attend three teaching-relevant brown-bag sessions hosted by the Center for Teaching Excellence (CTE), and...
- complete one professional-seminar guest lecture (as if teaching an applied behavioral science course), and...
- obtain numeric evaluations of teaching efficacy (your name must appear on the student evaluation questionnaire) for the aforementioned professional-seminar guest lecture and...
- write a statement of philosophy of teaching (often required when applying for faculty positions), and...
- submit these materials with a statement from your advisor indicating that all of the above requirements have been met.

Three Editorial Critiques

When you have completed your Ph.D., you may be called upon to serve as a reviewer on manuscripts submitted for publication to professional journals or for grants submitted to funding agencies. To give you formal training in this skill, you will write three journal critiques as part of your doctoral training.

- The targets of these critiques will be research articles/manuscripts, all of them empirical.
- The target articles must cover a range of topics and research methods/experimental designs.
- You may complete the first two editorial critiques as part of a course requirement with the final approval of your advisor if the critiques meet the standards of the respective discipline.
- The third editorial critique must be completed independently outside of a course assignment. Your advisor is responsible for approving the third critique. The critique is passed if it receives a passing grade from your advisor. Your advisor may ask that the critique be revised and resubmitted before awarding it a passing grade. They may also award a failing grade.
- If your critique receives a failing grade, it cannot be revised and resubmitted, nor can it be submitted to another faculty member for a second opinion.
- If you fail your final critique, you should discuss how to complete the requirement on a new target article with your advisor.

Dissertation

In addition to completing the foregoing requirements, you will propose, write, and defend an empirically based dissertation. A period of at least 1 month must pass between the defense of your oral comprehensive exam and the defense of the dissertation. While working on your dissertation, you will enroll in ABSC 999 Doctoral Dissertation in Applied Behavioral Science with your advisor.

Dissertation Committee

Your dissertation committee is composed of KU graduate faculty, as outlined in [the Office of Graduate Studies Policy](#). The requirements for composition of the committee—including the minimum number of required committee members—are subject to change according to changes to the Office of Graduate Studies Policy linked above. Committee members should be uniquely qualified by training or experience and must have approved privileges to serve on a doctoral committee. You may include additional voting members on your committees; however, the majority of all voting members must be regular ABS tenure or tenure-track faculty members (i.e., at least 2 for a 4-member committee and at least 3 for a 5-member committee). Forming the committee is your responsibility and should be done with the advice and consent of your faculty advisor. However, graduate units have the final determination on questions of committee membership. Please check with the Graduate Program Coordinator to confirm faculty privileges and to ensure the committee meets university requirements.

Changing committee members

You may choose to replace members of your dissertation committee at your discretion. When a change occurs, for whatever reason, you are responsible for finding a replacement. The ABS department incurs no obligation to provide a replacement committee member. Any changes made to the dissertation committee should be communicated to the Graduate Program Coordinator to verify exam privileges.

Dissertation proposal

In preparation for the dissertation proposal, you will provide your committee members with a copy of your written dissertation proposal at least two weeks before the scheduled date of the proposal. The written dissertation should conform to the guidelines outlined in the latest edition of the APA Style Manual. The introduction of the proposal should include a thorough literature review but should be written as a peer-reviewed publication submission (i.e., the introduction should be between 7 and 10 pages). Your proposal document must also include Method and Data Analysis sections.

- **Method:** The proposed methods must demonstrate your knowledge of research methods appropriate to the purpose of the research (e.g., within-subjects or between groups designs). You should propose research methods that exert as much experimental control as possible given the constraints of the setting. Behavioral measures should address issues of verification (e.g., inter-observer agreement or procedural integrity) where appropriate.
- **Data Analysis:** The proposal should include a detailed plan for data analysis (e.g., assessing for autocorrelation, baseline logic, statistical analysis of time-series data, quantitative models).

Please be respectful of your committee members' time and allow sufficient opportunity for them to adequately prepare for the proposal meeting. If committee members request additional material related to the review or proposal, you are expected to honor those requests (e.g., for copies of the articles reviewed).

The proposal meeting is 1 hour in duration. The Graduate Studies Representative is not required to attend the proposal meeting or vote on the proposal. During this time, the committee may ask you to defend decisions related to your proposed research question, methods, and/or data analysis plans. Committee members must report a decision to either pass, pass with revisions, or fail. The proposal is passed if the majority of the committee members vote to pass or pass with revisions—revisions may be requested to be reviewed by the committee before proceeding with the project. If you fail the proposal, it may be repeated on the recommendation of the degree program after 90 days; however, it may not be taken more than three times (each time after a 90-day lapse). Upon successful passing of the proposal, the advisor emails the Graduate Program Coordinator with the decision to pass, and you can proceed with completing your dissertation. A final approved copy of your proposal should be sent to the Graduate Program Coordinator to add to your file.

Review of Dissertation Proposal Process

1. Work with your advisor to identify your committee members (note that these individuals need not be the same as your Comprehensive Examination committee); obtain consent from all potential committee members to serve on the committee.
2. Email the Graduate Program Coordinator prior to the start of the semester in which you intend to complete the dissertation proposal to indicate your plans; also indicate your potential committee members' names.
3. Work with the Graduate Program Coordinator to schedule the proposal meeting.
4. Once the proposal meeting is scheduled, your proposal document should be shared with your committee at least two weeks prior to the proposal date.
5. After the proposal, your advisor will email the Graduate Program Coordinator with the result of the Examination and attach the passed proposal document to this message.
 - It is likely that your committee will require changes to the proposal. If so, you and your advisor will prepare a document outlining the requested changes that the committee requires to be completed and integrated into the final defense document. This document will be shared with the Graduate Program Coordinator to save in your file.

Please remember to propose your dissertation at the earliest opportunity so you can receive feedback before proceeding too far with data collection.

Dissertation defense (final oral examination)

Before defending your dissertation, you must complete paperwork with the Graduate Program Coordinator and the College. This must be completed months in advance of your defense date so that the College may approve your application and committee members before you defend your dissertation.

At least two weeks prior to your defense, you need to provide your committee members with the final draft of your dissertation, including all figures and tables. The written dissertation defense document should generally conform to the guidelines outlined in the latest edition of the APA Style Manual—note that the College may have specific formatting requirements that supersede APA style.

Dissertation documents must also conform to the physical specifications required by the College found in the [Thesis & Dissertation Formatting Guide](#) from the KU Office of Graduate and Postdoctoral Affairs.

Federal regulations require all theses and dissertations submitted to KU's online institutional repository, KU ScholarWorks, must be accessible. Students must demonstrate their thesis/dissertation meets these requirements by submitting a YuJa Panorama Accessibility Report with a minimum score. For more information, see the accessibility sections of the [Thesis & Dissertation Formatting Guide](#).

If a member of the dissertation committee requests further documentation of any aspect of the research process (e.g., completed data sheets or a contact person at the research site), this request will be honored. To pass the exam, you must receive a majority of assenting votes (e.g., 3 of 4 committee members vote to pass). If you do not pass, you may not defend it again for at least 90 days. If the oral defense is failed twice, you have 30 days to petition the department for a third attempt. Failure to petition or a rejected petition will result in your dismissal from the program. See Appendix E for a rubric of expectations.

After a successful defense

Provided that you pass your defense, you will have all committee members sign a title page that contains lines for their signatures. You must upload the signed title/acceptance page to the My Graduation Checklist in Canvas, as well as provide the title/acceptance pages to the Graduate Program Coordinator after the defense meeting for saving in your student file. Often, a dissertation committee will ask that you make some changes to the document before it is submitted to the College. You must be enrolled in at least 1 credit hour of dissertation credit while making these changes. Should you take longer than 6 months to complete the changes to your dissertation, you must enroll in 3 credit hours per semester until the revision is completed. Once these changes are made and you have your advisor's approval, you will electronically submit your dissertation to the College. This process is described on the [Graduate Studies](#) site. You are required to submit to the Department one electronic copy of your thesis (give these to the Graduate Program Coordinator). Finally, you will need to pay your fees to the Graduate School (see the same website). See The [Doctoral Degree Checklist](#) for more information on completing your paperwork for graduation.

Joint Ph.D. M.P.H. Degree Department of ABS and Department of Preventive Medicine

Offered by the Department of Applied Behavioral Science (Lawrence) and the Department of Preventive Medicine and Public Health (KU Medical Center, Kansas City and Wichita). This joint program is the first in the nation to combine the strengths of advanced study in applied behavioral science with a Master of Public Health (M.P.H.) degree. It results from a unique collaboration between two units: the Department of Applied Behavioral Science, offering a Ph.D. in Behavioral Psychology; and the Department of Preventive Medicine and Public Health, with its M.P.H. program. Information regarding the joint Ph.D. M.P.H. degree program requirements is provided in Appendix D.

Admission

Although students may be applying for the Ph.D. track, students must also submit a separate application for the MPH. Each program (the MPH and Ph.D.) will review the corresponding application separately and will notify students of their admission decision individually. It is possible to be accepted into one program without acceptance in the other.

Non-native speakers of English that may be employed as a GTA must also meet employment eligibility by following [KU Procedures for GTA Spoken English Competency](#). Applications for the on-campus M.A. and Behavioral Psychology Ph.D. must be submitted by December 2nd. Typically, these programs allow for a fall start term. A full list of the application requirements can be found on the [Graduate Admissions](#) page. Applications are reviewed by faculty identified in the application that are also able to accept students for the upcoming academic year. If an applicant has identified faculty that are not reviewing/accepting students, the Director of Graduate Study (DGS) will review the application and recommend additional readers and/or make a final admission decision on behalf of the program. Admitting faculty may interview selected applicants, and those interviews are arranged individually by faculty members. Questions relating to the application can be addressed to the Graduate Program Coordinator.

General Departmental Policies and Procedures

Departmental Enrollment Policies and Procedures

For doctoral students, you are expected to enroll in a full-time credit load (9 credit hours in the fall and spring semesters). Note that GTAs/GRAs are not required to enroll in the summer term, unless graduating that summer, but there may be financial or other reasons why you may need to prefer to enroll in the summer. You should discuss these requirements with your advisor or the Graduate Program Coordinator. The Graduate Program Coordinator will advise on correct enrollment per [COGA Post-Comprehensive Enrollment Policy](#).

After you have passed your oral comprehensive exam, at least 1 of your credit hours of enrollment must be in the form of dissertation hours (or equivalent) every Fall and Spring, except for the semester in which you defend.

After you have (a) completed your required coursework, (b) successfully defended your oral comprehensive exam, and (c) have completed 18 hrs of post-comprehensive exam credit, you can enroll in as few as 1 hour per semester of dissertation credit (or equivalent) if your advisor agrees this is reflected in your coursework and workload. You may apply the credit hours of the semester in which you pass your comprehensive exam toward the 18 hrs requirement, provided you are enrolled in at least 6 credit hours that semester.

If you are employed as a GTA, you may reduce the number of credit hours in which you enroll, provided you have met the minimum 18 hours post-comprehensive exam and then have the proper paperwork submitted by your Graduate Program Coordinator—you may then enroll in as little as 1 credit hour and retain both your full-time status and GTA/GRA appointment.

The number of credit hours in which you are enrolled should accurately reflect your use of department resources and faculty time. If you are off-campus, not seeing an advisor, but submitting theses, dissertations, etc. for feedback and grading, you are using department resources and should be enrolled in the number of hours that reflects your use of them. The exact number is determined by consulting with your advisor. If special circumstances require that you be exempted from the enrollment requirement, you must petition an exemption (note: petitioning does not guarantee exemption, and only departmental requirements may be petitioned). The reason for the petition must be described in writing and approved by your advisor before submitting it to the Director(s) of Graduate Study.

Serving as a Graduate Teaching Assistant

Graduate students may be funded through a graduate teaching assistant (GTA) position. You may be assigned to assist a faculty member with a class that they are teaching as Instructor of Record, or you may be assigned to teach an entire course by yourself as instructor of record. Individual faculty members are typically allocated GTA lines by the department chairperson, and those lines are most often assigned to that faculty member's advisees. Although it may be possible for students to serve as a GTA for multiple different courses, it is common for a GTA to be assigned to several semesters of the same course. GTA assignments are at the discretion of the department chairperson in coordination with faculty advisors.

As a GTA, you are expected to be prepared for and attend every class, as well as to be involved in all outside-the-classroom duties such as preparing study guides or lectures, grading assignments, maintaining the gradebook, communicating with students, etc. You should plan to spend 10 (0.25 time GTA) or 20 (0.5 time GTA) hours per week engaged in these activities. In rare cases requiring prior written approval from the DGS and College Office of Graduate Affairs, GTAs may be assigned a higher time allotment (e.g., 0.7 time GTA) for more than 20 hours per week. Importantly, both the student and GTA supervisor must agree in writing to the additional hours and submit a written request to the DGS for approval. Importantly, the [GTAC Memorandum of Agreement](#) stipulates that a faculty GTA supervisor should not assign tasks to you that will require more of your time than your GTA appointment. If you have concerns about your workload exceeding the maximum weekly hours, you should speak with the DGS or department chairperson.

As a graduate teaching assistant, you are a senior colleague to your junior colleagues -- the undergraduate students. As such, you should treat them professionally in all facets and manner of classroom instruction and

practicum training, both inside and outside these settings. In particular, the Rules and Regulations of the University Senate state that, at the beginning of each course and each practicum, faculty members, instructors, and graduate teaching assistants should inform students clearly about how to prepare class and practicum assignments, notebooks, outside work, and the like. Information on attendance and grading practices should also be included. This ensures that students will not be suspected of academic misconduct on the basis of any ignorance of course requirements.

How to Direct Questions

- Graduate Teaching Assistants should contact their GTA supervisor for responsibilities associated with their GTA assignment, including, but not limited to syllabi, lesson planning, grading, and GTA evaluations. Initial concerns regarding workload should also be directed to the GTA supervisor.
- GTAs with concerns regarding their GTA appointment or working conditions should contact the DGS or department chairperson.
- Questions related to pay, benefits, tuition support, or student bills, as well as onboarding steps related to a GTA appointment, can be directed to the Graduate Program Coordinator.
- Students can find instructions on how to access their pay stubs at the [Payroll Office website](#).

Access to Resources

As outlined in the [Memorandum of Agreement](#), GTAs have access to the following resources for performing assigned work activities. These resources include:

- A **copy machine** is available in the ABS office suite during business hours (8am-5pm) Monday-Friday. If access to the copy/printer is needed outside of these office hours, please check with the front-office staff in advance for details on how to gain access/key.
- Access to **computer with printing capability**: Although GTAs are welcome to use personal devices if preferred, shared GTA office space includes access to a computer with printing capability.
- Access to **adequate software**
- Access to shared **office space**: Most GTAs in ABS can expect to share an office space. The faculty supervisor will inform GTAs of their designated office location. Although the offices are shared, the office space will include a desk space and access to a computer.
- Physical **mailboxes** for GTAs are located in the ABS office suite, 4001. Access is available during regular office hours (8am-5pm), Monday-Friday.
- Access to a device for **individual and conference communication**: GTAs in ABS have access to schedule conferences/meetings in the DHDC Baer Library or ABS conference rooms. These rooms can be reserved using the online conference room reservation form located on the ABS Projects Teams page. Depending upon your GTA placement, there may be additional conference space in your location.
- **Instructor copy of a textbook**: If applicable, please ask your supervisor for guidance on ordering an instructor copy from the publisher of the text. If this is not an option, you and your GTA supervisor can request that the department purchase a textbook for you.

Making Timely Progress

You are expected to complete your Master's degree within 3 years (four years if in the joint-MPH program) and complete your doctoral degree 3 years after that (four years if in the joint-MPH program). Students who are admitted with a Master's degree from another university are expected to complete their doctoral degree in four to five years (five to six years if in the joint-MPH program). According to the College, you have a maximum of 8 years to complete your doctoral degree after the date of your admission, but up to 10 years if you are working towards both the Master's and doctoral degrees in the ABS department. If you are following these timelines, though, you are not meeting departmental expectations. Expiration of these 8 (10) years without having completed the degree is equivalent to a resignation from the program.

Annual Performance Review

The faculty will complete annual performance reviews for each student each spring. The purpose of these performance reviews is to evaluate whether students are making adequate progress toward completing their degree in the last year and overall in the program. Please note, these annual reviews are not intended to provide detailed formative feedback or prospective degree planning for students. Instead, those professional development and mentoring conversations should occur between students and their advisors.

Each year, you will complete a progress report, give it to your advisor for a signature, and submit it to the Committee by the date requested, usually in March-April. Failure to do so may result in you being placed on probation. Your advisor will summarize the Committee's comments and add further information to your report. Your advisor will meet with you to deliver individualized feedback regarding your progress and Committee comments. If the Student Performance Review Committee judges that you are not making adequate progress, it will request that within a 30-day period you develop a timeline with your advisor for completing remaining degree requirements. Failure to develop and adhere to the timeline will result in appropriate consequences, which can include being placed on academic probation and dismissal from the program.

Students with a GTA appointment must also complete GTA evaluations. During the first year of a GTA's appointment, a documented classroom observation must be conducted at least once during each semester. For continuing GTAs, a documented classroom observation must be conducted at least once during the academic year. Performance evaluations for GTAs must include a minimum of two components: classroom observations (or its equivalent for field placements) documented in writing and a written performance evaluation from the evaluator. ABS also recommends that GTAs complete an annual self-assessment. Additional details can be obtained from the Director of Graduate Study or the Graduate Program Coordinator.

Petitions

Under special circumstances, you may request to be exempted from any College or departmental policies and procedures. The petitions must be approved by your advisor and submitted in writing to the Director(s) of Graduate Study.

Requesting a Leave of Absence

If you wish to pursue professional opportunities consistent with your long-range professional goals or are confronted with unexpected illnesses or other emergencies, you may request a leave of absence. Requests must be made in writing and submitted to the ABS Director(s) of Graduate Study with completed forms and appropriate documentation (see the Graduate Program Coordinator for the forms). If approved, the Graduate Program Coordinator will submit a request for a leave of absence to the Graduate School. See the [Leave of Absence Section of the COGA website](#) for more information.

Grading

As, Bs, Cs, etc.

You are expected to earn A's in all of your courses. Grades of C- and below do not fulfill degree requirements and cannot be counted toward a degree or certificate. For more information, see [the Graduate Credit Policy](#). You must meet all criteria of the [Good Academic Standing](#) policy. If you fall out of good academic standing, you will be unable to hold a GRA/GTA/GA appointment or schedule a milestone or final exam. The program may elect to place you on academic probation and/or dismiss you from the program.

Incompletes

Courses for which you earned an "incomplete" must be completed if they are required for graduation. The timeline for completing the course is negotiated between you and the course instructor. Incompletes may be converted to grades only by the instructor.

Credit/no credit

Graduate students cannot take courses on a credit/no-credit basis.

Grading thesis/dissertation credit

This grading scale is established in [USRR 2.2.5](#). It evaluates a student's work as demonstrating satisfactory progress (SP), limited progress (LP), or no progress (NP). A grade of SP must be assigned for a student's final semester of enrollment in thesis, dissertation, or approved thesis- or dissertation-equivalent course work. The SP indicates that the final product was of satisfactory quality to earn the degree.

The following table describes what each grade represents, and action is taken by the program (if any).

Grade	Description of Grade	Action by Program
Satisfactory Progress-SP	The student has met the goals of the semester as agreed upon with the faculty advisor. The progress made in the semester supports timely completion of the thesis or dissertation.	The student is making satisfactory progress toward their degree. No action is needed.
Limited Progress-LP	The student completed less than what was agreed upon with the faculty advisor. The semester's progress may cause delays in the timely completion of the thesis or dissertation	The Graduate Program Coordinator will track grades of LP in the program. If two consecutive grades of LP, or a third LP are reported, for a student, the graduate studies committee faculty will review the grade and student's record and may recommend academic probation and/or a mentoring agreement. If additional LPs are reported after the mentoring agreement and/or probation, the student is no longer making satisfactory progress toward their degree and is out of good academic standing. As a result, the graduate studies committee may recommend dismissal of the student from the program.
No Progress-NP	The student has shown no evidence of completed work or did not make progress toward the thesis or dissertation.	The Graduate Program Coordinator will track any NP grades in the program. If a student receives a NP, the student is not making satisfactory progress toward their degree and is considered out of good academic standing. As a result, the graduate studies committee will review the grade and student record and may place the student on academic probation, complete a mentoring agreement with the student, or recommend dismissal of the student from the program.

Academic Integrity and Misconduct

Academic integrity rests on two fundamental principles: (a) Academic work must be represented truthfully as to its source and its accuracy and (b) academic results must be obtained by fair and authorized means. Academic misconduct is defined as the violation of either of these principles. The Rules and Regulations of the University Senate define academic misconduct as follows, after which descriptions and examples are provided:

“Academic misconduct by a student shall include, but not be limited to, disruption of classes, giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments, or knowingly misrepresenting the source of any academic work, falsification of research results, plagiarizing of another's work, violations of regulations or ethical codes for treatment of animal subjects, or otherwise acting dishonestly in research.” ([USSR, Article II, Section 7](#))

Cheating

Giving, using, or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise, including unauthorized communication of information.

Examples: (a) copying from another student's paper during a quiz, test, or examination; (b) using “crib” sheets during a quiz, test, or examination; (c) using unauthorized books, notebooks, study guides, or other devices (e.g., calculators) during a quiz, test, or examination without authorization; (d) receiving unauthorized assistance during a quiz, test, or examination; (e) procuring quizzes, tests, or examinations before the scheduled exercise without authorization; and (e) copying other student’s reports, laboratory work, and computer programs or files.

Fabrication and falsification

Unauthorized alteration or invention of any information or citation in an academic exercise.

Examples of fabrication: inventing or counterfeiting data or research procedures to make it appear that the results of several processes are actually the results of a single process.

Examples of falsification: (a) false citation of the source of information; (b) altering the record of or reporting false information about practicum or clinical experiences; (c) altering grade reports or other academic records; (d) submitting a false excuse for absence or tardiness in a scheduled academic exercise; and (e) altering a returned examination paper and seeking re-grading.

Plagiarism

Knowingly presenting the work of someone else’s as your own without proper acknowledgement of the source. The sole exception to this requirement is when the ideas or information are common knowledge.

Examples include:

(a) Submitting, as your own work, the work of another student, research assistant, “ghost writer,” or commercial writing service; (b) Quoting directly from a source without quotation marks and citations; and (c) Paraphrasing or summarizing someone else’s work without acknowledgement of the source.

Plagiarism may occur orally and in writing. It may involve computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information which belongs to someone else and that is not acknowledged as such.

Facilitating academic misconduct

Giving or attempting to help someone else commit an act of academic misconduct.

Examples: (a) allowing another student to copy from your paper during a quiz, test, or examination; (b) distributing test questions or substantive information about the material to be tested before the scheduled exercise; (c) collaborating on academic work with the knowledge that the collaboration will not be reported; and (d) taking an examination or test for another student or signing a false name on an academic exercise.

The Department of Applied Behavioral Science assumes that undergraduate and graduate students, and faculty members, instructors, and graduate teaching assistants are responsible for knowing and understanding these guidelines. Ignorance of them is not an adequate defense against charges of academic misconduct.

For further information see the [Academic Misconduct Policy](#).

HIPAA, FERPA, & Privacy Policy Guidelines:

All graduate students are expected to follow the KU Privacy Office policies and procedures, regardless of their funding situation or assistantship placements. See the [Privacy Policy](#) for more information.

Appendix A: Online Master's Degree Course Requirements for Graduate Students in the Online Program

Course Requirements

Graduate students in the online program are required to take a total of 33 credit hours before graduating. At least 27 of these hours must be in content coursework, and at least 6 hours of clinical or research capstone practicum are required, with minimally 4 hours of clinical practicum. Students typically enroll in at least 7 credits each fall/spring semester, and at least 5 credits in the summer semester. The department Master's course requirements are offered in the following timeline:

Fall (1st Year) 7 Credits	Spring (1st Year) 7 Credits	Summer (1st Year) 5 Credits	Fall (2nd Year) 7 Credits	Spring (2nd Year) 7 Credits
ABSC 850 Principles of Behavior Analysis	ABSC 770 Within-Subjects Research Methodology & Direct Observation	ABSC 771 Introduction to Applied Behavioral Science	ABSC 854 Experimental Analysis of Behavior	ABSC 773 Behavior Analysis in Organizations
ABSC 851 Ethical, Legal, and Professional Issues in Applied Behavioral Science	ABSC 853 Behavioral Assessment	ABSC 872 Research Capstone Practicum	ABSC 852 Behavior Analysis in Intellectual and Developmental Disabilities	ABSC 772 Conceptual Foundations of Applied Behavioral Science
ABSC 871 Clinical Practicum	ABSC 871 Clinical Practicum		ABSC 871 Clinical Practicum	ABSC 871 Clinical Practicum

Course Checklist

Course	Course Title	Credit Hours	Semester Completed
ABSC 850	Principles of Behavior Analysis	3	
ABSC 851	Ethical, Legal, and Professional Issues in Applied Behavioral Science	3	
ABSC 852	Behavior Analysis in Intellectual and Developmental Disabilities	3	
ABSC 853	Behavioral Assessment	3	
ABSC 854	Experimental Analysis of Behavior	3	
ABSC 770	Within-Subjects Research Methodology & Direct Observation	3	
ABSC 771	Introduction to Applied Behavioral Science	3	
ABSC 772	Conceptual Foundations of Behavioral Science	3	
ABSC 773	Applied Behavior Analysis in Complex Organizations	3	
ABSC 871	Clinical Practicum	4	
ABSC 872	Research Capstone Practicum	2	
Total credit hours: <i>(Must total 33 or more to graduate with M.A.)</i>			

Appendix B: On-Campus Master's Degree Course Requirements for Lawrence-Based Graduate Students

Graduate students in the On-Campus Master's program are required to take a total of 30 credit hours before graduating. At least 21 of these hours must be in content coursework, and at least 3 hours of research or intervention practicum are required. Graduate students are expected to enroll in 9 credit hours per semester. When planning your course sequence, be aware that some advanced courses have specific prerequisite courses that must be taken first.

Course Checklist

Course	Course Title	ABAI Req.	Credit Hours	Semester Completed
ABSC 735	Within-Subjects Research Methodology & Direct Observation	Res. Meth. I	3	
ABSC 746	Introduction to Applied Behavioral Science	ABA I	3	
One of the following: ABSC 788, ABSC 802, ABSC 805, ABSC 961, or selected/approved ABSC 890 / 893	See catalog for course titles.	ABA II	3	
ABSC 799	Experimental Analysis of Behavior	EAB I	3	
ABSC 800	Conceptual Foundations of Behavioral Science	Concept. I	3	
ABSC 841	Ethical, Legal, and Professional Issues in Applied Behavioral Science	Ethics	3	
ABSC 861	Principles of Behavior Analysis	Principles I	3	
Research Practicum	<i>Consult with your advisor on the most appropriate class(es)</i>	-		
Intervention Practicum	<i>Consult with your advisor on the most appropriate class(es)</i>	-		
Thesis Hours	ABSC 899	-		
Total credit hours: (Must total 30 or more to graduate with M.A.)				

Appendix C: Doctoral Degree Course Requirements

In addition to completing the requirements for the Master's degree (Appendix B), students in the doctoral program are required to take one course from each of the categories below. These courses may be taken in any order and may be taken before defending the dissertation.

Course Checklist

Requirement	Eligible Courses Title	Credit Hours	Semester Completed
Conceptual Foundations II	ABSC 862, 901, 931, 981	3	
Research Methods II	ABSC 710, 964, selected/approved 890/893	3	
EAB II	ABSC 936, PRVM 800, BIOS 704/714	3	
Electives	Any ABSC course	3	
Research and/or Intervention Practicum	<i>Consult with your advisor on the most appropriate class(es). May be repeated.</i>	At least 6; some could come from M.A.	
Dissertation Hours	ABSC 999	At least 3	
Total credit hours:			

See the [University of Kansas Graduate Catalog](#) for more complete descriptions of the requirements and courses.

Graduate School Requirements

Requirement	Description	Date(s) Completed
Engagement Requirement	You must be enrolled and on campus for at least two semesters (fall and/or spring) of full-time enrollment in KU coursework, as defined by University policy, OR at least 18 hours of enrollment in KU coursework spread out over several part-time semesters.	
RS&RS Requirement	The ABS graduate student handbook outlines all of the ways you can meet the Research Skills and Responsible Scholarship requirements. Also, see your advisor.	

ABS Requirements

Requirement	Description	Date(s) Completed
Comprehensive Exam	See ABS Graduate Student Handbook and your advisor for details.	
Three Editorial Critiques	You are required to write three journal-style reviews of published or unpublished empirical manuscripts. See the ABS Graduate Student Handbook for a complete description of this requirement. You should begin working on these as soon as you have defended your Master's thesis.	
Proseminar Requirement	See ABS Graduate Student Handbook and your advisor for details.	

Teaching Requirement

Requirement	Description	Date(s) Completed
___ Option A or ___ Option B	See ABS Graduate Student Handbook and your advisor for details.	

Doctoral Dissertation

Requirement	Description	Date(s) Completed
Dissertation Proposal	See ABS Graduate Student Handbook and your advisor for details.	
Dissertation Oral Defense	See ABS Graduate Student Handbook and your advisor for details	

Appendix D: Joint Ph.D.-M.P.H. Program Requirements

Course Requirements

Preliminary Requirements (after which you are awarded a Master's degree in ABS):

This is appropriate for students enrolled in the Joint Ph.D.-Masters in Public Health (M.P.H.) Program. Please see your advisor in both the ABS and M.P.H. programs for guidance as to the timing of courses for the M.P.H. degree.

- Students are required to take a total of 30 credit hours before earning their M.A. At least 12 of these hours must be in content coursework and at least 3 hours of research or intervention practicum are required. These courses may be taken in any order and may be taken before defending the Master's thesis. The department preliminary course requirements are offered in the following timeline:
- Students in the joint MPH/Ph.D. program are required to complete a total of 42 credit hours before earning their MPH. Some courses have been approved to fulfill requirements in both the MPH and Ph.D. courses.

Course Checklist for Joint MPH/Ph.D. Program

Course Number	Course Title (<i>ABS Program Requirement</i>)	Credit Hours	Type of Program Requirement	Semester Completed
ABSC 735	Within-Subjects Research Methodology & Direct Observation	3	M.A.; MPH/Ph.D.	
ABSC 746	Introduction to Applied Behavioral Science	3	M.A.	
ABSC 799	Experimental Analysis of Behavior	3	M.A.	
ABSC 800	Conceptual Foundations of Applied Behavioral Science (<i>Conceptual Foundations I</i>)	3	M.A.	
ABSC 841	Ethical, Legal, and Professional Issues in Applied Behavioral Science	3	M.A.	
ABSC 861	Principles of Behavior Analysis (<i>Principles</i>)	3	M.A.; MPH/Ph.D.	
ABSC 710	Building Healthy Communities (<i>Research Methods II</i>)	3	MPH/Ph.D. (Grad Certificate)	
ABSC 875	Practicum in Community Health Promotion (After completion of ABSC 710)	3	M.A. (Grad Certificate)	
ABSC 876	Practicum in Community Development (After completion of ABSC 710)	3	M.A. (Grad Certificate)	
ABSC 899	Thesis Hours	At least 3	M.A.	
M.A. Total Credit Hours: (Must total 30 or more to graduate with MA)				

PRVM 818	Social & Behavioral Aspects of Public Health Practice	3	MPH	
PRVM 827	Public Health Administration	3	MPH	
PRVM 830	Environmental Health	3	MPH	
PRVM 875 or BIOS 715	Management of Public Health Data (OR Introduction to Data Management using REDCap and SAS)	3	MPH	
PRVM 891	Public Health Internship	3	MPH	
PRVM 893	MPH Capstone Courses: Public Health Project	3	MPH	
BIOS 704 or 714	BIOS 704 Principles of Statistics in Public Health (or BIOS 714 Fundamentals of Biostatistics I) (3) <i>(EAB II Course Option)</i>	3	MPH/Ph.D.	
PRVM 800 & PRVM 802	PRVM 800 Principles of Epidemiology (3) PRVM 802 Epidemiology Laboratory (1) <i>(EAB II Course Option)</i>	4	MPH/Ph.D.	
PRVM Elective Courses	<i>Consult with your MPH advisor on the most appropriate class(es) to ensure all hours for the MPH program are fulfilled.</i>		MPH	
MPH Total Credit Hours: (Must complete 42 or credit hours toward MPH)				
ABS 807	Practicum: Design & Analysis of Community Health Promotion Methods	3	Ph.D.	
ABSC 862	Behavioral Community Psychology <i>(Conceptual Foundation II)</i>	3	Ph.D.	
ABSC 961	Application of Applied Behavior Analysis in Communities <i>(ABA II)</i>	3	Ph.D.	
Research and/or Intervention Practicum	<i>Consult with your advisor on the most appropriate class(es). May be repeated.</i>		Ph.D.	
ABSC 999	Dissertation Hours	At least 3	Ph.D.	
Ph.D. Total Credit Hours:				

1. Students in the joint MPH/Ph.D. program are strongly encouraged to also complete the grant-writing course in ABSC.

M.A. Requirements

Requirement	Description	Date Completed
Thesis Oral Defense		

MPH Requirements

Requirement	Description	Date Completed
Capstone Oral Defense	NOTE: See your advisor in the M.P.H. Program for guidance as to additional requirements for the M.P.H. degree	

Graduate School Requirements

Requirement	Description	Date(s) Completed
Engagement Requirement	You must be enrolled and on campus for at least two semesters (fall and/or spring) of full-time enrollment in KU coursework, as defined by University policy, OR at least 18 hours of enrollment in KU coursework spread out over several part-time semesters.	
RS&RS Requirement	The ABS graduate student handbook outlines all of the ways you can meet the Research Skills and Responsible Scholarship requirements. Also, see your advisor.	

ABS Ph.D. Requirements

Requirement	Description	Date(s) Completed
Comprehensive Exam	See ABS Graduate Student Handbook and your advisor for details.	
Three Editorial Critiques	You are required to write three journal-style reviews of published or unpublished empirical manuscripts. See the ABS Graduate Student Handbook for a complete description of this requirement. You should begin working on these as soon as you have defended your Master's thesis.	
Proseminar Requirement	See ABS Graduate Student Handbook and your advisor for details.	

Teaching Requirement

Requirement	Description	Date(s) Completed
<input type="checkbox"/> Option A or <input type="checkbox"/> Option B	See ABS Graduate Student Handbook and your advisor for details.	

Doctoral Dissertation

Requirement	Description	Date(s) Completed
Dissertation Proposal	See ABS Graduate Student Handbook and your advisor for details.	
Dissertation Oral Defense	See ABS Graduate Student Handbook and your advisor for details	

Appendix E: Graduate Learner Outcomes: Dissertation Defense (Oral & Written)

Components	Outcome Quality Levels			
	Outstanding – 4	Very Good – 3	Acceptable – 2	Unacceptable - 1
Introduction/Statement of the Problem	Compelling, clear research question; Socially important, significant, innovative question; Places question in context	Interesting, sufficient breadth, depth, & insight; Poses a good question; Convincing rationale of significance	Provides some rationale; Explains importance &/or significance of question	Provides no rationale for the question; Question is poorly stated or omitted
Grounding in the Literature	Critical and comprehensive synthesis of relevant literature across disciplines	Provides a comprehensive critique and synthesis of behavior analytic literature	Comprehensive critique of behavior analytic literature	Incomplete or inadequate; Sources misinterpreted or poorly represented; Summary of the literature, but lacks critical analysis and synthesis
Methodology	Well-conceived; Methodologically sophisticated; Issues of verification (IOA & fidelity) addressed & quantified; Measures of social validity	Demonstrates technical competence with regards to design and methods; Issues of verification (IOA & fidelity) addressed	Demonstrates basic level of competence; Demonstrates ability to do research; Methodology informs the research question; Issues of verification (IOA) addressed to professional standards	Inappropriate or incorrect design or methods; Issues of verification (IOA) poorly addressed or omitted
Results & Analysis	Exceeds the standard of thoroughness; Advanced use of visual or quantitative analysis; Provides supplemental analyses to better understand findings	Exceeds the standard of thoroughness	Meets the standard of thoroughness; Simple reporting of results; Evidence supports the argument; Analyses are linked to research question	Below the standard of thoroughness; Evidence does not support the argument; Results do not follow from the analysis and are interpreted incorrectly
Discussion/Conclusion	Identifies the significance and applications; Puts the study in larger context; Has implications for the subfield or behavioral science	Well synthesized; Conclusions are supported by the evidence; Addresses limitations; Conceptually systematic; Discusses issues of generalizability and external validity	Sufficient discussion of the results; Interpretation is simplistic	Insufficient discussion of the results; Misinterprets the findings; Shows lack of understanding and careful thought
Presentation/Communication Skills	Very well written; compelling & insightful; Sets up & articulates an interesting question / answer; Makes a persuasive, convincing case	Well written; Presents well-articulated, interesting, and important questions/answers	Provides a general discussion of the question or issues, but is insufficiently specific; Shows understanding of the topic; Writing lacks originality or creativity	Shows a fundamental lack of understanding of the problem; Poorly written, incomplete, lacks structure; Spelling and grammatical errors throughout

Appendix F: Department of Applied Behavioral Science Conflict Resolution Policies, and Procedures

When engaged in teaching, research, service, and practice, you and your colleagues will sometimes disagree -- sometimes as individuals, sometimes as groups. This is natural. Disagreements, however, may become conflicts. Throughout your career, you will encounter conflicts and be expected to resolve them efficiently, fairly, and respectfully. Problem-solving and resolving conflict are integral to your professional development. Guidance in resolving conflict is part of our junior colleague model of graduate training.

Resolving conflict involves a variety of strategies and tactics, but foremost, conflict should be prevented in the first place. Preventing conflict involves its own strategies and tactics, including guidance about working with people (e.g., Carnegie, 1981), mentoring (e.g., Johnson, 2007), behavioral contracting (e.g., Hall & Hall, 1998), and professional rules and regulations (e.g., authorship order; see American Psychological Association, 2010). When conflict occurs, though, it needs resolution, which will vary across contexts. It will vary across teaching (e.g., in-person, on-line), research (e.g., research groups, on- and off-campus), and service (e.g., service learning, practicum sites), as well as across faculty, advisors, supervisors, staff, and administrators. Resolving conflict requires thought, flexibility, and nuance.

Some strategies are generic; others are more specific. The process and product should complement a group's mission, for instance, its mission in teaching, research, service, and practice. This makes it socially valid. Among the missions of our graduate program is "understanding and solving problems of societal importance." Resolving conflict is a problem of societal importance. A more specific strategy for resolving conflict – the department's strongly recommended strategy -- is to resolve conflict with your colleagues directly. This is done privately and confidentially, not in public or through email or social media. The latter results in hearsay and gossip that can increase conflict. Not resolving conflict directly is ill-advised and may exacerbate the conflict. It may be disrespectful, slighting your colleagues' knowledge and skills. It may be unwise, taking conflicts out of the context in which they are best understood. It may be partisan, seeking resolutions through closer and more partial colleagues at a higher level.

Your colleagues may be other junior colleagues (e.g., undergraduate and graduate students), senior colleagues (e.g., instructors, supervisors, faculty members, advisors, administrators), or staff (e.g., student employees, administrative staff). In resolving conflict, you may seek advice from colleagues who are not directly involved. The more experienced of them may be especially helpful in resolving conflict among team members. They are not, however, responsible for resolving your conflicts. You are.

As for tactics, again, some are generic (e.g., be respectful), while others are more specific (e.g., listen without interrupting). Among the tactics are these:

- When distraught by conflict, remove yourself from the situation until the distress abates. Take a time-out.
- Approach conflict resolution without blaming colleagues. The organism is always right. Focus on the conflict, not on your view of the conflict. You are always right, too, except when you are not.
- Emphasize areas of agreement and common interests in teaching, research, service, and practice, not areas of disagreement and divergent interests.
- Respect differences in your colleagues' aims, interests, priorities, and goals.
- Make the process and product of resolving conflict cooperative, not competitive. Your win should not be a colleague's loss.
- Assess your colleagues' view of the conflict. Do not assume that you understand their view at the start. Assess your own view for the same reason.
- The process of resolving conflicts may take several meetings.
- A resolution should have the same or functionally equivalent outcomes for you and your colleagues.
- If your conflict is resolved, but your colleague's is not, then the conflict is not resolved. The resolution is not socially valid. The conflict will continue.

The literature on the practice of behavior analysis offers strategies for resolving ethical and professional conflict (e.g., Bailey & Burch, 2010, 2016). The clinical behavior analysis literature provides tactics for resolving conflict between individuals (e.g., Fischer & Fink, 2014). The consultation literature includes strategies and tactics, especially for collaborations (e.g., Friend & Cook, 2017). The behavioral community psychology literature describes conflict resolution between groups (e.g., [here at the help guide](#); [here at the community tool box](#)).

Specific Steps / Levels Involved in Conflict Resolution

1. Conflict that is not resolved with your colleagues directly should be addressed with your next most senior colleague. If the conflict is with undergraduate students for whom you are a GTA, your next most senior colleague is the course instructor or GTA supervisor. If the conflict is with undergraduate students for whom you are the instructor of record, the colleague is the course's regular instructor or GTA supervisor. If the conflict is with another graduate student, the colleague may be a member of the Graduate Student Organization; the chair of the ABS Impact and Belonging Committee; or your instructor, supervisor, or advisor. If the conflict is with instructors, supervisors, faculty, staff, or administrators, the colleague is your advisor.
2. Conflict that is not resolved with your next most senior colleague is addressed with the department's Director(s) of Graduate Study. The DGS addresses conflict privately and confidentially, not in public or through email or social media, while relieving concerns about personal judgments and reprisals. The DGS can also recommend changes in department policies and procedures to reduce conflict, for instance, by clarifying or changing rules, roles, and responsibilities.
3. Conflict that is not resolved with the DGS is addressed with the department's chairperson. The chairperson is the department's final arbiter of conflict among colleagues. In the process of resolving it, the chairperson may consult with university resources, among them:
 - The University's [Ombuds Office](mailto:ombuds@ku.edu) (ombuds@ku.edu, 785.864.7261, Dole HDC Room 3079, 1000 Sunnyside Ave).
 - The University's [Human Resource Management Conciliation Services](mailto:hrdept@ku.edu) (hrdept@ku.edu, 785.864.4946, Carruth-O'Leary Hall, Room 103, 1246 West Campus Road).
 - The University's [Office of Civil Rights & Title IX](mailto:civilrights@ku.edu) (civilrights@ku.edu, 785-864-6414, Dole HDC, Room 1082, 1000 Sunnyside Ave).

Although the chairperson is the department's final arbiter in resolving conflict, the chairperson is not the university's final arbiter. Failing resolution in the department, you may seek resolution through the university's resources listed above.

Appendix G: Pro-seminar Grading Rubric

Date of Presentation:

Name of Student Presenter:

Name of Rater:

Write Comments on Back of Rubric Page

Scoring

- 1- Poor, many requirements not met
- 2- Fair, some requirements met
- 3- Good, meets most or all expectations
- 4- Outstanding, exceeds expectations

Content	Score
Presentation focused on clearly defined topic or issue	
Introduced purpose of presentation clearly	
Information presented in logical sequence/structure – well organized	
Provided accurate and complete explanation of key concepts/theories	
Provided evidence of extensive and valid research conceptually consistent with science of behavior; dept and breadth of sources were exemplary	
Smooth transitions between key points of presentation	
Strong conclusion statement, based upon presentation information	
Design	
Slides displayed elements of effective design. Fonts, colors, backgrounds, etc. were effective and consistent	
Information on slides reflected understanding and effective summarization; information not copied and pasted from another source	
Presentation free of spelling and grammatical errors	
Slides contained a limited number of talking points as opposed to complete paragraphs or lengthy sentences	
Text was clear and sufficiently large for the audience to see	
Presentation Style	
Presenter familiar with the material and did not read from slides or rely on notes. It was evident that the presentation was rehearsed; clearly comfortable with the material	
Communicated in a way appropriate for the audience and occasion	
Extended beyond the material	
Used language appropriate to the audience and the science of behavior	
Spoke clearly and slowly enough to be heard by the audience	
Showed enthusiasm for the subject and encouraged audience interest	
Made eye contact with audience; seldom referred to notes	
Voice, rate, pitch, and intensity appropriate during the presentation	
Inappropriate vocalisms (<i>huh, like, etc.</i>) kept to a minimum	
Physical responses (gesturing, pointing, etc.) were appropriate at the moments used, added to the presentation, and did not distract from the presentation	
Personal appearance was completely appropriate for occasion and audience	
Presentation was original; clever; creative approach that captured audience attention	
Responded to questions and comments confidently, precisely and directly	
Presented for the required amount of time	

Appendix H: University Policies and Degree Requirements

Note: This section is pasted in its entirety from the policy list provided by the Office of Graduate & Postdoctoral Affairs.

This section contains information on requirements and policies of the Office of Graduate & Postdoctoral Affairs, 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 evidenced by an official transcript from the institution the degree was obtained).

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 multiple ways to prove English proficiency:

- Declaration of native or native-like speaker status on the online application for graduate study.
- 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. Scores must be reported to KU directly by the testing service. Self-reported scores or unofficial scores are not accepted. TOEFL scores should be sent by ETS to KU institution code 6871. IELTS should be sent to KU Graduate Admissions via the e-delivery service. PTE score sheets containing the Score Report Code and Registration ID should be emailed to graduateadm@ku.edu for verification.
- Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English-medium college or university or an accredited college or university in the United States. Degrees earned online may not be used to verify English proficiency. Note: this option is not sufficient for employment as a Graduate Teaching Assistant.
- AEC Curriculum: Students who haven't taken one of the listed tests may complete coursework through the KU [Applied English Center](#) (AEC) to demonstrate English proficiency.
- US Military Employment: If you are employed as an officer in the U.S. military with documentation of selection or promotion to the rank of Major or higher (or the equivalent U.S. Navy or Coast Guard rank), then you will be considered fully proficient and will not be required to complete AEC testing.

Additional English Competency Requirements for GTAs:

English proficiency requirements for GTAs are governed by the Kansas Board of Regents and must be met separately from the English proficiency requirement for admission to a KU graduate program. Detailed

information on English proficiency requirements for GTAs may be found on Graduate & Postdoctoral Affairs' [Spoken English Competency page](#).

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](#)

Enrollment

For graduate students, advising on enrollment and course selection take place at the department level. While individual units may have additional enrollment requirements, for students who are required to enroll full-time (e.g. students holding a GTA/GRA/GA appointment, international students on an F-1 or J-1 visa, students receiving federal financial aid, etc.) the University defines full-time enrollment 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.
- Enrollment in 6 competencies for students in a Competency-Based Education (CBE) program

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).
- Enrollment in 6 competencies for students in a CBE program

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. **Students 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 March (for Spring).** Students who wish to enroll after that must submit a [Permit to Re-Enroll](#) 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. Please note that voluntarily withdrawing from your program does **not** automatically withdraw you from coursework. You must also withdraw from all classes in Enroll & Pay via the "Withdraw from the University" option.

Deadlines for adding, changing, dropping, or withdrawing from all courses, 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](#).**

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

Your graduate program coordinator (or similar title) is available to guide you through any enrollment scenarios or questions that come up. In order to avoid problems on your record, please consult with them prior to dropping or changing enrollment.

Related Policies:

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

Graduate Credit (Including Transfer Credit)

The University's Graduate Credit [policy](#) 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 other 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. Reduced credit hour degrees must be based on coursework or experiences that can be objectively measured, such as coursework or qualifying internship or study abroad programs. Professional or life experience does not qualify. A reduction in hours is distinct from a transfer of credit and is reserved for students whose prior coursework doesn't qualify for transfer credit (e.g. was already used to fulfill requirements towards a completed degree) 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.

Related Policies:

- [Graduate Credit](#)
- [Co-enrollment](#)
- [Master's Degree Requirements](#) (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 cumulative 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 2.3.8](#)

[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, 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. Individual Schools/the College may set more stringent GPA requirements.

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;

- Lack of progress on the thesis, dissertation, or capstone project
- Unacceptable academic performance on program milestones outside of coursework (e.g. exams)
- Unsatisfactory grades or GPA within foundational required courses (despite overall cumulative GPA)
- An unsatisfactory result in their department's annual progress evaluation

- Nearing or going beyond their maximum time to degree. See the Time Limits section below for more information.

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 or the degree requirements section and with their program advisor for more information.

If a student is unable to raise their cumulative GPA or otherwise meet the communicated terms of the academic probation, the department will reconsider their continuation in the program, and in most cases will recommend the student for dismissal. 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](#)
- [Good Academic Standing policy](#)

Grading

The Office of Graduate & Postdoctoral Affairs' (GPA) [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 GPA.

Students should also consult their advisor and the departmental grading 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.

Related Policies:

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

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 policies below, as well as consult with their program advisor to create a timeline for degree completion. In order to support this process, students are encouraged to use a Mentoring Agreement Template and/or adapt to their own needs to support effective mentoring and a positive mentoring relationship.

Note that individual schools/the College/degree programs may require Mentoring Agreements for students who are nearing their maximum time to degree.

Related Policies and Forms:

- [Master's Degree Program Time Constraints](#)_
- [Engagement and Enrollment in Doctoral Programs](https://policy.drupal.ku.edu/graduate-studies/doctoral-program-time-contraints)<https://policy.drupal.ku.edu/graduate-studies/doctoral-program-time-contraints>
- [Doctoral Degree Comprehensive Oral Exams](#) (on exam expiration and recertification)
- [Doctoral Program Profiles with Time to Degree Information](#)
- [KU CLAS Mentorship Agreement Template](#)
- [Univ. Michigan Rackham Graduate School Mentoring Plan Templates](#)
- [KU Graduate & Postdoctoral Affairs IDP template](#)

[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. When a student is on Leave of Absence status it is understood that they have temporarily suspended their graduate work and therefore will not make use of University resources, including faculty time.

Requesting a Leave of Absence is done through 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.

In order for a Leave of Absence to be approved, the student must be withdrawn from all active and/or future enrollment. Withdrawal for the purposes of Leave of Absence is still subject to all Registrar deadlines, required forms, and applicable tuition and fees.

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](#) (policy)
- [Leave of Absence](#) (GPA website, form linked at bottom of page)

[Required University Milestones](#)

All graduate students must complete one or more exams as part of their degree requirements. In addition to department or program guidelines, the following milestones are required for all students and specific regulations apply:

- Master's Final Culminating Exam (written or oral)/Thesis Defense for Master's degree
- Doctoral Comprehensive Oral Exam
- Doctoral Final Exam/Dissertation Defense

*A final culminating effort is not required for departments with an approved coursework-only master's degree option in the Academic Catalog (note that programs with a capstone are considered coursework only). Before a student is allowed to complete any of these three exams, pre-approval from the school/College is required in advance of the exam date. This pre-approval request will be submitted on the student's behalf by their department after the exam date has been scheduled. The school/College reviews the student record and verifies all University requirements have been fulfilled. 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.

There are additional policies requirements for oral exams. The following are University policies pertaining to oral exams:

Oral Exam Committee Composition

All voting committee members must be appointed members of the Graduate Faculty of KU. Additionally, a majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty in the candidate's department or 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. Your graduate program coordinator can assist with confirming the qualifying status of any faculty member at KU, or outside of KU.

Oral Exam Attendance

Oral Exams may be conducted in-person, remotely, or a hybrid of both. There are no University level requirements for physical presence; however, there are strict regulations on participation.

In all cases, all committee members must be present, either physically or via phone/video conference, for an exam to commence. **If a committee member does not arrive or appear, the exam may not begin and if a committee member leaves or loses connection such that they cannot fully participate, the exam may not proceed. Oral examinations that do not meet these attendance requirements are not valid.**

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.

[Enrollment Requirement](#)

Prior to the semester in which the comprehensive exam is held, all doctoral students must complete a minimum program engagement equivalent to two full-time semesters. This may be accomplished through either of the following:

- Two semesters (fall and/or spring) of full-time enrollment in KU coursework, as defined by University policy
- 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](#)

[Continuous Enrollment for Post-Comprehensive Students](#)

During the semester in which the doctoral oral comprehensive exam is completed and each fall and spring semester follows, doctoral students must adhere to very specific enrollment requirements. These requirements may be different than enrollment requirements prior to the oral comp exam. Failure to properly comply with the enrollment requirements may cause delays to graduation or additional enrollment requirements to make up what was missed, increasing tuition expenses near the end of your degree program.

To avoid delays or additional costs, you are also strongly advised to meet with your graduate program coordinator the semester before your oral comprehensive exam. Your graduate coordinator will work with you to develop an enrollment plan that meets all policy requirements, while also preventing unnecessary or avoidable fees.

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 and 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:

- [Full-time Enrollment for Graduate Students](#)
- [Doctoral Candidacy](#)

GRADUATE CERTIFICATE REQUIREMENTS

The University offers a variety of [Approved Graduate Certificate Programs](#) to encourage current graduate students to pursue interdisciplinary study, gain a credential for expertise in an outside area of study, or provide an option for a coherent course of advanced study for those not ready to commit to a full degree program. Note that students must be fully admitted to a graduate certificate by the end of the last course that will count to fulfill the certificate. Students wishing to complete the certificate should apply as early as possible. 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 (Master's & 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. [Graduate & Postdoctoral Affairs Graduation Checklists \(Master's | Doctoral\)](#)

These graduation checklists provide a comprehensive list of all University requirements for graduation and should be consulted by every graduating master's or doctoral student as soon as graduation is expected. 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.

We strongly encourage students to submit an Application for Graduation as early as possible; ideally prior to the 20th day of classes of the semester they intend to graduate.

GRADUATE & POSTDOCTORAL AFFAIRS FUNDING OPPORTUNITIES

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

[Summer Research Scholarships](#): intended primarily for post-comp doctoral students.

[Graduate Student 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 (max \$750) only once per academic year, with priority given to students who have not received the fund previously. 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 are eligible to receive one award from this fund during their doctoral career. Students should check the link above for additional information and restrictions.