

Museum Studies Program - University of Kansas

A Handbook for Graduate Students

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

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Introduction

Since 1981 the graduate program in Museum Studies at the University of Kansas (KU) has offered nationally acclaimed training for professional careers in museums, historical agencies, and related institutions. The program (1) prepares graduates for professional careers in museums and related institutions; (2) promotes innovative multidisciplinary research in museum studies; and (3) seeks opportunities for engagement by students and faculty to enhance the professionalism of museums in the state and the region.

The master's degree in Museum Studies is a 36-credit-hour program built around 3 fundamental components – *Foundational* courses and experiences, *Conceptual* inquiry and application, and *Professional* specialization and expertise. Students who earn the M.A. in Museum Studies will have acquired mastery of the professional and conceptual dimensions of museums in the broadest sense, while also developing the specialized skills necessary for success in the field.

The KU Graduate Certificate in Museum Studies is a 15-credit-hour program that provides students with a solid grounding in the discipline of museum studies. The certificate program is open to students in KU graduate programs and to non-degree-seeking graduate students. It enables students to integrate knowledge of museum studies into their academic disciplines or professional training.

The graduate curriculum in Museum Studies provides a comprehensive overview of the discipline, opportunities for mastering core components of museum practice, avenues for exploring the interdisciplinary nature of museums, solid grounding in current issues facing museums, and possibilities for research to develop new and innovative approaches in the field. The Museum Studies Program's core courses provide a foundation in the theories, history, techniques, and problems common to museums, historical agencies, and related institutions as well as the specialized operations of such institutions. Students also receive classroom and field training in methods and subject matter in a variety of professional specialties: Leadership and Management, Interpretation, Collections, and Community Connections. The Museum Studies Program also has well-established connections with academic disciplines such as African and African American Studies, American Studies, Anthropology, Geology, Art History, History, and Ecology & Evolutionary Biology, and students have many opportunities to take courses in those fields. Museum Studies graduates are well-equipped to undertake professional and leadership responsibilities in museums, historical agencies, and related institutions.

The Director of Museum Studies, in consultation with the Museum Studies Executive Committee, administers the program. University faculty and area museum professionals constitute the program's faculty. Museum Studies students are active in the Program's Museum

Students Organization, as well as in local, regional, and national professional organizations. For additional instructional, research, and field services, the University of Kansas provides a broad range of opportunities for study – these include:

- Anschutz Library
- Art & Architecture Library
- Biodiversity Institute/Natural History Museum
- Booth Family Hall of Athletics
- Dole Institute of Politics
- KU Libraries' Conservation Service
- Music & Dance Library
- Spahr Engineering Library
- Spencer Museum of Art
- Spencer Research Library
- Watson Library
- Wheat Law Library
- Wilcox Classical Collection

In addition, students have access to nearby universities, historical agencies, specialized libraries, and museums.

Mission

The KU Museum Studies Program:

- engages in critical examination of museum theory and practice;
- fosters innovative approaches that extend the potential of museums to serve society; and
- prepares students for leadership in the diverse, multidisciplinary museum field.

Vision

KU Museum Studies will strengthen its role as a leading student-centered and research-focused program by:

- attracting and retaining talented and intellectually curious students in a rigorous learning environment that fosters student success;
- building and sustaining productive relationships with faculty across the University;
- developing innovative learning opportunities for graduate students;
- initiating research and programs that explore all aspects of the museum field;
- working closely with the University's museums, archives, and libraries to support their missions and create opportunities for students; and
- engaging with institutions and individuals in the museum profession through partnerships, grants, and collaborations.

Values

The KU Museum Studies Program contends that museums serve society best when they create dynamic settings where:

- material evidence – embodied in specimens from the natural world, products of human experience, and creative expressions of all kinds – opens new pathways for understanding the past, the present, and the future;
- knowledge and understanding becomes accessible and inspiring for diverse audiences;
- important topics facing society are openly presented, discussed, and challenged; and
- reflection on fundamental topics such as representation, equity, and access is ongoing.

The KU Museum Studies Program values and demonstrates leadership in the University and the museum profession by:

- producing graduates who have scholarly expertise as well as practical knowledge, skills, and experience;
- emphasizing the fundamentally multidisciplinary nature of museum studies;
- advancing professional best practices in all facets of museum work;
- advocating responsible stewardship of natural, artistic, historic, and cultural resources;
- challenging expectations about the role of museums in society;
- embracing engagement and inclusivity with all people and communities;
- encouraging collaboration among colleagues and stakeholders; and
- supporting research that strengthens theory and practice in museum studies.

Unit Structure

Administration

Director of Museum Studies. The Director is the administrative head of Museum Studies, the chairperson of the Museum Studies Executive Committee, and an ex-officio member of any other Museum Studies committees or subcommittees. The Director oversees Museum Studies programs, initiates and/or carries through curricular and other changes in the program, appoints and oversees Museum Studies staff and lecturers, supervises the Museum Studies budget, applies Museum Studies and University rules as appropriate, and performs other normal tasks as required by the College and other University administrative units.

Museum Studies Executive Committee. The Museum Studies Executive Committee (MSEC) advises the Director concerning program affairs including (but not necessarily limited to): development of program policies, oversight of the academic quality of the program, establishment of criteria and standards for the admission of students to the program, and budgetary and curricular concerns that affect the program as a whole. The academic design of the program is established by guidelines set by the MSEC.

Admissions Committee. An Admissions Committee will be established each year to review applications to the master's program. The Admissions Committee will be composed of the Director and at least three Museum Studies faculty and affiliates. The members will be appointed by the Director, in consultation with the Executive Committee.

Program Staff

Brandy Ernzen

Education Program Coordinator

Brandy assists with office administration, recruiting and marketing efforts, coordinating professional development and social events for students, and some student support duties for the Museum Studies Program.

Snow Hall, Room 317

bernzen@ku.edu

Lauren Chaney

COGA Graduate Program Coordinator - Advising

Lauren advises students throughout their time at KU, including the admissions process, regular enrollment, petitions, GTA/GRA/GA appointments, the M.A. exam process, and graduation.

[Schedule a virtual advising appointment](#)

lkchaney@ku.edu

[Alena Crandell](#)

Administrative Associate

Alena handles course scheduling, affiliate faculty designations/status, and support for the MUSE director, faculty, and executive committee.

Snow Hall, Room 318

acrandell@ku.edu

Faculty

Visit the Museum Studies website for a current list of our [faculty members](#).

Affiliate Faculty

Visit the Museum Studies website for a current list of our [affiliate faculty members](#).

University Offices

Your unit's Director, Graduate Program Coordinator - Advising, or Education Program Coordinator is your first stop for any questions related to graduate study or requirements. If you would like to research an issue prior to speaking with the program or if you still have questions, the following offices can provide assistance:

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

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

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

[Office of Graduate Studies](#)

Graduate Studies is the office of the Vice Provost for Graduate Studies at KU. The Executive Council of Graduate Studies sets policies and regulations governing graduate study and offers

various workshops for graduate students throughout the year. While COGA should be your first stop for any questions your program cannot answer, you may be referred to Graduate Studies for certain matters, especially for questions about [GTA/GRA/GA appointments and policies](#).

[Graduate Admissions](#) (Within the Office of Enrollment Management)

Contact Graduate Admissions for questions regarding the KU Online Application for Graduate Study, Slate, English proficiency requirements, and official transcripts.

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

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

[Financial Aid & Scholarships](#)

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

[International Support Services \(ISS\)](#)

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

[Center for Teaching Excellence \(CTE\)](#)

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

General Department Policies & Procedures

Admission

M.A. Admission Requirements

We admit students to the M.A. program for the fall semester. Applications are due in **early February** each year.

To be considered for admission to regular graduate status in the program, a student must hold a bachelor's degree. Acceptance in the program is determined by the Museum Studies Admissions Committee.

A complete application for admission must include:

1. A completed application, along with a non-refundable application fee, submitted online through [Graduate Admissions](#).
2. A copy of your official transcript, issued by the Registrar's Office of the institution from which you have (or will have) earned your bachelor's degree (and master's degree, if applicable). You can obtain an official transcript from your Registrar's Office (typically marked "Issued to Student"), copy it, and upload it with your application.
IMPORTANT: Records accessed through a student portal are NOT official transcripts, and we are unable to accept them.
3. One essay not to exceed 3 single-spaced pages. A fourth page can be added for a bibliography, if needed.

Please respond to this prompt: How has a museum experience shaped your outlook on the function and relevance of museums? Explain how you have seen museums engage with their various audiences, stakeholders, or communities.

Feel free to draw from personal experiences, visits to museums or volunteer/paid positions you have held, or current events or other instances of museum engagement you have learned about in your studies. Be analytical. Use your essay to help the Admissions Committee to better understand your worldview and how you think critically, relatively, and aspirationally about museums, and your career objectives in them. We realize you may not have museum work experience so we want to know how you envision approaching museum studies and what your unique perspective is as an emergent scholar. We also want to see how well you write. Feel free to cite and support your essay with representational examples from museums, related socio-cultural or political events, and/or interventions that you see are necessary in the field.

We evaluate your work based on the clarity of your vision, the relative support for your perspective and claims, and your passion for the field as an incoming scholar. We want to know who you are and realize your subject position greatly impacts how you navigate the academy and the field. Therefore, we encourage you to think critically about your areas of interest and how your particular subject position and experience, broadly conceived, offers a fresh perspective to an incoming graduate cohort in Museum Studies at KU. Cogency and clarity are at least as important as content.

Topics you might consider, but certainly are not limited to: ethical responsibility to the community; programming surrounding collections and holdings; repatriation of collections; decolonizing museum collections; ecology; environmental justice concerns; natural history and ethics of collecting; places and people; the role of objects in deepening people's capacity for self-awareness.

4. A personal statement, 2 to 3 pages total, double-spaced. The statement should cover: (a) aspects of museums and museum studies that particularly interest you, (b) your professional goals, including the area of museum work that most attracts you, (c) your relevant experience and background, (d) how you believe KU's Museum Studies Program matches your interests, and (e) anything else you think is important for us to know. If you believe your academic record does not reflect your potential to perform well in the KU Museum Studies Program, please provide an explanation.
5. Three letters of recommendation. Please use KU's online letter of recommendation system. We strongly recommend that at least two of your letters of recommendation come from professors, instructors, or other individuals who can speak directly to your academic ability.
6. A resume or curriculum vitae that lists your education, employment history, volunteer experience, internships, scholarships/fellowships, and academic awards. Please calculate your junior/senior GPA and include it on your resume.
7. If an applicant is not a native speaker of English, they must verify their English proficiency. Please see Graduate Admissions' [English Proficiency Requirements page](#) for more information.

Dual AAAS/MUSE M.A. Application Requirements

Students seeking admission to the Dual M.A. in African & African-American Studies and Museum Studies complete just one application but must meet the admission requirements for

both programs. Admission into one program does not guarantee admission to the other.

[AAAS Admission Requirements](#)

[MUSE Admission Requirements](#)

If you've begun coursework in either AAAS or Museum Studies, you can apply to the dual degree prior to completing all coursework requirements for the first degree. In consultation with the respective program directors, you may receive credit for coursework already completed. However, depending on the timing of the application for admission to the second program, you may be required to take more than the required 54 credit hours of coursework to obtain both degrees.

Graduate Certificate Admission Requirements

We accept Graduate Certificate applications for fall and spring entry.

To be considered for admission to regular graduate status in the program, a student must hold a baccalaureate degree. Acceptance in the program is determined by the Museum Studies Director in consultation with Program faculty and affiliates.

Current KU Students

Current graduate students wishing to enroll in the Graduate Certificate Program will apply through Graduate Admissions. A student must be in good standing with their graduate degree program in order to participate in the Certificate Program. The application process entails completing the [online application](#) and submitting materials required for the Museum Studies Certificate:

- A letter stating your interest in Museum Studies and its relationship to your graduate course of study.
- A current KU advising report;
- A letter of support from your M.A. advisor or Director of Graduate Studies in your graduate degree program.

Non-KU Students

Non-KU graduate students must complete a [certificate-seeking application](#) to Graduate Admissions and submit an application fee along with the following materials:

- A letter stating your interest in the Museum Studies Graduate Certificate Program. In 2-3 pages, address such topics as: (a) what about museums and museum studies particularly interests you; (b) how the Certificate will support or enhance your career goals; (c) the area of museum work most relevant to your career goals; (d) relevant

experience and background information; and (e) how KU's program matches your interests, and anything else you think is important to your application.

- A copy of your college transcript(s);
- Two letters of recommendation from persons familiar with your academic work or potential for graduate study.

Non-Degree-Seeking Admission

Non-degree-seeking applications are accepted on a rolling basis. The suggested application deadlines are **July 15** for fall admission and **December 15** for spring admission.

Typically, non-degree-seeking applicants do not intend to work toward an advanced degree. Applicants interested in applying for graduate non-degree-seeking status must identify the courses in which they wish to enroll prior to completing the online application. Permission to enroll in a graduate-level Museum Studies course must be granted by the [instructor](#) of the course.

To be considered for graduate non-degree-seeking admission, an applicant must submit the following materials:

1. A completed application, along with a nonrefundable application fee, submitted online through [Graduate Admissions](#).
2. A personal statement, 1 to 2 pages total, double-spaced. The statement should cover: (a) the courses you hope to enroll in and your reasoning for selecting those particular courses; (b) your relevant experience and background; (c) your preparedness for completing graduate-level coursework; and (d) anything else you think is important for us to know. If you believe your academic record does not reflect your potential to perform well as a non-degree-seeking graduate student, please provide an explanation.
3. A copy of your transcript, issued by the registrar's office of the institution from which you have (or will have) earned your bachelor's degree (and master's degree, if applicable). You can obtain an official transcript from your registrar's office (typically marked "Issued to Student"), copy it, and upload it with your application. **IMPORTANT:** Records accessed through a student portal are NOT official transcripts, and we are unable to accept them.
4. The Office of Graduate Studies requires all applicants, international or domestic, whose native language is not English to demonstrate English proficiency. Please review Graduate Admissions' [English Proficiency Requirements webpage](#) for additional information.

Financial Aid Assistance

The Museum Studies Program has a small pool of scholarship funds available, and some funding opportunities, such as teaching assistantships, are available to KU graduate students in general. Students are also encouraged to contact the Museum Studies Program for other possible resources. Many of our students find career-related jobs and paid internships on campus or in nearby communities.

Graduate certificate and non-degree-seeking students are not eligible for federal or institutional aid through KU.

The University of Kansas Financial Aid and Scholarships (FAS) office serves students, families, and the community by providing financial aid and scholarship information and resources to assist students in achieving their educational goals. Learn more on the [Financial Aid website](#).

Grading

A grade of B- or higher must be achieved for a course to count towards a degree in the Museum Studies Program. If a C+ or lower is obtained, the student must either retake the course or select an alternative course that fulfills the same degree requirement. The Director of Museum Studies, in consultation with the Executive Committee, must approve of the selection of the alternative course.

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

Academic Integrity & Misconduct

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

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

Annual Review

After the first year of study in the program, students will be evaluated on their overall progress toward the M.A. Students will be asked to complete a questionnaire that outlines their recent professional development and activities as well as their plan for completing the final product.

The Director will evaluate each student's progress, ensuring satisfactory grades have been achieved and the courses fulfill program requirements. The student questionnaire will also be reviewed to confirm the student's plan to complete their final project is realistic and achievable. Students will receive a letter from the Director to summarize the results of the review, and either the director or student may request a meeting to discuss the review further.

Good Academic Standing

Students who fall below a cumulative grade point average of B (3.0) are placed on probation by the College of Liberal Arts and Sciences. Students who do not raise their grade point average by the following semester may be dismissed from the program.

The Museum Studies Program will not permit a student who has six or more credit hours of incomplete grades to enroll in further coursework until the courses have been completed.

The Museum Studies M.A. program is designed to be completed in two academic years, or 4 semesters, with students beginning the program in the fall semester. Typically, a student completes and defends their final product during semester 4. A student who has completed all coursework requirements and spends one or more semesters beyond semester 4 solely working on their final product may be placed on academic probation for lack of satisfactory progress. Failure to make progress during the probationary period may be recommended for dismissal.

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

Program Engagement Acknowledgment

As a student in the Museum Studies M.A. or Graduate Certificate program, you are expected to:

1. check your KU email account regularly and respond to emails from faculty, the Director, and program staff in a timely manner (within 1-2 business days).
2. access the Museum Studies / MUSESTUDENTS Microsoft Teams site on a regular basis to keep apprised of program announcements, upcoming events, job/internship

opportunities, etc. All program documents, including the Graduate Student Handbook, can be found under the Files tab in Teams.

3. attend all professional development activities and workshops organized by the Museum Studies Program. A list of workshops/seminars will be provided as information becomes available. You must inform the Director and Program Coordinator if you have a scheduling conflict that will prevent you from attending an event.
4. communicate directly with program staff and/or Director if you are behind in your classes, feel overwhelmed, have difficulty with an instructor, have mental or physical health issues that may lead to the need for a leave of absence, or other issues that may affect your wellbeing and program progress. We are here for you!
5. select your M.A. advisor by the end of your first semester. Meet with them *at least* once per semester for course advising, final product advising, and general mentorship.

Advising & Mentorship

Advising for entering students is provided by the Director of the Museum Studies Program and the Graduate Program Coordinator - Advising. By the end of the first year, and preferably sooner, students should choose an M.A. advisor whose expertise aligns with the student's area of emphasis/interest. The M.A. advisor will be directly involved with the development of the student's final product and, in all but a few cases, will also serve as chair of the student's M.A. committee. Students are encouraged to think carefully about which faculty members are a good fit with their research projects as well as their intellectual and professional goals and to seek advice from faculty, peers, and staff when choosing advisors. When a student has decided on an advisor, they must notify the Graduate Program Coordinator - Advising to ensure that their academic record is current. The student should work with their M.A. advisor prior to the start of each semester to create a regular meeting schedule.

Throughout a student's graduate career, it sometimes becomes appropriate to change their M.A. advisor. Students are free to change advisors at any time during the master's program as long as all parties involved are kept informed and the student secures the support of the new advisor before initiating the change. The student must inform their current advisor, Director of the Museum Studies Program, and the Graduate Program Coordinator - Advising of their intent to change advisors. In the event of a disagreement on the part of the current advisor, the issue should be brought to the Director of the Museum Studies Program or the Executive Committee if the current advisor is the Director of the Museum Studies Program. Students considering an advisor change must understand that their new M.A. advisor may expect changes in their program of study. If the student changes advisors or if changes in the program of study occur,

the student must notify the Graduate Program Coordinator - Advising to ensure that there will be no confusion about meeting degree requirements. The student must secure a new advisor within three months of initiating the change. A student who is unable to identify a new advisor within the three-month period may be placed on academic probation. Failure to secure a new advisor by the end of the subsequent semester may result in dismissal.

Students should have formed their M.A. committee no later than the end of their third semester in the program. Students need to consult with their M.A. advisor as well as with the Graduate Program Coordinator - Advising about the composition of their M.A. committee. The M.A. committee must have a minimum of three members [Note: Any faculty member has the right to refuse to serve on any M.A. committee]. The chair must be a tenured or tenure-track faculty member at KU. Committee members may, with department and university approval, be appointed from other universities or institutions to serve on specific graduate student committees. As soon as the committee has been formed, the student must submit, in writing, the names of members to the Museum Studies Director and the Graduate Program Coordinator - Advising for approval.

Grievance Procedures

Pursuant to Article XII of the University Senate Code and Articles V and VI of the University Senate Rules and Regulations of the University of Kansas, Lawrence, the Museum Studies Program has established procedures to hear grievances arising within program among faculty, staff, and students. These procedures are formally located in the policy library at: <http://policy.ku.edu/CLAS/grievance-procedure-museum-studies>. Appeal of a grievance heard at a subordinate unit level is to the Judicial Board, not to the College. This procedure shall not be used to hear disputes assigned to other hearing bodies under USRR Article VI, Section 4.

Petitions

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

The student should consult with the Graduate Program Coordinator - Advising to ensure the petition is necessary and that all appropriate documentation is collected to submit the petition. The Graduate Program Coordinator - Advising then forwards the information to the Director, who then refers the petition to the Executive Committee, which will convene to consider the petition.

In cases where the petition relates to a program requirement rather than a University policy, the Executive Committee will issue a final decision.

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

Degree Requirements & Procedures

M.A. Program Description

The course of study leading to the Master of Arts in Museum Studies comprises 36 credit hours at the graduate level. Each entering student enrolls in the Museum Studies Core, and then, with guidance of M.A. advisor(s) and program staff, crafts an individualized, multidisciplinary program of study in which they master both general and specific topics appropriate to their interests and relevant to current museum standards. In addition to courses in topics such as collections management, museum education, exhibit design, and museum management (“Museum Professional Areas”), students can take advantage of the resources of a major research university to gain skills in fields as diverse as scenography, learning theory, audience evaluation, nonprofit leadership, psychology, and public administration, among others. Students are also able – and encouraged – to take courses in academic disciplines such as history, area studies, anthropology, art history, natural sciences, and visual arts (“Museum Topical Courses”). Museum Studies students have access to the staff and resources of several acclaimed museums located on the KU campus, as well as to museums in the region. Many of the courses are taught by museum professionals who work in institutions locally.

The program has six elements:

- | | |
|-----------------------------------|-----------|
| 1. The Museum Studies Core | 9 credits |
| 2. Museum Professional Areas | 9 credits |
| 3. Museum Conceptual Domains | 6 credits |
| 4. Electives | 9 credits |
| 5. Museum Experience (Internship) | 3 credits |
| 6. Final Product (Research) | |

Museum Studies Core Courses

The Museum Studies Core ensures that all Museum Studies students gain a comprehensive understanding of the theories, history, techniques, and problems common to museums, historical agencies, and related institutions. MUSE 803, taken in a student's third semester of study, provides an avenue for students to conduct research or other creative activities that advance the discipline of museum studies in preparation to write and defend their final product in the fourth semester.

MUSE 801 The Modern Museum: Institutions, Knowledge & Audiences (3 cr. – Fall) This course provides students with an overview of the historical development of museums as institutions, bodies of knowledge, and communicators with a public audience. Students will become familiar with museological theory and methods through reading and discussion of canonical and contemporary texts. Course readings and discussions will examine the purpose and functions of museums in diverse historical, geographical, cultural, and disciplinary contexts, allowing students to identify shared and distinct practices across varied museums. Site visits will familiarize students with museum practices in realms including administration, curation, education, exhibits, and research.

MUSE 802 The Museum Profession: Ethics, Standards & Cultural Awareness (3 cr. – Spring) This course builds upon the foundational theoretical and disciplinary knowledge developed in MUSE 801 to interrogate the ethics and standards that govern museums as institutions, affect their operations and functions, and underlie relationships with various audiences. Students will continue their engagement with museological theory and methods to deepen their understanding of the politics and epistemologies that shape museum practice and produce ideas of authenticity and authority. Students will consider the role of museums in creating perceptions of scientific and historical truth, identity, and belonging. These considerations develop the critical faculties that will allow students to recognize opportunities to reframe museum practice along more ethical, equitable, and inclusive lines.

MUSE 803 The Contemporary Museum in Practice: Debates and Research Methodologies (3 cr. – Fall) This course synthesizes and builds upon the institutional, ethical, and professional knowledge developed in MUSE 801 and MUSE 802 to engage with contemporary challenges, debates, and issues confronting museums, their staff, and their audiences. Engagement with current issues will allow students to situate their own professional and disciplinary interests in the context of the wider field of museum studies as they begin to formulate their final product topics and methodologies. Students will hone research skills, identify sources, construct bibliographies, and begin literature review for their final product, culminating in a complete final product proposal to be submitted to the instructor and the student's committee.

Museum Professional Area Courses

Students will develop expertise in one of the principal specialties of museum work by completing at least two courses in that area, at least one of which must be a Museum Studies (MUSE) course. At KU the museum professional specialties are designated as *Leadership and Management, Interpretation, Collections, and Community Connections*. For each specialty, courses incorporate training in best practices, policy development, legal and regulatory concerns, as well as future trends. **NOTE:** It is the responsibility of students, and their advisors, to ensure that individual courses meet program requirements based on the general relevance of the course and assurance that the student's work in the class will be applicable to museum studies by meeting with instructors and examining syllabi.

LEADERSHIP AND MANAGEMENT: Courses cover areas such as administration, policy, fundraising, and legal issues related to the management of nonprofit organizations.

INTERPRETATION: Interpretation includes developing skills in exhibition design and installation, graphics, marketing, and public programs, as well as innovative approaches to new and emerging technologies.

COLLECTIONS: Courses provide opportunities to develop expertise in the practices and policies associated with the management and care of the range of materials in museum collections.

COMMUNITY CONNECTIONS: Courses enable students to develop skills in public programming, curriculum planning, visitor studies, audience development, and volunteer management.

Conceptual Domain Courses

The conceptual domains of museum work, *Materiality, Engagement, and Representation*, address in depth the conceptual and theoretical foundations of museums. Courses that emphasize conceptual domains will place museological subjects in broader historical and intellectual frameworks. Students may take courses focused on one or more of these areas, and which may be offered in one or several disciplines. Courses will be selected with the approval of the student's committee chair/advisor, as well as the course instructor. Approval will be based on the general relevance of the course, and assurance that the student's work in the class will be applicable to museum studies.

Electives and Other Museum Studies Courses

Students are expected to deepen their knowledge of the field by taking courses in a subject area pertinent to their area of specialization. Courses will be selected with the approval of the student's committee chair/advisor, Graduate Program Coordinator – Advising, and Museum Studies Director, as necessary. Students may also enroll in the courses below as they develop or complete their final project.

MUSE 780 Special Topics (1-3 cr.). Advanced courses on special topics in museum studies, given as need arises. Lectures, discussions of readings, and guest speakers.

MUSE 790 Advanced Study (1-3 cr.). Individual research in a specialized topic not ordinarily treated in a Museum Studies core course for which there is a member of the graduate faculty competent and willing to direct a research project.

MUSE 792 Directed Readings (1-3 cr.). Directed reading in an area of museum studies in which there is no particular course in the Museum Studies Program but in which there is a member of the graduate faculty competent and willing to direct a program of study.

Museum Experience (Internship)

While in the Museum Studies M.A. program, students are required to accumulate at least 500 hours of professional development and museum work experience, of which at least 250 hours must be in an approved, professionally supervised internship. The balance of museum experience may be satisfied by employment or volunteering in a museum or related institution.

The internship and other museum experience forms a critical component of the student's program and gives the student valuable training in the field as well as a chance to work closely with professional museum staff on meaningful projects to prepare for a career as a museum professional. The 500-hour requirement serves to strengthen students' resumes and ensure students have hands-on museum experience prior to applying for jobs post-graduation.

The internship must be mutually beneficial to both the student and the participating institution and be focused on activities relevant to the student's interests. The primary goal is to offer high-quality educational and practical experience in which the student acquires in-depth understanding of museum operations and activities while making a substantial professional contribution to the institution. Students are responsible for securing their own internship and should discuss possible options with their M.A. advisor, program staff, and the Museum Studies Director. Students may apply for internships at local, regional, national, or international

museums. Internships may be paid or unpaid, although the program strongly recommends students be paid for their labor.

Beyond the internship, students can gain additional museum experience in a variety of ways: through a paid or unpaid position at a local or regional museum, by taking part in volunteer projects with the Museum Students Organization, by participating in professional organizations, or other similar activities. Students must submit documentation (such as a letter from their supervisor) that they have completed the required number of hours. Work done as part of a class assignment, or done prior to enrolling in the Museum Studies Program, cannot be credited toward the museum experience requirement except in extraordinary circumstances.

Internship Requirements

1. Students must complete an internship with a minimum of 250 contact hours in an approved institution.
2. A student must enroll in 3 credit hours of MUSE 799 at some point during their tenure in the M.A. or graduate certificate program (if pursuing the certificate internship option).
3. Internships usually take place during the summer, but they may also take place during the school year. Students should make every effort to work at their internship at least half-time.
4. Documentation
 - a. Internship Approval Form: Prior to the internship, you must submit a description of the duties and activities that the internship will entail, including the name of the museum professional who will serve as the on-site supervisor. The Museum Studies Director must approve and sign the form before the internship begins. Documentation that you have been accepted by the host institution must be provided.
 - b. Journal and Portfolio: You must keep a journal that describes, and reflects on, the internship experience. There is no predefined format for the journal; it may be handwritten or kept electronically – the critical element is that it is kept regularly during the internship. The portfolio will contain materials associated with the internship experience, such as products for which you were responsible, photographs of activities, institutional policies and procedures, and examples of materials produced by the institution as a result of your work.
 - c. Updated Resume or CV: Include the skills you developed and projects you completed during your internship in a way that is legible to future employers/museum professionals. Submit this to your supervisor along with the Supervisor's Intern Evaluation form as they will need it to complete their evaluation of your work.
 - d. Evaluations: At the end of the internship, your on-site supervisor will submit to the Museum Studies Director a confidential evaluation of your performance (Supervisor's Intern Evaluation form). You will also complete and submit a confidential evaluation of the internship experience (Student Internship Evaluation form).

- e. Report: You are required to write a 5- to 10-page (double-spaced) paper describing, evaluating, and critically analyzing your internship experience. You will use the paper to discuss how the internship supported your professional development as well as how you feel that you've contributed to the institution's goals.

Internships (MUSE 799) receive a grade of "S" (Satisfactory) or "U" (Unsatisfactory). The Museum Studies Director will assign a final grade based on the student's paper, journal, and portfolio, along with the on-site supervisor's evaluation. A grade of I (incomplete) will be assigned if the student enrolls in MUSE 799 before they complete their 250 internship hours or if required documents are not received before the semester grade submission deadline. The Director will post a final grade once the student submits all required internship documents.

Museum Experience Documentation

Students must submit a record of all museum contact hours (up to a total of 500, 250 of which must be in an approved internship) accrued to the Museum Studies Director before the last day of the student's final semester in the M.A. Deadlines are June 1 for spring hours, September 1 for summer hours, and February 1 for fall hours. The Museum Experience Work Record for reporting hours can be found in the appendices of this document and on the MUSESTUDENTS Microsoft Teams site.

Final Product and Examination

Each student will be responsible for a final product—developed through research or other creative activity—that contributes to the field of museum studies and demonstrates the student's ability to engage conceptually and professionally with the discipline. The final product may be an extension of work undertaken during an internship or in a course.

The final product can take several forms. Many students elect to write a traditional research paper that ranges from 10,000 to 15,000 words (inclusive of notes and bibliography). Others stage exhibitions, develop educational curricula or pedagogical tools, design a website, produce a social media application, or direct a film. Students producing a final product that differs from the traditional research paper format are expected to produce work of similar complexity, significance, and effort. Students choosing this option should produce a shorter written companion (4,000-6,000 words, with bibliography) that reflects on the theory and scholarship underlying the project, situates the project in the relevant literature, and analyzes the project's significance for the contemporary field of Museum Studies.

Regardless of the chosen format, the final product is designed and executed in close collaboration with the student's primary advisor/committee chair and the other members of the committee. The chair will advise the student on the significance and feasibility of the project,

useful readings and professional colleagues to consult, data collection and analysis procedures, drafting the final product, and preparing for the oral defense.

Each student will successfully defend their final product as part of the final examination of their work. This master's examination, taken during the student's final semester of coursework, focuses on the student's final product, while also testing the candidate's mastery of museum principles and practices, and relevant subject disciplines indicated by the student's record. The exam is oral, and the student will defend their final product to their M.A. Committee. The oral defense is public; faculty and graduate students are invited and encouraged to attend as nonvoting participants.

Defenses are scheduled for two hours, may be in person or virtual, and are open to the public. The defense begins with a 15–30-minute presentation by the student detailing the conceptualization of their project, its methodology, key findings, and significance for the wider field of museum studies. Following the presentation, the student fields questions from the committee. At the end of the question-and-answer session, the student will be asked to leave the room so that the committee can discuss their performance and determine whether the project as a whole (written product and defense) merits a “pass.” The student will then be invited back and informed of the outcome.

The written final product and examination will be evaluated (Pass, Pass with Revisions, or Fail) by each member of the committee. A favorable majority is required for passing the exam. Most final products will require at least minor revisions. If revisions are required by the committee, they must be *manageable* to implement before the semester grade deadline. Within *48 hours* of the defense, the committee chair must submit a checklist of specific revisions to be made to the written product. Revisions should not include integration of significant new readings or drafting of new sections (these should have already been raised during the drafting and advising process before the defense), unless student has not included material that was previously requested. If the committee believes that revisions are significant enough that they cannot be implemented by the semester grade deadline, the committee should deem the final product a “fail” and the student will undertake revisions and defend in a subsequent semester.

Scheduling the Master's Defense

Students should be proactive about selecting their exam committee members. A student must have their committee solidified by the end of their third semester of enrollment in the program. See the [Advising & Mentoring](#) section of this handbook for committee composition guidelines. Early in the final semester of enrollment, students should meet with the Graduate Program Coordinator – Advising to discuss scheduling the exam. Faculty schedules tend to fill up with exams near the end of each semester, so scheduling (at least tentatively) a date and time with committee members early in the semester will provide the student with more flexibility. The Graduate Program Coordinator – Advising will poll the student's committee members for their

availability to assist the student in selecting a final date and time.

Written notice of intent to take the master's examination must be filed with the Museum Studies office *at least three weeks in advance* of the examination, providing the names of the chair and committee members, the date and time of the exam, and the location of the exam. The exam should be taken during the last semester of coursework.

Graduation Procedures

Students planning to graduate should meet with the Graduate Program Coordinator – Advising *early in the semester* during which they plan to graduate to make sure they have satisfied all [requirements for graduation](#).

Early in the semester in which they expect to complete degree requirements, graduate students should complete an [Application for Graduation](#) online through Enroll and Pay. The deadlines for each semester can be found on the [academic calendar](#).

Dual MUSE/AAAS M.A. Program Description

Students completing the dual degree take all of the required courses in both programs, as well as fulfill each program's requirements to gain a breadth of knowledge. Coordination in advising between the two programs enables students to take courses that satisfy the degree needs for both programs. To earn both degrees, students complete 54 graduate credit hours, 15 of which are applied to both programs. Because the required courses are offered regularly, students are able to complete the required courses in the first four semesters of the program, using the final two semesters to complete the remaining credit-hour requirements.

Museum Studies Requirements for Dual M.A.

1. [Museum Studies Core](#) (9 hours)
2. [Museum Professional Area courses](#) (9 hours)
3. [Museum Experience \(Internship\)](#) (3 hours)

African & African-American Studies Requirements for Dual MA

4. African & African-American Studies Core (12 hours)
 - AAAS 801 Introduction to Africana Studies: African-American (3)
 - AAAS 802 Introduction to Africana Studies: African (3)
 - AAAS 803 Research Methods in Africana Studies (3)
 - AAAS 804 Seminar in Africana Studies (3)
5. African & African-American Studies Area of Specialization

Students are expected to choose 2 courses in their area of specialization. Courses must be numbered 500-level or above, have a AAAS course number, and be selected in consultation with the student's M.A. advisor.

Shared Dual M.A. Requirements

6. Dual Degree Electives

Any graduate-level MUSE or AAAS course may count as an elective. Out-of-field courses must be approved by the Directors of Graduate Study for both programs.

7. Final Project or Thesis

Students completing the dual degree program are required to defend either a final product or thesis in their final semester. The student should consult with their AAAS and MUSE M.A. advisors to identify a project or thesis topic that effectively incorporates both areas of study. M.A./faculty advisors from both programs will oversee and evaluate the project or thesis. Students who choose to complete a thesis must enroll in 3 credit hours of AAAS 899 in their final semester in lieu of an elective course. Students who choose to complete a final product will take 15 credit hours of dual degree electives as described above.

Each student will successfully defend their final product or thesis as their master's examination. The final exam committee, chosen by the student, must have at least four members; at least two from Museum Studies faculty and affiliates and at least two from African & African-American Studies.

Graduate Certificate Program Description

The course of study leading to the Certificate in Museum Studies comprises 15 credit hours at the graduate level. The Certificate Program enables students to integrate knowledge of museum studies into their own academic disciplines or professional training. Completion of the certificate in museum studies represents an additional credential for graduate students from a variety of academic fields who are preparing for careers in research and teaching or professional practice. Enrollment in the program is open to students admitted to a regular KU graduate program as well as students not currently enrolled at KU.

The Museum Studies core curriculum will be the basis for the graduate certificate, which emphasizes the essential interdisciplinary and collaborative nature of museum work by drawing on a range of departments in the University. The program allows students to gain knowledge in preparation for doctoral study, as well as for employment in museums and related fields such as historic preservation, cultural resource preservation, archives, and government agencies.

Eligibility criteria for admission to the Certificate Program include a bachelor's degree from an accredited institution. Awarding of certificates will be handled in accordance with guidelines of the College of Liberal Arts and Sciences. Completion of the program will appear on the graduate transcript.

1. Required Courses (6 credits)

MUSE 801 (offered each Fall) and MUSE 802 (offered each Spring)

2. Other Courses (6 credits)

Students must take a course that focuses on one of the Museum Professional Areas, and one course that focuses on one of the Museum Conceptual Domains. For non-MUSE courses to count toward the Certificate, they must be approved by the Director of the Museum Studies Program.

3. Museum Internship (MUSE 799) OR Final Product (MUSE 798) (3 credits)

Students earning the Certificate in Museum Studies must complete one of the following:

- an approved 3-credit-hour internship (MUSE 799) of at least 250 hours. See the guidelines for internships described for the [Master's Degree in Museum Studies](#).
- Research, writing, and defense of a [final product](#) (3 hours of enrollment in MUSE 798) plus 50 hours of museum experience. See the final product section of this Handbook for more information.

University Policies and Degree Requirements

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

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

GENERAL POLICIES

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

Admission

Degree or non-degree-seeking applicants must have a bachelor’s degree (as 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 three 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.
- U.S. 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 Studies' [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](#)
- [Graduate Credit](#)

[Enrollment](#)

For graduate students in the College, advising on enrollment and course selection take place at the program level. While units within the College 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 as follows:

Fall and Spring semesters:

- Enrollment in 9 credit hours;
- Enrollment in 6 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;

- Enrollment in 6 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s). *See Doctoral post-comprehensive enrollment.

Summer sessions:

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

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

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

Students not enrolled by 11:59 p.m. 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 student 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 pay a fee to be reactivated.

Students who wish to leave their graduate program should inform the program of such plans in writing so 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 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 Office of Graduate Studies [policy](#) on Graduate Credit defines KU's conditions for the following:

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

Transfer Credit

The transfer credit option allows master's students to add graduate-level coursework completed at another institution to their KU transcript to count toward their KU degree. Upper-level coursework taken as an undergraduate, even courses numbered at the graduate level, is not eligible for transfer in any case. Additional restrictions apply to what non-KU graduate courses and the number of credit hours that can be counted toward a KU master's degree, so students should carefully review the information provided in the link above and the related policies below, as well as consulting with their DGS/Program Director. 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 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/Program Director. 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](#)
- [Count Toward Degree Form](#)
- [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 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 who is not making [satisfactory progress](#) toward completing their degree. The program initiates the probation process and will inform the student of why they are not making satisfactory progress, what they must do to return to good standing, and the deadline for doing so.

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

Additionally, the College has set a 2.5 minimum GPA for students to be eligible for a semester of academic probation. In cases where a student's GPA drops below the minimum of 2.5, the student is considered ineligible for academic probation and will be dismissed by the College. Students are strongly advised to review the [College-specific policy on probation and dismissal](#) for more information about the 2.5 threshold for dismissal.

Students may also be placed on probation by their programs for other reasons that constitute a failure to make satisfactory progress towards degree. These may include, but are not limited to;

- Lack of progress on the thesis or dissertation
- Unacceptable academic performance on program milestones outside of coursework (e.g. exams),
- Unsatisfactory grades or GPA within foundational required courses (despite the overall cumulative GPA)
- An unsatisfactory result in their program'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 have additional measures of progress. Students should also consult the Annual Review section of their program 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 program will reconsider their continuation in the program. In most cases the program 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](#)
- [Probation and Dismissal \(CLAS\)](#)
- [Good Academic Standing policy](#)

[Grading](#)

The Office of Graduate Studies' [Grading policy](#) governs requirements for the grading of graduate students above those described in [Article II](#) of the University Senate Rules and Regulations. Additionally, individual schools, departments, or programs may have grading policies that are more stringent than those of Graduate Studies.

Students should also carefully review the [College-specific grading information](#), in particular the section on the SP/LP/NP grading scale for thesis and dissertation hours and the impacts of receiving a LP (limited progress) or NP (no progress). Students should also consult their adviser and the [program 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 coursework counted toward any master's degree at KU, and only courses graded A, B, or C (excluding C-) may be counted. Coursework counted toward a doctorate, including that for a master's degree if obtained at KU, should average better than a B.

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

Related Policies:

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

Time Limits

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

Students who anticipate exceeding these targets should review the information in the link above and in the policies below, as well as consult with their program advisor to create a timeline for degree completion. To support this process, students are encouraged to use a Mentoring Agreement Template and/or adapt it to their own needs to support effective mentoring and a positive mentoring relationship.

Note that the College's Mentoring Agreement is required for doctoral students who are within 2 years of exhausting their maximum time to degree. See the [College Graduate Regulations](#) or talk to your graduate program coordinator for more information.

Related Policies and Forms:

- [Master's Degree Program Time Constraints](#)
- [Engagement and Enrollment in Doctoral Programs](#)
- [Doctoral Degree Comprehensive Oral Exams](#) (on exam expiration and recertification)
- [Doctoral Program Profiles with Time To Degree Information](#)
- [Graduate Degree Completion Agreement](#) (PDF)

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 program and while “stopping the clock” on their time to degree.

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 and review their program’s internal petition procedures. Units or the Director may request documentation to support the student’s need for a leave of absence; however, the only document that the College requires for the petition is the Leave of Absence form, linked below.

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

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

Related Policies and Forms:

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

Milestone Exams

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

Before a student is allowed to complete any of these three exams, pre-approval from the College is required in advance of the exam date. This pre-approval request will be submitted on your behalf by your program after the exam date has been scheduled. The 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 program 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 holding regular graduate 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 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. 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 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](#)

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 (M.A. & Ph.D.)

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

[COGA Graduation Checklists](#)

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

“MY GRADUATION CHECKLIST” CANVAS COURSE

If you are graduating with a Ph.D. or a thesis-option master's degree, you will submit documents and track the completion of your graduation requirements via your "My Graduation Checklist" site in Canvas. This site will be your online hub for all instructions and resources related to degree completion and graduation.

Your My Graduation Checklist Canvas site will be activated at one of these times, whichever comes first:

- On the 20th day of classes for students who have submitted an Application for Graduation via Enroll & Pay for that semester
- When your program submits your exam date and information for pre-approval
- During the week after the graduation deadline, for students who have applied to graduate for the upcoming semester

We strongly encourage students to submit an Application for Graduation as early as possible, but at minimum prior to the 20th day of classes of the semester you want to graduate so that you can get access to the information and resources in your Graduation Checklist site as early as possible!

If your Graduation Checklist has not been activated yet, you can utilize the Graduation checklists referenced above.

Graduate Studies Funding Opportunities

The Office of Graduate Studies offers funding opportunities in several different categories. Students interested in applying should direct inquiries to their program Director or to the Office of Graduate Studies. Some of the available funding includes:

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.

Appendices

Master's Program Checklist

Required Coursework:

Core Curriculum (9 Hours)	Term	Grade	Instructor
MUSE 801 The Modern Museum: Institutions, Knowledge & Audiences			
MUSE 802 The Museum Profession: Ethics, Standards & Cultrl Awareness			
MUSE 803: The Contemp Museum in Practice: Debates and Rsch Mthds			
Museum Professional Areas (9 Hours)			
Museum Conceptual Domains (6 Hours)			
Electives (9 Hours)			
Internship (3 Hours)			
MUSE 799: Museum Internship			

Internship & Museum Experience:

Position/Location			
Forms Submitted (Date)			
Approval Form		Student Evaluation	
Supervisor Evaluation		Internship Paper/Project	
Journal/Portfolio		Museum Experience Form	

Master's Exam:

Chair			
Committee Member			
Committee Member			
Oral Exam Date		Time/Location	

Please contact the Graduate Program Coordinator - Advising when you are ready to schedule your exam. The date and time must be approved by Graduate Studies 3 weeks prior to the event.

You must submit your final product to the Museum Studies department as soon as you complete the revisions requested by your committee during the exam.

Museum Studies M.A. Two-Year Plan

Semester 1	Credit Hours
MUSE 801: The Modern Museum	3
MUSE Professional Area Course	3
Conceptual Domain or Elective Course	3

- Attend MUSE orientation and refer to Graduate Studies' [Welcome Guide & Info Hub](#) to familiarize yourself with KU's graduate student resources
- Reach out to resources on campus (Writing Center, Student Access, etc.) if you need additional academic support. Don't wait to get behind in coursework before you use their services.
- Get in the habit of checking your KU email account and Microsoft Teams regularly
- Join the Museum Students Organization (if interested)
- Begin to track your museum experience hours. You need 500 total hours (including the 250-hour internship requirement) of museum experience to complete the MA.
- Late in your first semester, research potential MUSE M.A. advisors

Semester 2	Credit Hours
MUSE 802: The Museum Profession	3
MUSE Professional Area Course	3
Conceptual Domain or Elective Course	3

- Select a M.A. advisor and meet with them at least twice per semester to discuss your plans for the remainder of your time in the program
- Start to think about your final product topic and identify courses to support your research with your M.A. advisor
- Search for potential internship opportunities. Many students choose to complete their internship during the summer between their first and second year. MUSE sends weekly digest emails with internship opportunities throughout semester, so be sure to check your KU email regularly.

Semester 3	Credit Hours
MUSE 803: The Contemporary Museum in Practice	3

MUSE Professional Area Course	3
Conceptual Domain or Elective Course	3

- Begin to work on your final product
- With the assistance of your M.A. advisor, identify two other faculty members to serve on your final product defense committee. Work with Lauren Chaney if you have any questions about Graduate Studies' [committee policy](#).
- After you enroll in your semester 4 classes, contact Financial Aid to have your aid package adjusted if you will be enrolled in less than 9 credit hours in your final semester.

Semester 4	Credit Hours
Remaining Course Requirement	3
Remaining Course Requirement	3
MUSE 799: Internship	3

- You are not required to enroll in MUSE 799 during the term in which you complete your internship. Many students choose to save their enrollment in MUSE 799 for their final semester as it's not an actual class. This will give you more time to focus on your final product.

If you have funding that covers your tuition in a given term (GRA or GTA), we encourage you to enroll in 12 hours that term to avoid having to pay for MUSE 799 with out-of-pocket funds or loans.

- Meet with your M.A. advisor early in the semester to develop a meeting schedule and timeline to support the successful completion of your final product
- Work with Graduate Program Coordinator - Advising in February or March to begin the scheduling process for your final product defense. The GPC-A will work with your committee to find a date and time that works for everyone.
- Apply for graduation via Enroll & Pay by March 1 to ensure your name appears in all graduation programs

Dual MUSE/AAAS M.A. Checklist

Museum Studies Requirements:

MUSE Core Curriculum (9 Hours)	Term	Grade	Instructor
MUSE 801: The Modern Museum			
MUSE 802: The Museum Profession			
MUSE 803: The Contemporary Museum in Practice			
Museum Professional Areas (9 Hours)			
Internship (3 Hours)			
MUSE 799: Museum Internship			
Internship Position/Location			
Approval Form		Student Evaluation	
Supervisor Evaluation		Internship Paper/Project	
Completion Form		Museum Experience Form	

African & African-American Studies Requirements:

AAAS Core Curriculum (12 Hours)	Term	Grade	Instructor
AAAS 801: Introduction to Africana Studies: African-American			
AAAS 802: Introduction to Africana Studies: African			
AAAS 803: Research Methods in Africana Studies			
AAAS 804: Seminar in Africana Studies			
African & African-American Studies Area of Specialization (6 Hours)			
AAAS 899: Thesis (3 hours - if completing a thesis)			

Shared Requirements:

Dual Degree Electives (15 Hours)	Term	Grade	Instructor

Master's Exam: Please contact the Graduate Program Coordinator - Advising when you are ready to schedule your exam. The date and time must be approved by Graduate Studies 3 weeks prior to the event.

Co-Chair (MUSE)			
Co-Chair (AAAS)			
Committee member (MUSE)			
Committee member (AAAS)			
Oral Exam Date		Time/Location	

Dual MUSE/AAAS M.A. Three-Year Plan

Semester 1	Credit Hours
MUSE 801: The Modern Museum	3
AAAS 801: Intro African-American Studies	3
MUSE Professional Area or AAAS Specialization Course	3

- Attend MUSE & AAAS orientations and refer to Graduate Studies' [Welcome Guide & Info Hub](#) to familiarize yourself with KU's graduate student resources
- Reach out to resources on campus (Writing Center, Student Access, etc.) if you need additional academic support. Don't wait to get behind in coursework before you use their services.
- Get in the habit of checking your KU email account regularly
- Begin to track your museum experience hours. You need 500 total hours (including the 250-hour internship requirement) of museum experience to complete the MA.
- Late in your first semester, research potential MUSE and AAAS M.A./faculty advisors

Semester 2	Credit Hours
MUSE 802: The Museum Profession	3
AAAS 802: Intro African Studies	3
MUSE Professional Area or AAAS Specialization Course	3

- Select M.A./faculty advisors in both MUSE and AAAS and meet with them at least twice per semester to discuss your plans for the remainder of your time in the program
- Start to think about your final product/thesis topic and identify courses to support your research with your M.A./faculty advisors
- Search for potential internship opportunities. Many students choose to complete their internship during one of the two summer terms during their tenure in the dual program. MUSE sends weekly digest emails with internship opportunities throughout semester, so be sure to check your KU email regularly.

Semester 3	Credit Hours
MUSE 803: The Contemp Museum in Practice	3
AAAS 803: Research Methods in Africana Studies	3
MUSE Professional Area or AAAS Specialization Course	3

- Continue to meet with your M.A./faculty advisors at least twice per semester to ensure you stay on track

Semester 4	Credit Hours
AAAS 804: Seminar in Africana Studies	3
Elective or another remaining requirement	3
Elective or another remaining requirement	3

- Continue to meet with your M.A./faculty advisors at least twice per semester to ensure you stay on track

Semester 5	Credit Hours
Elective or another remaining requirement	3
Elective or another remaining requirement	3
Elective or another remaining requirement	3

- With the assistance of your M.A./faculty advisors, identify two other faculty members to serve on your final product/thesis defense committee. Work with Lauren Chaney if you have any questions about Graduate Studies' [committee policy](#).
- Begin or continue to work on final product/thesis with M.A./faculty advisors

Semester 6	Credit Hours
Elective or another remaining requirement	3
MUSE 799: Internship	3
AAAS 899: Thesis (if completing a thesis, elective if not)	3

- You are not required to enroll in MUSE 799 during the term in which you complete your internship. Many students choose to save their enrollment in MUSE 799 for their final semester as it's not an actual class. This will give you more time to focus on your final product. If you have funding that covers your tuition in a given term (GRA or GTA), we encourage you to enroll in 12 hours that term to avoid having to pay for MUSE 799 with out-of-pocket funds or loans.
- Meet with your M.A./faculty advisors early in the semester to develop a meeting schedule and timeline to support the successful completion of your final product/thesis
- Work with Lauren Chaney in February or March to begin the scheduling process for your final product/thesis defense. Lauren will work with your committee to find a date and time that works for everyone.
- [Apply for graduation](#) via Enroll & Pay by March 1 to ensure your name appears in all graduation programs

Graduate Certificate Checklist

Required Coursework:

Core Curriculum (6 Hours)	Term	Grade	Instructor
MUSE 801: The Modern Museum			
MUSE 802: The Museum Profession			
Museum Professional Areas (3 Hours)			
Museum Conceptual Domains (3 Hours)			
Internship / Museum Experience (3 Hours)*			
MUSE 799: Museum Apprenticeship*			

Internship & Museum Experience*: [Internship Requirements](#)

Position/Location			
Forms Submitted (Date)			
Approval Form		Student Evaluation	
Supervisor Evaluation		Internship Paper/Project	
Completion Form		Museum Experience Form	

*We also offer a final product option if you aren't able to fit 250 internship hours into your schedule. You will enroll in MUSE 798 Final Product in lieu of the internship course. This option requires 50 hours of museum experience.

Final Product and Committee Guidance

The culmination of the Museum Studies Master's Program is the "final product." Our graduate handbook defines the final product as follows: a project "that contributes to the field of museum studies and demonstrates the student's ability to engage conceptually and professionally with the discipline."

Format: The final product can take several forms. Many students elect to write a traditional research paper that ranges from 10,000 to 15,000 words (inclusive of notes and bibliography). Others stage exhibitions, develop educational curricula or pedagogical tools, design a website, produce a social media application, or direct a film. Students producing a final product that differs from the traditional research paper format are expected to produce work of similar complexity, significance, and effort. Students choosing this option should produce a shorter written companion (4,000-6,000 words, plus bibliography) that reflects on the theory and scholarship underlying the project, situates the project in the relevant literature, and analyzes the project's significance for the contemporary field of Museum Studies.

Defense: Defenses are scheduled for two hours, may be in person or virtual, and are open to the public. The defense begins with a 15–30-minute presentation by the student detailing the conceptualization of their project, its methodology, key findings, and significance for the wider field of museum studies. Following the presentation, the student fields questions from the committee. At the end of the question-and-answer session, the student will be asked to leave the room so that the committee can discuss their performance and determine whether the project as a whole (written product and defense) merits a "pass." The student will then be invited back and informed of the outcome.

The written final product and examination will be evaluated (Pass, Pass with Revisions, or Fail) by each member of the committee. A favorable majority is required for passing the exam. Most final products will require at least minor revisions. If revisions are required by the committee, they must be *manageable* to implement before the semester grade deadline. Within *48 hours* of the defense, the committee chair must submit a checklist of specific revisions to be made to the written product. Revisions should not include integration of significant new readings or drafting of new sections (these should have already been raised during the drafting and advising process before the defense), unless student has not included material that was previously requested. If the committee believes that revisions are significant enough that they cannot be implemented by the semester grade deadline, the committee should deem the final product a "fail" and the student will undertake revisions and defend in a subsequent semester.

The Committee: Students convene their own committees of three or four faculty/museum professionals. With permission, the student designates one committee member as

Chair/Primary Advisor who must be a tenured or tenure-track faculty member at the University of Kansas (Assistant, Associate, or Full Professor). In situations where the student's mentor is a museum professional or lecturer, the mentor can co-chair the committee with a tenure-track faculty member. Students should initiate discussions with potential committee members no later than the third semester of study; the complete committee should be determined by the end of the third semester.

Role of the Chair: Regardless of the chosen format, the final product is designed and executed in close collaboration with the student's primary advisor/committee chair and the other members of the committee. The chair will advise the student on the significance and feasibility of the project, useful readings and professional colleagues to consult, data collection and analysis procedures, drafting the final product, and preparing for the oral defense.

While student/advisor preferences may differ, a good rule of thumb is regular correspondence between student and primary advisor throughout the second year of the program, with in-person or virtual meetings to discuss the project held monthly during the third (Fall) semester and biweekly during the fourth (Spring) semester. Student and chair should discuss the roles of secondary committee members, and their input throughout the research and writing process should be discussed with those committee members.

Sample Schedule/Tasks: each project is unique and will require different benchmarks. Student and chair are advised to break the project into manageable tasks, set deadlines for submission and feedback, and work together to determine the necessary checkpoints to complete the project and successfully defend it at the end of the fourth semester. What follows is a sample timeline for the successful defense of a final product in the research paper format; students and advisers are encouraged to alter as they see fit according to personal preferences and project format.

Second (Spring) Semester

- select a M.A. advisor and meet with them at least twice to discuss plans for remainder of the time in the program
- brainstorm final product topic ideas
- identify courses to support research with M.A. advisor

Third (Fall) Semester

First half:

- meet with advisor to narrow ideas for project topic, sources, and approach
 - share final project rubric [attached] to shape discussions of the project's conceptualization and execution
- discuss options for second and third committee members

Second half:

- meet with other potential committee members and secure their commitment
- begin research with guidance both committee chair and MUSE 803 instructor
 - begin to compile bibliography in consultation with committee
 - collect sources/read in relevant scholarship
 - begin to define/hone research question(s)
 - discuss format of the final product, citation style, etc.
 - make any necessary connections with professionals/institutions to allow you to hit the ground running in the fourth semester
 - complete any necessary permissions/certifications (e.g., Institutional Review Board permissions if conducting research with human subjects)

Fourth (Spring) Semester

January (Week 1): submit research proposal (1-3 pages) to chair/committee for comment

- list topic, research question, sources, methodology, final product format, significance, timeline of tasks

January (Week 2): submit annotated bibliography to chair/committee for comment

- list relevant primary and secondary sources, write a short entry for each indicating how they will be used and significance to project

February (Week 4): literature review to chair/committee for comment

- A written essay (~1,000 words) discussing the relevant literature, where your work fits, and why it's significant

February (Week 5): brief outline to chair/committee for comment

- 1-2-page, bulleted outline listing sections, subsections, and plans for writing

March (Week 7/8): draft of introduction and complete outline to chair/committee for comment

- before Spring Break: submit an introduction (3-5 pages, double-spaced) and a detailed outline for the remainder of the project
- apply for graduation via Enroll & Pay to ensure your name appears in all graduation ceremony programs
- initiate the oral defense scheduling process in consultation with Lauren Chaney and committee. Lauren will need the following information at this time:
 - the names of your committee members
 - a two-week window during which you'd like to schedule your defense. Please consult with your M.A. advisor/committee chair to determine an appropriate and realistic defense window.
 - defense format - virtual or in person? Please provide a preferred location if you'd like to hold your defense in person.

Late March (Week 10/11): complete draft to chair/committee for comment

- a **full** draft with all sections, bibliography, scholarly apparatus included

Mid-April (Week 12/13): chair/committee (as needed) return draft with requested edits/revisions

Late April (Week 14/15): revised/intermediate draft to committee (if required)

At least two weeks prior to scheduled defense date

- final draft due to committee

late April/early May (Week 15/16)

- complete oral defense

mid-May: graduation deadline. Please check [KU's Academic Calendar](#) for the specific date.

- complete any required revisions and submit to Lauren Chaney. MUSE will keep your final product on record in your student file.

Final Product Outcome Form

Final Product Outcome Form Museum Studies Program

Student Name: _____

Final Product Title:

Committee Chair: _____

Final Product Outcome

_____ PASS

_____ PASS, with required revisions (see below)

FAIL

If revisions are required by the committee, they must be *manageable* to implement before the semester grade deadline (consult Lauren Chaney lkchaney@ku.edu for the exact date). Within *48 hours* of the defense, the committee chair must submit a checklist of specific revisions to be made to the written product. Revisions should not include integration of significant new readings or drafting of new sections (these should have already been raised during the drafting and advising process before the defense), unless student has not included material that was previously requested. If the committee believes that revisions are significant enough that they cannot be implemented by the semester grade deadline, the committee should deem the final product a “fail” and the student will undertake revisions and defend in a subsequent semester.

If the result is a “pass” without revisions or “fail,” only the committee chair’s signature is required below.

If the result is a “pass” with revisions, both the chair and the student must sign after the checklist of requested revisions is received and append the checklist to this form.

Committee Chair Signature

Date

Student Signature (if required)

Date

Final Product Rubric

	Outstanding	Very Good	Acceptable	Unacceptable
Topic selection	Identifies a creative, focused, and manageable topic that addresses potentially significant yet previously less- explored aspects of the topic.	Identifies a focused and manageable topic that addresses relevant aspects of the topic in appropriate and interesting ways.	Identifies a topic that is appropriate to the field, is focused and incorporates relevant source material.	Identifies a topic that is far too general and wide-ranging or is so narrow that it is trivial.
Use of Existing Knowledge, Research, and Sources	Demonstrates an exceptional mastery of relevant sources and synthesizes information representing various points of view. Engages with the literature critically and analytically.	Presents in-depth information from relevant sources representing various points of view/ approaches. Engages with and is contextualized within the literature, but does not add to it.	Presents information from relevant sources representing acceptable mastery of existing knowledge.	Presents information from irrelevant sources representing limited points of view/ approaches.
Methodology/ Theoretical Structure/ Approach	All elements of the methodology or theoretical framework are skillfully developed. Methodology or theoretical frameworks have been synthesized from across disciplines.	Critical elements of the methodology or theoretical framework are appropriately developed, however, more subtle elements are ignored or unaccounted for.	Core elements of the methodology or theoretical framework are adequately developed and applied.	Inquiry design demonstrates a misunderstanding of the methodology or theoretical framework. Critical elements are missing, incorrectly developed, or unfocused.
Collaboration	Demonstrates strong ability to work across and within different specialties and disciplines to contribute to the development of the field. In a collaborative project shows strong leadership to bring out the best from all collaborators while clearly showing own significant contributions.	Demonstrates ability to work actively within a professional specialty and seeks opportunities to contribute to its development in the context of the larger field. In a collaborative project, credits collaborators while clearly showing own significant contributions.	Demonstrates ability and commitment to contribute to a professional specialty, and recognizes the interdependence of different contexts and specialties. In a collaborative project, clearly shows own contributions.	Misunderstands the interdependence of disciplines and specialties. In a collaborative project, own contributions are unclear, and/or insufficiently credits collaborators.
Analysis	Organizes and synthesizes new evidence in a sophisticated and convincing way to reveal insightful patterns, differences, or similarities. Demonstrates superior control of material.	Organizes relevant evidence effectively to reveal important patterns, differences, or similarities related to topic. Demonstrates very good control of the material.	Organizes evidence to reveal patterns, differences, or similarities related to the topic and demonstrates adequate control of the material	Lists evidence, but it is not organized and/ or is unrelated to topic. Analysis is weak, confused, unclear, and/or inadequate. Does not demonstrate mastery of the material.
Conclusions	Conclusions are clearly stated and are exceptionally convincing, insightful, and original with clear implications for productive subsequent investigations.	States a conclusion based solidly on the analysis and responding specifically to the inquiry findings, with potential for further inquiry.	States a general conclusion supported by the analysis. Does not extend conclusions beyond the specific inquiry.	States an ambiguous, illogical, or unsupported conclusion from inquiry findings.
Limitations and Implications	Insightfully discusses in detail relevant and supported limitations and implications.	Discusses relevant and supported limitations and implications.	Presents relevant and supported limitations and implications.	Fails to recognize limitations and implications, or they are irrelevant and unsupported.
Presentation	Presents material in a way that skillfully conveys meaning with creativity, clarity, and fluency, and is virtually error-free.	Presents material in a way that clearly conveys meaning and exhibits few errors in writing or delivery. (Rev. May 2013)	Presents material in a way that generally conveys meaning, although writing or delivery includes some errors.	Presents material in a way that impedes understanding because of confusing writing or delivery, with errors in usage.