

2027-2028 Academic Catalog Requirements: Graduate Programs

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Overview Tab

- ☐ Provide a brief description of the nature of the program.
 - This should be longer than a couple sentences and should be specific to that program, rather than the department as a whole.
 - Description may include information about careers in the field/job placement and funding availability and processes, for programs that offer it.

Admissions Tab

- ☐ Remove/do not repeat KU University level admissions requirements (i.e., completed bachelor's degree, proof of English Proficiency for non-native speakers, official transcripts for bachelor's and all degrees attended post-bachelor's).
- ☐ Instead, include the *program-specific* admission information as it appears in the Slate application, for example:
 - Required supplemental documentation (e.g., letters of rec, statement of purpose, C.V., etc.)
 - Exams or test scores required by the department (e.g., GRE)
 - Min GPA requirements (if applicable)

RECOMMENDED TEXT:

In addition to all [University requirements for admission to graduate study](#), students applying to the [Program name] must provide and/or meet all of the following:

- *item*
- *item*
- *item*

For additional information regarding the admission process, see the [program's admissions page hyperlink].

- ☐ Include an additional note that states: “*These are the admission requirements in place at the time this catalog content was published.*”

NOTE: The Catalog should match the admission requirements that were in place in Slate at the time that the catalog call comes out in August/September. That means that for the 2027-2028 catalog, program-specific admission information should reflect what is currently in place for the 2027 application terms. When the 2027-2028 Catalog is published in April

2027, it then reflects a historical document of the requirements for the 2027 terms for which programs have and will continue to process admissions.

- ☐ Include information about pre-requisites for admission. Prerequisites are considered experiences or educational history that is required for admission eligibility. For programs who expect students to have specific preparatory training in areas critical for success in the program, but would still admit the student without that training, see “[Preparatory Training](#)” below.

EXAMPLE:

Prerequisite Course Work for the MA SLP Graduate Program

Students who completed an undergraduate degree in another field (e.g., psychology, linguistics) typically need to complete the following undergraduate prerequisite coursework in communication sciences and disorders before applying and/or being admitted to a graduate program in speech-language pathology or audiology.

- *Coursework in speech-language-hearing must include the following: Physics of Speech; Principles of Speech Science; Principles of Hearing Science; Fundamentals of Clinical Phonetics; Language Analysis Lab; Language Development; Introduction to Audiological Assessment and Rehabilitation; Introduction to Speech-Language Pathology; Research Methods in Speech-Language-Hearing; Statistics.*
- *Additional requirements for ASHA Certification include coursework in biological sciences, physical sciences, and social/behavioral sciences. Courses in biological and physical sciences specifically related to communication sciences and disorders cannot be applied to this requirement.*

- ☐ Remove all application deadlines. Application information, including deadlines, is updated by programs by calendar year (e.g., all of 2027) so they may be subject to change during the academic catalog year.

Degree Requirements Tab

NOTE: Changes to the Degree Requirements Tab must be submitted as a program change request via the CIM system and route through governance for approval. Degree requirements pages cannot be updated directly in CourseLeave/CAT.

General Requirements for All Graduate Programs

The following are general requirements for the Degree Requirements tab for all graduate programs (master’s, doctoral, graduate certificate, and dual degrees)

Preparatory Training/Coursework

(If applicable)

- ☐ Include detailed information about required preparatory training, if applicable. Preparatory training or coursework refers to educational experiences that a department considers essential to success in the program and, if admitted without that preparatory training, upon entering the program the student may be required to enroll in additional coursework that will NOT count towards the graduate degree requirements, that should be stated in the degree requirements tab.

The section should also include a statement about coursework students may be asked to take if they do not meet requirements, and that this additional preparatory training will not be included in their overall graduate degree requirements.

Required Preparatory Coursework

Students admitted to the program must have completed coursework in the following areas:

- *[Area of study or specific course]*
- *[Area of study or specific course]*

Students who have not completed coursework in these areas may be admitted to the program, but will be required to successfully complete, with a grade of B or higher, one or more of the following courses to complete the necessary preparatory training. These courses do not count towards the fulfillment of required hours for the [degree].

- *Course*
- *Course*
- *Course*

[Or if your program doesn't have specific courses they might have to take, the department should at least provide a cap on the total number of preparatory courses they might have to take:]

Students who are admitted to the program and have not completed coursework in these areas, or who are determined to require additional training based on performance in required core courses, may be required to enroll in and successfully complete, with a grade of B or higher, up to [#] hours of additional undergraduate or graduate level coursework to serve as preparatory training. These additional courses do not count towards the fulfillment of required hours for the [degree].

Course Grids

NOTE: A short training video on how to create course grids is available on the [Academic Affairs website](#).

- ☐ All required core, elective, and concentration course requirements must be presented in a course grid.

- ☐ The auto-sum feature must be used in the course grid to display the total required hours for the degree. This total should be a fixed number, not a range. For courses that allow for variable hours, a specific number should be indicated in the grid.
- ☐ No not re-explain (e.g., in sentence or paragraph form) course requirements or total numbers of hours that are already outlined in the course grid. The purpose of the grid is to clearly display requirements and required hours. Duplicating the information in sentence form is redundant and increases the potential for errors or mismatch in information.
- ☐ For programs with approved concentrations, the total number of hours for the concentration must appear in the primary course grid. A separate course grid should then be added under each concentration with the course requirements and total number of hours specific to that concentration. See “[Concentrations](#)” below for more information on approved concentrations. The following programs provide an example of a core course and concentration grid split:
 - English Ph.D.
- ☐ For programs whose curriculum is determined by an individualized plan of study or contract in consultation with a faculty advisor or committee, the total number of hours overall still must be included. The following programs provide an example of plan of study language and hours represented in a grid:
 - Microbiology MS
 - Museum Studies MA
 - Geography Ph.D.
- ☐ If the degree requirements include internship, practicum or similar, these must be included in the grid and the total degree hours.

Concentrations

- ☐ Ensure that the page references only those concentrations that have been officially approved by the Provost’s Office and recognized through a concentration sub-plan in Enroll & Pay. Options for programs who currently reference a concentration/track/specialization/pathway/emphasis that has NOT already been formally approved and recognized with a concentration subplan:

OPTION 1: Make the concentration official

- ☐ Submit a New Program Proposal request in CIM for a new concentration subplan: See the Academic Affairs’s New Program Proposal resources page for more information, or contact your school’s associate dean, faculty liaison, or APCC representative. **Note:** This process is lengthy, so programs in this situation should work with the Academic Affairs and leadership in their school/College to submit the request as soon as possible (by the end of October, preferably).

- ☐ Update the language in the catalog to ensure only “concentration” is used to refer to the option. “Track”, “specialization”, “minor” may not be used.
- ☐ When creating a course grid, note that courses that are required across all concentrations must be presented separately as core requirements of the degree. Core requirements should not be duplicated across separate listings for each concentration. See [“Course Grids”](#) above for more information.

OPTION 2: Remove all references to a concentration, track, specialization, emphasis, pathway or similar language.

- ☐ This option may be more appropriate for programs whose current unofficial “tracks/specializations” are more similar to a grouping of electives. The information must be presented without in any way implying an official concentration or official recognition of any kind.

Examples:

1. *To complete degree requirements, students must select two of the following four areas below and complete two courses in each (a total of 18 credit hours).*
2. *To complete degree requirements, students must select one of the 4 areas below and complete three courses (9 credit hours) within that area.*

Other Requirements

- ☐ **Do not restate any Graduate & Postdoctoral Affairs or University (e.g., USRR) policy requirements** (e.g. oral exam committee composition, dissertation enrollment, minimum grade requirements). Graduate & Postdoctoral Affairs policy is subject to change and is not dependent on catalog year. Instead, if there is a need to reference a Graduate & Postdoctoral Affairs or University policy, link to the relevant policy in the Policy Library.
- ☐ **Include a link to the web page where the current graduate program handbook is housed** “for more detailed information about the graduate program and department policies”. Do not include a link to the PDF itself or a link to a Sharepoint site.*

*NOTE: Per Graduate & Postdoctoral Affairs Mentorship policy, all graduate programs are required to have a publicly available graduate program handbook.

- ☐ Similarly, if the page references previous year handbooks, then you must link to the website that houses them. If you don’t publish prior year handbooks, don’t make a reference to prior year handbooks in the catalog.
- ☐ **Ensure formatting is consistent throughout the page.**

- Review headings and font sizes and ensure they may sense and follow the same pattern throughout.
- Headers should always be displayed in a descending hierarchy without skipping levels. (i.e., start with Heading 1, then Heading 2, etc.)
-

Graduate Certificates

The following are requirements for the Degree Requirements tab for all graduate certificate programs, in addition to the [general requirements for all graduate programs](#) above.

- ☐ At least 50% of coursework must be at the 700 level or above. If there are elective options that make it possible for students to select a lower percentage, include this or similar statement:

At least 50% of the coursework taken to fulfill the certificate requirements must be 700 level or above.

Master's Degrees

The following are requirements for the Degree Requirements tab for all master's degree programs, in addition to the [general requirements for all graduate programs](#) above.

Required Headings/Sections

The following headers/sections must be included in the catalog for all Master's programs, in the following recommended order, where applicable*:

- ☐ Preparatory Coursework (if applicable)
- ☐ Course Work Requirements (in Grid)
- ☐ Other Degree requirements (e.g., teaching requirement, seminar enrollment, colloquia attendance)
- ☐ Research Skills & Responsible Conduct of Research* ****NEW**** See the RSRCR section below for new process for 2027-2028 catalog.
- ☐ Completion Options (if multiple options)
- ☐ Thesis Defense / Final exam / Final Project (etc., if only one option)

Course Work Requirements (Course Grid)

- ☐ At least 50% of coursework must be at the 700 level or above. If there are elective options that make it possible for students to select a lower percentage, include this or similar statement:

At least 50% of the coursework taken to fulfill the degree requirements must be 700 level or above.

- ☐ If there are multiple completion options for the degree, all options and the credits required for each option should be listed in the course grid.

EXAMPLE 1:

<i>[other requirements listed in rows above here]</i>	
Completion Option	6
Students select one of the following degree completion options for a total of 6 hours:	
Master's Thesis: ENGL 899 – MA/MFA Thesis (6 hours)	
OR	
Final Project/Portfolio: ENGL 898 – Portfolio Preparation (6 hours)	
OR	
Coursework Only: Students select 2 additional courses at the 700 level or above from the list of electives below (6 hours total)	
Total Hours	30

EXAMPLE 2:

Required Coursework:

BIOL 985	Advanced Study (Minimum 1 lab rotation in first semester)	1
BIOL 807	Graduate Molecular Biosciences	3
BIOL 817	Rigor, Reproducibility and Responsible Conduct in Research	3
Select at least three courses from the following:		6
BIOL 811	Advanced Molecular and Cellular Immunology	
BIOL 812	Mechanisms of Host-Parasite Relationships	
BIOL 814	Advanced Molecular Virology	
BIOL 815	Advanced Molecular Genetics	
Plan of Study		16
Additional electives are determined in consultation with the faculty advisor and graduate committee based on student's research. No more than 6 hours of these may be below the 700 level.		
Completion Option		1
Select one of the following culminating effort options to complete the program. See Culminating Effort section below for more information.		
Thesis options: BIOL 899 - Master's thesis (1 hour)		
OR		
Published Paper Option: One additional course, selected in consultation with the advisor (1 hour)		
Total Hours		30

Research Skills & Responsible Conduct of Research

****SPECIAL PROCESS FOR THE 2027-2028 CATALOG****

In Fall 2025, the Research Skills & Responsible Scholarship (RSRS) policy was replaced with the [Research Skills & Responsible Conduct of Research](#) (RSRCR) policy. This new policy applies to all graduate students admitted for catalog years 2027-2028 and beyond. Under the new RSRCR policy, masters programs must provide training in responsible graduate-level scholarship and professional ethics appropriate to their discipline and degree programs and must indicate in the catalog how that training is offered as part of the curriculum.

For 2027-2028, the Office of Graduate & Postdoctoral Affairs will be collecting RSRCR information from all programs via Qualtrics and then administratively updating all master's degree requirements pages with the RSRCR heading and information on their behalf.

Programs should not submit a program change form in CIM to add this section.

Completion Options

- ☐ Include a description of the master's completion options that have been approved for the degree:

- Thesis
- Exam/project with oral component
- Exam/project without oral component
- Coursework only (including capstone courses)

See [Graduate & Postdoctoral Affairs' PTD Guide](#) for more information about the 4 master's completion options.

SAMPLE TEXT:

The Master of Arts in (X) allows for the following degree completion options:

- *Master's Thesis*
- *Final Project (no oral component) – Portfolio*

- ☐ If you have completion options that include a thesis and some other completion option(s), do not call it "Non-thesis", rather use one of the options above (e.g. coursework only, final project, written exam option) or describe what it is (rather than what it isn't).
- ☐ For a final exam/project with or without oral component: Describe the nature of the exam/project. Is it over courses? A bibliography? Specific questions provided by a committee? What is the nature of the project, if it requires one? If it does have an oral component, explain what that is (e.g. "oral presentation of the portfolio to a faculty committee"). Do not include process details.*

- ☐ If a master's exam also serves as the qualifying exam for a doctoral program (i.e. if a student could pass the master's exam and leave with their master's, but not be approved to continue on to the PhD), this should be explained.
- ☐ For degrees with a thesis option:
 - Suggested language for the final thesis defense: "Oral presentation and defense of a thesis to a faculty committee". If there are other components to the defense, include those (e.g., if the student must also answer questions about the program or coursework in general).
 - If a specific minimum number of hours of thesis enrollment is required for the degree, that should be included in the course grid.
- ☐ Do not restate Graduate & Postdoctoral Affairs policy for exam committees. Instead, link to the [Master's Student Oral Exam Committee Composition policy](#) for a description of committee requirements.

NOTE: The catalog should include basic information related to the milestone (e.g., that an annotated bibliography is required for a final master's exam), but should generally not include detailed information about scheduling or procedure. These are more appropriate to the graduate handbook. It should also not repeat Graduate & Postdoctoral Affairs' policy related to the milestone, although limited linking to Graduate & Postdoctoral Affairs policy may be appropriate (e.g. linking to the master's oral exam committee composition policy, for programs that require a thesis or oral exam). For more information about the graduate student handbook as a complement to the Academic Catalog, see the College's [Guide to Graduate Student Handbooks](#).

Doctoral Degrees

The following are requirements for the Degree Requirements tab for all doctoral degree programs, in addition to the [general requirements for all graduate programs](#) above.

Required Headings/Sections

The following headers/sections must be included in the catalog for **all doctoral programs**, in the following recommended order, where applicable. Headings noted with an asterisk (*) are University level required milestones or requirements and are required sections for all doctoral programs.

- ☐ Preparatory Coursework
- ☐ Pre-Candidacy Course Requirements prior to doctoral candidacy (in Grid)*
- ☐ Other Degree requirements (e.g., teaching requirement, seminar enrollment, colloquia attendance)
- ☐ Research Skills & Responsible Conduct of Research* ****NEW**** See the *RSRCR* section below for new process for 2027-2028 catalog.
- ☐ PhD qualifying exam

- ☐ Written Qualifying Exam
- ☐ Oral comprehensive exam*
- ☐ Dissertation proposal/Prospectus Defense (if separate from the oral comprehensive exam)*
- ☐ Enrollment Requirements Post-Comprehensive Exam
- ☐ Dissertation and Final Oral Defense (or capstone for approved professional doctorates)*

Course Work Requirements (Course Grid)

- ☐ Course requirements in the grid should only include all courses that are required prior to doctoral candidacy (i.e., prior to the oral comprehensive exam).

RECOMMENDED TEXT:

The following courses must be completed by the end of the semester of the oral comprehensive exam and must be completed with a grade of B or higher. Additional requirements for the degree, including enrollment in dissertation hours for doctoral candidacy, are described below the grid.

[Insert course grid]

*This note regarding minimum grades should only be included if your department requires a min grade higher than the University minimum, C.

- ☐ DO NOT include dissertation hours (or approved dissertation equivalent enrollment) for post-comp students in the course grid, as number of hours varies widely by program and student progress. Only include the coursework requirements that must be completed prior to and the semester of the oral comp exam. See the [Requirements Post Comprehensive Exam](#) section below for how to represent dissertation hours.
- ☐ DO NOT include seminar enrollment (i.e., weekly departmental seminars or presentations the student is required to attend and enroll in each semester in the program) in the grid or total hours. See the Seminar Enrollment section in [Other Doctoral Degree Requirements](#) below for example text.
- ☐ If your department requires enrollment in an exam prep course the semester of the oral comp, this should be included in the grid and minimum required hours.

Research Skills & Responsible Conduct of Research

SPECIAL PROCESS FOR THE 2027-2028 CATALOG

In Fall 2025, the Research Skills & Responsible Scholarship (RSRS) policy was replaced with the [Research Skills & Responsible Conduct of Research](#) (RSRCR) policy. This new policy applies to all graduate students admitted for catalog years 2027-2028 and beyond. Under the new RSRCR policy, for doctoral programs, the only changes that impact catalog content are 1) a new title, and 2) new

required University level training (online CITI training). **There is no change to expectations for training provided by doctoral programs.**

As such, for the 2027-2028 catalog, the Office of Graduate & Postdoctoral Affairs will be administratively editing all doctoral program requirements pages with the following changes:

- Updating the section header title from “Research Skills & Responsible Scholarship” to the new “Research Skills & Responsible Conduct of Research”
- Adding content for the University level requirement for CITI Training

Programs should not submit a program change form in CIM to update this section unless there is a proposed change to the program-specific training that was previously defined under the RSRS policy.

- ☐ All doctoral degree requirements must include a RSRCR section.

Oral Comprehensive Exam

- ☐ Briefly explain the nature of the exam. (E.g., does it include a portfolio? Comprehensive questions about coursework? Defense of prospectus?)
- ☐ Note any term limits for completing the requirements (e.g. must take by end of year 3)
- ☐ Do not restate Graduate & Postdoctoral Affairs policy for committees. Instead, link to the [Doctoral Student Oral Exam Committee Composition policy](#) for a description of committee requirements.
- ☐ If your department requires enrollment in an exam prep course, explain that here.
- ☐ *DO NOT* include procedural information. This is more appropriate for the graduate handbook. (e.g., deadline to submit documents to the committee in advance of the exam)

Enrollment Requirements Post-Comprehensive Exam

- ☐ If your department has specific requirements post-comp, explain those. For example, if the student is required to meet with a committee or complete a mentorship agreement or contract each semester or annually.
- ☐ Do not restate Graduate & Postdoctoral Affairs’ doctoral candidacy policy (i.e., post-comp enrollment dissertation requirements). Instead, insert the following:

RECOMMENDED TEXT:

Upon passing the comprehensive examination, the student becomes a candidate for the Ph.D. degree and is approved to proceed with their dissertation research and project. Starting the semester following successful completion of the oral comprehensive exam, students must enroll in accordance with the Office of Graduate & Postdoctoral Affairs’

[Doctoral Candidacy Policy](#). This enrollment includes, but is not limited to, at least 1 dissertation hour every semester until graduation. See the Office of Graduate & Postdoctoral Affairs [Post-Comprehensive Enrollment page](#) for more detailed information on enrollment requirements at the doctoral candidacy stage.

- ☐ If your unit has an approved dissertation hour equivalent*, include a description of when students should enroll in that course:

RECOMMENDED TEXT:

Upon passing the comprehensive examination, the student becomes a candidate for the Ph.D. degree and is approved to proceed with their dissertation research and project. Starting the semester following successful completion of the oral comprehensive exam, students must enroll in accordance with the Office of Graduate & Postdoctoral Affairs' [Doctoral Candidacy Policy](#). This enrollment includes, but is not limited to, at least one (1) hour of [COURSE] hour every semester [explain when if/they switch to enrollment in at least 1 dissertation hour]. See the Office of Graduate & Postdoctoral Affairs [Post-Comprehensive Enrollment page](#) for more detailed information on enrollment requirements at the doctoral candidacy stage.

*Note that the Office of Graduate & Postdoctoral Affairs must approve dissertation equivalents. Check with the Office of Graduate & Postdoctoral Affairs first to verify whether this applies to your department.

Dissertation and Final Oral Defense:

- ☐ Briefly describe the requirements for the dissertation document and final oral exam (dissertation defense).

EXAMPLE TEXT:

The dissertation must be an original work of research that advances the field of [discipline] and complies with the Office of Graduate & Postdoctoral Affairs' [Doctoral Dissertation policy](#).

Upon approval by the students committee that the student's dissertation research and written document is complete, the student must defend the dissertation before all committee members in the "final oral examination," or dissertation defense. The final dissertation defense includes a public presentation of the dissertation research by the candidate and concludes with a period of questioning by the committee, faculty, and public in attendance. After posing questions to the student about the dissertation work, committee members deliberate and vote on a grade of Satisfactory or Unsatisfactory. A grade of Satisfactory requires a majority vote, and may be contingent on the completion of specific revisions by a designated due date. The committee may also recommend that a student earning a satisfactory grade be considered for Honors by the Department. Honors are

conferred at graduation by the Department, reflecting outstanding work in all aspects of the doctoral program.

Other Doctoral Degree Requirements (if applicable)

If applicable, sections (With appropriate section headers) should be included for each of the following in the order they are required in the program (e.g., if a written exam is required prior to the oral comprehensive exam, it should appear prior to that section).

Teaching Requirement

- ☐ If the department requires students to hold a GTA appointment for a minimum number of semesters, include a Teaching Requirement section and explain the requirement.
- ☐ Note that pedagogy courses should only be included on the degree requirements page (in this section or the course grid) if the course is a requirement for the degree (i.e., all students must enroll in the course to graduate). If a pedagogy course is *only* a condition of employment (i.e., only GTAs must take the course for one or more semesters, even if they are an out-of-field appointed GTA, but it is not a degree requirement for all students), that should not be included or referenced in the degree requirements page, as it is a condition of employment governed by requirements in the [Memorandum of Agreement](#) with the GTA Union, not a degree requirement. Contact Graduate & Postdoctoral Affairs, graduate@ku.edu, if you are uncertain which applies to your department or would like assistance with language to include.

Seminar Enrollment

- ☐ DO NOT include seminar enrollment (i.e., weekly departmental seminars or presentations the student is required to attend and enroll in each semester in the program) in the grid or total hours. Instead, this requirement should have its own section with a header somewhere below the course grid.

EXAMPLE TEXT:

*Starting in the first semester of enrollment in the graduate program, all doctoral students must enroll in 1 credit hour of required seminar each Fall and Spring semester until graduation.
Seminar courses include: [insert courses]*

Ph.D. Qualifying Exam

- ☐ If the department requires a qualifying exam separate/prior to the oral comprehensive exam that determines the student's approval to continue in the PhD, describe the nature of the exam.
- ☐ For departments who have a master's exam that also serves as a PhD qualifying exam, explain the process.

EXAMPLE:

The PhD qualifying exam consists of [e.g. an oral defense of a publishable paper and a written exam based on a bibliography]. The qualifying exam also serves as a master's

final exam. Students who successfully complete all portions of the exam are awarded a Master of Arts in [program] and are approved to continue in the PhD. Students who do not pass all portions of the exam may be awarded the Master's degree, but may not be approved to continue in the PhD.

- ☐ For departments who recommend they switch to the master's and complete a thesis, or some other exam if they don't pass, explain that. However, DO NOT restate all of the master's requirements in your PhD page.
- ☐ Note any term limits for completing the requirements (e.g. must take by end of year 3)

Written Qualifying Exam

- ☐ If the department requires a written exam prior to the oral comprehensive exam that determines the student's approval to continue to the oral exam, explain the nature of exam.
- ☐ Explain students must pass with a grade/exam outcome of [whatever] to be approved to move forward to the oral comprehensive exam.
- ☐ Note any term limits for completing the requirements (e.g. must take by end of year 3)

Prospectus Defense/Dissertation Proposal Defense (if separate from the oral comp)

- ☐ If a dissertation proposal is NOT included in the oral comprehensive exam, include this section to explain how and when students propose their dissertation topic. E.g. is a committee required? Is there a requirement that it must be completed within a certain period of time following the oral comp for the student to remain in good academic standing?

NOTE: For all exams/requirements, the catalog should include basic information related to the milestone (e.g., required materials included in a portfolio oral comp exam, department-specific time limits between admission and completion of the oral comp exam), but should not include detailed information about scheduling or procedure (e.g. timeline for submission of the dissertation to the committee in advance of the defense). These are more appropriate to the graduate handbook. Catalog content should also not repeat Graduate & Postdoctoral Affairs' policy related to the milestone, although limited linking to Graduate & Postdoctoral Affairs policy may be appropriate (e.g. linking to the doctoral oral exam committee composition policy). For more information about the graduate student handbook as a compliment to the Academic Catalog, see the College's [Guide to Graduate Student Handbooks](#).

Dual Degrees

The following are requirements for approved dual degrees, including dual – accelerated degrees. Note that dual degrees must be proposed and approved by KBOR through the new program proposal process. For more information about dual degrees, see the [Academic Program Definitions policy](#).

- ☐ Do not repeat admissions information. Direct to the admission tab instead.
- ☐ For dual degrees, there is ONE degree record in the catalog, with one requirements page, one admissions, one overview, but there is a link to that dual degree information under both departments. They are shared pages, meaning catalog staff from both units have access to update requirements. As such, all degree requirements for both degrees must be on the degree requirements tab and reflected in one course grid with a total number of hours between the two degrees.
- ☐ Degree requirements (e.g. required courses and total hours) must match exactly the degree requirements on the “primary” degree requirements page; however, the dual course grid should clearly indicate which courses and/or the total number of hours being double-counted between the two degrees.

Learning Outcomes Tab

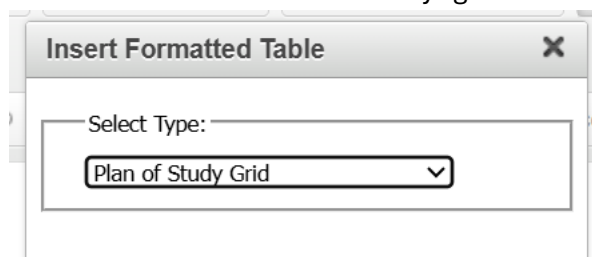
Learning Outcomes are required for all Graduate degrees and certificates. Updates to the Learning Outcomes must be made through the CIM (program management) system workflow. Edits cannot be made directly in the catalog.

- ☐ When submitting edits, be mindful if those edit will result in changes to other areas of the Catalog:
 - If the learning outcome edits require an update to the curricular map provided to Academic Affairs and the Center for Teaching Excellence (CTE), please attach the updated map to the edits in Program Management under “Supporting Documents”.
 - If the changes result in a change to the course requirements, a separate program change form in CIM/Program Management is required in order to update the course grid.

Degree Plan Tab

This tab houses the program-specific degree plan approved by the Provost’s Office as part of the degree level assessment process.

- ☐ Starting 2027-2028, all graduate degrees must have a term-by-term degree plan built in the catalog. The degree plan should start with a “Plan of Study” grid:



The image shows a screenshot of a software interface. At the top is a gray header bar with the text "Insert Formatted Table" and a close button (X) on the right. Below the header is a white box containing the text "Select Type:" followed by a dropdown menu. The dropdown menu is open, showing the option "Plan of Study Grid" with a downward arrow on the right side of the text.

- Within the grid, use the following for consistent formatting:
 - “Starting Plan Grid” should be Semester 1 Plan Grid
 - “Year” will change based on the year within the program but should start with “Year 1”
 - “Term” will change based on the term courses should be taken but should start with “Semester 1”. Only Semester 1, 2, and 3 should be used. If the program is a cohort program with only a Fall start, then the degree map can use “Fall, Spring, Summer” instead of “Semester 1, 2, 3”.

Starting Plan Grid: Semester 1 Plan Grid ▼

Year: Year 1 ▼

Term: Semester 1 ▼

- Additional Guidance for Degree Plans for Doctoral programs
 - Because of the wide variation in enrollment requirements post-comp exam, doctoral program plans of study **must only include pre-candidacy enrollment and course work**. Degree plans must not include dissertation hours.
 - Instead, include the following header and statement above the grid:

Pre-Candidacy Plan of Study

The following is an example plan of study for required courses up to the semester of successful completion of the oral comprehensive exam and approval for doctoral candidacy. Following the oral comprehensive exam, the student must enroll in accordance with the Doctoral Candidacy policy. See the Office of Graduate & Postdoctoral Affairs [Post-Comprehensive Enrollment page](#) for more information on enrollment at the doctoral candidacy stage.

- Course work that is taken to fulfill a plan of study that is determined in consultation with the student’s advisor and/or committee, concentration courses, and/or electives may be represented in the grid generally (e.g., “Plan of Study Course”, “Elective Course” or “Concentration course”) with the number of hours.

See the following page for an example Doctoral Degree Plan.

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Year 1			
Fall	Hours	Spring	Hours
EXPL 801	3	EXPL 802	3
EXPL 900	3	Plan of Study Course	3
	6		6
Year 2			
Fall	Hours	Spring	Hours
Plan of Study Course	3	Plan of Study Course	3
Plan of Study Course	3	Plan of Study Course	3
	6		6
Year 3			
Fall	Hours	Spring*	Hours
Plan of Study Course	3	Plan of Study Course	3
Plan of Study Course	3	Plan of Study Course	3
	6		6
Total Hours 36			

*Oral comprehensive exam expected to be completed by the end of year 3.