

KUMC Student Handbook

Graduate Studies

Office of Graduate Studies
University of Kansas Medical Center
5015 Wescoe Pavilion
(913) 588-1258
FAX (913) 588-5242
<http://www2.kumc.edu/aa/gradstudies>
[Phone directory listing for Graduate Studies](#)

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General

Expectations for Conduct

Scientific Principles *

As I begin my graduate education in science, I will always remember that science is done for the public good. I will present and publish my research so that my results may be validated. If honest error is made, it will be quickly acknowledged. I will abhor fraud in any of its guises. I will not plagiarize the work of others and will be precise in attribution of authorship and the work of others. I will not hesitate to report dishonest research when I find it. My teaching will be thorough, respectful of my students and directed toward enhancing their knowledge and not my reputation. I will explain my research to the public and invest in ensuring that those non-scientists who support my work understand what I am doing and why

*I do it. I accept my obligations to protect the environment, to use animals sparingly and humanely, and to secure fully informed consent from the men and women who may volunteer as experimental subjects and thus as partners in my research. ***

* taken from a 1989 study of the National Academy of Sciences

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Administrative Staff

Allen B. Rawitch, Ph.D.

Vice Chancellor for Academic Affairs and Dean of Graduate Studies

Professor, Department of Biochemistry and Molecular Biology

(913) 588-1258

Joseph D. Bast, Ph.D.

Associate Dean of Graduate Studies

Professor, Department of Anatomy and Cell Biology

(913) 588-6219

[Full staff listing for the Office of Graduate Studies](#)

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Letter to New Students

Dear Students,

Welcome to the University of Kansas Medical Center, Graduate Studies Program Page. The Graduate Studies Office at the University of Kansas Medical Center Campus is under the direction of the Vice Chancellor for Academic Affairs and Dean of Graduate Studies, who functions as the chief academic officer for the Medical Center.

The Office of Graduate Studies represents the Graduate School of the University of Kansas on the Medical Center Campus and is responsible for the oversight of graduate programs in the Schools of Allied Health, Nursing, and Medicine. Also included within

the Office of Academic Affairs are responsibilities for the maintenance and processing of faculty records; and the activities of the Office of International Programs and the Office of Planning and Analysis. Our office and staff are dedicated to serving the needs of graduate students in all of the programs at the medical center and supporting their academic and research pursuits.

The Office of Academic Affairs and the Graduate Studies Office are located at 5015 Wescoe. Should you need additional information about any of our programs you may come by the office, contact me via email at arawitch@kumc.edu or call our office at 913-588-1258. In addition, because it is our desire to continue to improve our programs, any suggestions are welcome and may be transmitted to me via the same email address or by calling the office.

Allen B. Rawitch, PhD
Vice Chancellor for Academic Affairs
Dean of Graduate Studies

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Academic Policies

Enrollment

The first step each term is for you to meet with the graduate advisor in your department to determine courses you should enroll in. The Office of the Registrar administers the actual enrollment in courses. Enrollment information is posted on their website at: <http://www.kumc.edu/studentcenter/regenroll.html>

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Enrollment Status

Full-time enrollment for a graduate student is 9 credit hours per semester, 6 credit hours for the summer session to satisfy University of Kansas policies for full-time status. University policies also allow the following combinations for full-time status:

Full-Time Status

Fall and Spring

9 credit hours= full-time

8 hours plus 30% teaching (GTA) or research (GRA) appointment= full-time

7 hours plus 40% teaching (GTA) or research (GRA) appointment= full-time

6 hours plus 50% teaching (GTA) or research (GRA) appointment= full-time

Summer

6 credit hours= full-time

5 credit hours plus 25% teaching (GTA) or research (GRA) appointment= full-time
3 credit hours plus 50% teaching (GTA) or research (GRA) appointment= full-time

Half-Time Status

Fall and Spring

6 credit hours= half-time

5 hours plus 10% teaching (GTA) or research (GRA) appointment= half-time

4 hours plus 20% teaching (GTA) or research (GRA) appointment= half-time

3 hours plus 25% teaching (GTA) or research (GRA) appointment= half-time

Summer

3 credit hours= half-time

2 credit hours plus 25% teaching (GTA) or research (GRA) appointment= half-time

With a 50% time graduate assistantship (GTA or GRA), a 6 credit hour enrollment may be considered full-time for some purposes, e. g., student loans. For financial aid and loan purposes, the student must be prepared to submit documentation showing the type and percentage of assistantship held.

Post-Comprehensive Exam Enrollment

As indicated on page 22 of the [Graduate School Catalog](#), after passing the comprehensive oral examination for a doctoral degree, you must be continuously enrolled, including summer sessions. During this time, until all requirements for the degree are completed, or until 18 post-comprehensive hours have been completed (whichever comes first), you must enroll for a minimum of 6 hours during the Fall and Spring semester and 3 hours during the Summer session. Each enrollment must reflect as accurately as possible the candidate's demands on faculty time and university facilities. If after 18 hours of post-comprehensive enrollment the degree is not completed, you must continue to enroll each semester and each summer session until all requirements for the degree have been met, including the filing of the dissertation.

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International Graduate Students

International students must comply with United States Citizenship and Immigration Services (USCIS) regulations regarding full-time enrollment regardless of University of Kansas institutional policy. The full-time guideline (as stated above for Fall, Spring, and Summer semesters) does meet current USCIS requirements. However, USCIS does qualify their requirements by citing situations whereby a student may enroll in less than full time hours but can still maintain valid visa status. A reduced course load based on financial need is NOT a qualifying reason. Students should contact International Programs (913-588-1485) prior to enrolling for any semester during which they will not meet the stated full-time requirements. Failure to meet USCIS requirements means the

student is "out-of-status." Maintenance of valid immigration status is required to enroll in and attend KUMC programs.

English Language Requirements

All applicants for study at the University of Kansas Medical Center (KUMC) whose native language is not English must demonstrate an established level of English language proficiency through either the **TOEFL** (Test of English as a Foreign Language) or the academic format of the **IELTS** (International English Language Testing System). The test must have been taken within two years of the first semester of enrollment.

Test scores must be original forms sent directly from the administering agency to KUMC. Photocopies will not be accepted. The ETS school code for KUMC is **6895**.

For regular admission based on the TOEFL, a minimum score of **23** on the computer based TOEFL (57 for paper-based testing) is required in **each** of the three sections, with a minimum of **5.0** on the written essay. For regular admission based on the IELTS, a minimum overall score of **6.5** is required, with a minimum in **each module** of **6.0**.

A student admitted to the KUMC Graduate School not meeting the required proficiency scores mentioned above may be required to test upon arrival at KUMC.

The only exception to this policy will be for applicants who have earned at least a baccalaureate degree or higher from a U.S. institution of higher education. The Dean of Graduate Studies may consider and grant exceptions to the minimum English proficiency requirements on a case-by-case basis.

In addition, the Kansas Board of Regents requires that in order to be appointed as a Graduate Teaching Assistant (GTA) students must first attain a minimum score of 50 on the TSE or SPEAK.

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Grading

As indicated on page 26 of the [Graduate School Catalog](#), the basic system is an A, B, C, D, F system, where A, designates above-average graduate work; B, average graduate work; C, passing but not average graduate work; D and F, failing graduate work. D and F work does not count toward a degree.

The letter P is used in this system only to indicate participation in thesis, dissertation and research enrollments (related to thesis or dissertation), and in the first semester enrollment of a two-semester sequence course. Upon completion of thesis/dissertation or research hours leading to a master's or doctoral degree, the P remains on the final transcript except for the last semester of enrollment. A letter grade (A, B, C, D, or F) is assigned in the last semester of enrollment to characterize the quality of the final product.

The I grade is not appropriate for enrollment in thesis, dissertation, or research, and is not accepted.

For enrollments other than thesis, dissertation or research, the letter I is used to indicate course work that has been of passing quality, some part of which is, for good reason, unfinished (incomplete). The grade of I for graduate courses shall remain unchanged on the student's record except that should the student subsequently complete the course work, the instructor would then change the I to a letter grade.

The grades of S and U may be used to designate satisfactory and unsatisfactory performance, respectively, in continuing education, workshop and institute courses upon the recommendation of the department offering the course. No more than six hours total of graduate courses graded S are permitted to count toward a degree.

In courses numbered 800 or above for which specific authorization has been given, the instructor may report a grade of S for students who have satisfactorily attended the course but for whom it has not been possible to evaluate the quality of performance.

Once the S grade for a particular course (or a particular faculty member's section of a multi-section course) has been recommended by the department and approved by the Office of Graduate Studies and Graduate School, it must be applied to the entire student enrollment in the course or section. This applies to those 800- or 900-level courses eligible for the S grade (or its alternative of F) as well as to Continuing Education, institute, and workshop courses.

The Credit/No Credit option is not authorized for graduate students' enrollments, including, but not limited to, courses taken to fulfill the research skills requirements, undergraduate deficiencies, etc.

All master's and doctoral students must maintain a B average to retain good academic standing. Courses graded less than C may not be counted for graduate credit.

Performance is graded Honors, Satisfactory, or Unsatisfactory for the following examinations:

1. The general examination for the master's degree.
2. The general examination for the degree of Specialist in Education.
3. The comprehensive oral examination for the doctorate.
4. The final examination for the doctorate.

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Probation

As indicated on page 27 of the [Graduate School Catalog](#), upon falling below a cumulative graduate grade point average (GPA) of B, computed with the inclusion of grades earned

at the University of Kansas for all courses acceptable for graduate credit, the student is placed on probation by the Dean of Graduate Studies. The grades of P, S, U, and I, for which no numerical equivalents are defined, are excluded from the computation. If the student's overall graduate average has been raised to B by the end of the next semester of enrollment after being placed on probation, the student may be returned to regular status. If not, the student will not be permitted to re-enroll in the Graduate School unless the Dean of Graduate Studies acts favorably on a departmental recommendation for the student to continue study.

If admitted on probation, a student must earn an overall graduate average of at least B during the first semester of enrollment (in which case the student is considered to have achieved regular status) to be permitted to re-enroll. A student admitted on probation who fails to earn a B average in the first semester is not permitted to re-enroll. When the particular circumstances are deemed to justify continuation, and upon the recommendation of the department or program, such a student may be continued on probation by the Dean of Graduate Studies for one additional semester equivalent of full-time graduate study.

Graduate Credit

As indicated on page 27 of the [Graduate School Catalog](#), the following conditions must be met to receive graduate credit for work satisfactorily completed at the University of Kansas:

- Admission to the Graduate School
- Approval of the course by the Graduate Council (KUMC)
- The instructor must have gained appointment to the Graduate Faculty

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Leave of Absence (LOA)

As indicated on page 28 of the [Graduate School Catalog](#), a doctoral student may petition the Dean of Graduate Studies through the department for a leave of absence (LOA) during either the pre- or post-comprehensive period to pursue full time professional activities related to the doctoral program and long-range professional goals. Leaves of absence also may be granted because of illness or other emergency. Ordinarily a leave of absence is granted for one year with the possibility of extension upon request. After an absence of five years, a doctoral aspirant or candidate loses status as such and must apply for readmission to the program and The Graduate School.

The following check list should be accomplished when considering a LOA:

1. Contact Student Financial Aid (913-588-5170) to;
 - a. ask about contacting lenders,
 - b. ask about possible need to repay financial aid for current semester,

- c. ask about loan deferments -loans cannot be deferred when you are not enrolled.
2. Contact the Associate Registrar (913-588-6591) to;
 - a. check to see how current fees will be handled. Refunds may go to financial aid,
 - b. remember, if you are a GTA and leave before the last day of the semester, tuition will have to be reassessed (if you hold a 40% or greater GTA appointment and are classified as a non-resident for tuition purposes, your tuition will be reassessed at the non-resident rate), and you will be responsible for payment,
 - c. if you hold a 40% or greater GRA appointment and are classified as a non-resident for tuition purposes and leave before the 60th day of class, your tuition will be reassessed at the non-resident rate and you will be responsible for payment,
 - d. if you hold a 40% or greater combined GTA/GRA appointment and are classified as a non-resident for tuition purposes, your tuition will be reassessed at the non-resident rate, and you will be responsible for payment,
 - e. ask about future assessments.
 - f. check about retaining residency for fee purposes. If you are not enrolled at the University of Kansas and move outside the State for the period of the LOA, in all likelihood you will lose your residency status.

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Master's/Doctoral Degree Requirements

Master's Degree Requirements may be found beginning on page 19 of the [Graduate School Catalog](#). Doctoral Degree Requirements begin on page 20.

When a thesis or dissertation is required for completion of degree requirements, all related information for formatting and filing the thesis or dissertation can be found at the following link on the Graduate Studies website:

http://www2.kumc.edu/aa/gradstudies/grad_grad.htm

Also available at this link is a Graduation Checklist, a useful resource for the student's final semester.

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Student Grievances

As indicated on page 27 of the [Graduate School Catalog](#), a graduate student who believes herself or himself unfairly or unlawfully treated in an alleged academic matter may present a grievance to the academic department or appropriate Program Chairperson. Each academic unit, all Graduate Divisions, and the College have established grievance

policies and procedures. Appeal of a grievance heard at one of these levels is made to the Judicial Board. The Graduate School has established a set of guidelines for graduate student petitions in certain categories that may not be under the jurisdiction of other hearing bodies. The Executive Committee of the Graduate Council has identified two categories as the purview of the Graduate School:

1. Cases involving the Graduate Divisions of two or more schools or colleges.
2. Cases involving the interpretation of Graduate School policy as it pertains to the Graduate Division of a school or college.

For disputes involving alleged academic misconduct or alleged violations of student rights, the initial hearing normally is held at the unit level. There is an option to hold an initial hearing at the Judicial Board level if both parties agree, or if either party petitions the Judicial Board chair to hold the hearing at the Judicial Board level and the petition is granted. The petition must state why a fair hearing cannot be obtained at the unit level; the opposing party has an opportunity to respond to the petition.

Concerns regarding illegal discrimination or harassment should be reported to the Equal Opportunity Office; concerns regarding scientific misconduct should be reported to the Dean of Graduate Studies. If there is a question as to which procedure is appropriate, this decision will be made by the student and the Dean of Graduate Studies in consultation with the Department or Program Chair.

Any grievance should be heard at the level appropriate to a consideration of the issues. The grievance procedure may not be used as an appeal for a grade. Grades should be appealed at the department level. Committees established at the department, program or school level to hear grievances proceed in accordance with their own specific procedures and make recommendations to the appropriate administrative officers as provided in those procedures. Appeals from the decision of a department or program must be made to the Dean of Graduate Studies who has been delegated this responsibility by the Dean of the Graduate School.

The appellate process is designed to ensure that due process has been afforded an individual in the initial hearing. The Dean of Graduate Studies will appoint the committee Chair from the membership of the KUMC Graduate Council. Two other members will be selected by the Chair from the Graduate Council and one other graduate faculty member selected by the student complainant and a second graduate faculty member selected by the accused. The selection of these faculty members shall be acceptable to both parties. A student member will be selected by the President of the Graduate Student Council. Care should be taken to ensure that none of the members have a conflict of interest in this case. This committee will examine all pertinent documents including student records and interview the parties directly involved in the complaint as well as other parties deemed necessary. Minutes of testimony will be made available to both the complainant and accused parties after the hearing is completed. It is essential that all parties retain confidentiality of information gained through the hearing process. Both parties will be provided an opportunity to respond to the minutes in writing before the committee's final

recommendation is forwarded to the Dean of Graduate Studies who will make the final determination. The documents provided to the grievance committee will be retained in the Office of Graduate Studies for a period of three years, after which time they will be destroyed. There is no further appeal.

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Guidelines for Dealing With Alleged Academic Misconduct by a Graduate Student

I. Expectations for Conduct by a Graduate Student:

One goal shared by the graduate programs at the University of Kansas Medical Center is to provide a seminal educational environment in which a student can master a special field of knowledge and strive to develop competence in independent scholarship and research, in order to make original contributions to knowledge. In achieving that goal, there is an expectation by the University of Kansas Medical Center that the graduate faculty and their students will conduct themselves with high integrity and professional ethics. Such conduct by a graduate student must include adherence to the written and observed or taught guidelines for ethical standards of the profession for which the student is seeking to enter. A graduate student is responsible for informing himself/ herself about these requirements and expectations of conduct as well as seeking answers to his/ her own questions about what constitutes misconduct. Potential sources for this information include the:

- A. Director of the Graduate Program and the faculty members of the department in which the graduate student has entered;
- B. University of Kansas Medical Center Student Planner and Handbook, or similar document, prepared by the student's department and/ or school;
- C. the University of Kansas Medical Center "Behavioral Standards in Patient Care." The following information shall serve as guidelines for dealing with situations where inappropriate deviations from these accepted standards of conduct by a graduate student are alleged to have occurred. All questions concerning these Guidelines should be directed to the Dean of Graduate Studies or his/ her designee.

Academic Misconduct:

Academic misconduct by a student shall include, but not be limited to: cheating on examinations whether by a student on his/ her own behalf or by giving to another student or receiving from another student unauthorized aid on examinations; giving or receiving of unauthorized aid in the preparation of notebooks, themes, reports, or other types of assignments, or in the preparation of master's theses and/ or doctoral dissertations; or knowingly misrepresenting the source of any academic work, falsification of research results, plagiarizing of another's work, violation of regulations, ethical or professional codes for the treatment of humans and animals, or otherwise acting dishonestly.

II. Decisions by a Faculty Member Relative to Academic Misconduct:

- A. **Not to Make a Recommendation for an Investigative Hearing:** A faculty member (acting as an instructor or assistant in a course, or a graduate student's advisor or mentor for his/ her research and/ or academic program, etc.) may decide not to recommend an investigative hearing, as outlined in these Guidelines, for what he/ she believes is academic misconduct by a student. The faculty member thus may treat as unsatisfactory any student work which he/ she believes is a product of academic misconduct and impose a sanction(s) appropriate to the traditionally accepted realm of authority or jurisdiction of the faculty member. Any action by the faculty member shall be with due written notice to the student.
- B. **Make a Recommendation for an Investigative Hearing:** The Faculty Member may decide to recommend to his/ her Chairperson (also see Section IV. A. 4, and Section IV. B., below):
1. that an investigative Hearing be held for the alleged occurrence of academic misconduct, and/ or
 2. imposing a sanction that is outside of the traditionally accepted realm of authority or jurisdiction of The Faculty Member (e. g., see Section VI. D., below). Hence, The Faculty Member initiates the procedures in Section IV.

III. Procedural Information for and Investigative Hearing Process:

A. Definitions of Terms Hereafter Applied in these Guidelines:

1. **"The Faculty Member"** is the faculty member initiating an allegation of academic misconduct by a student.
2. **"The Student"** is the graduate student identified by The Faculty Member as the subject of the alleged act(s) of academic misconduct.
3. **The "Involved Department"** is the department, center, or functional unit in which the act(s) of academic misconduct allegedly occurred by The Student.
4. The **"Chairperson"** is the Chairperson of the Involved Department in which the act(s) of academic misconduct allegedly occurred by The Student and is the next higher administrative officer to whom The Faculty Member sends the initial report about an allegation of academic misconduct.
 - a. **"Dean of the School of Nursing"** replaces the designation of "Chairperson" hereafter throughout these Guidelines for Dealing With Alleged Misconduct by a Graduate Student as the appropriate administrative officer to whom faculty members in the School of Nursing shall forward any report or recommendation, if the alleged act occurred in this School.
 - b. **Possible Conflicts of Interest:**
 - i. **If The Faculty Member perceives** (relative to Section III. B., above) that there may be a conflict of interest involved in this issue between The Student and The Chairperson, or If The Chairperson

is The Faculty Member initiating the allegation of misconduct, then The Faculty Member's Inquiry Report of the alleged incident(s) (see Section IV. B., below) shall be forwarded to the Dean of the Faculty Member's or Chairperson's, respectively, School or the next higher administrative officer, as appropriate, who thereafter will assume the responsibilities of "The Chairperson" identified throughout these Guidelines for Dealing With Alleged Misconduct by a Graduate Student.

ii. **For Other Situations** when questions arise about conflict of interest, the questions shall be directed to the Dean of Graduate Studies.

5. **The Official Record of the Hearing Process:** The Dean of Graduate Studies shall initiate and maintain in the Office of Graduate Studies an Official Record (i. e., file) of the entire Hearing Process. All subsequent original written communications, documents, audio tape recordings (see Section V. 3., below), and recommendations that relate to the alleged misconduct and the Hearing shall be sent on a timely basis by The Chairperson and/ or the Hearing Officer (see Section IV. E., below) to the Dean of Graduate Studies for inclusion in the Official Record. If the final conclusion of the Hearing Process is that academic misconduct has not occurred, then only the Dean's Official Record of the entire Hearing Process shall be saved as the permanent record; all other faculty, Departmental, and School copies of a "record/ file" for the Hearing Process must be destroyed (see Section V. B. 2. a., below).
6. **The Time Periods for the Hearing Process:** Throughout these Guidelines, MAXIMUM LIMITS are specified for the length of time allowed for certain stages of the overall Hearing Process to take place. Unless specified otherwise, all lengths of time shall be in terms of the traditionally considered "working days" of any given week (recognized holidays that occur on otherwise traditional working days are not to be counted in these time frames). Any request for an extension of a time limit shall be made expeditiously, and before the expiration of the limit, to either the Chairperson or the Hearing Officer or the Dean of Graduate Studies, as appropriate, (or, in their absence, their designates), who shall decide and notify within three (3) days if there is good cause for the extension and, if so, for what period of time. Notification shall be to all involved parties of the Hearing Process and may be done first by telephone if deemed appropriate, and then shall be followed by written notification.

B. Inquiry Report by the Faculty Member is Sent to the Chairperson: Following the decision by The Faculty Member in Section III. B., above, and with due notice to The Student, The Faculty Member shall submit a **detailed** written report about the allegation (hereafter called the **Inquiry Report**) to the Chairperson. The Inquiry Report shall be submitted within twenty (20) days of the **discovery** of the alleged occurrence of misconduct. The Chairperson shall, within 15 days of receiving the Inquiry Report, review the report and attempt to resolve the allegation through consultation and mediation with the involved persons. If the Chairperson determines that the allegation should be resolved through the investigative Hearing Process, then the Chairperson shall

continue the procedure outlined hereafter in these Guidelines. Written notice shall be sent to The Student (see Section IV. D., below) and to the Faculty Member (including a request for the Faculty Member to respond, within 10 days of receipt of the notice, with his/ her selection of a faculty member to serve on the Hearing Panel; see Section IV. E. 2., below).

C. Notification of the Dean of Graduate Studies: The Chairperson shall send a written notification to the Dean of Graduate Studies that an investigative Hearing Process for alleged academic misconduct by The Student is going to be initiated. The Chairperson's notification shall include copies of The Faculty Member's Inquiry Report of the alleged misconduct and all written communications up to this time with The Student.

D. Notification About the Allegation to the Student: A written notification of the specific allegation shall be sent (certified or registered letter with return receipt requested indicating the date of receipt) to The Student by The Chairperson within fifteen (15) days after the time The Chairperson receives the Faculty Member's Inquiry Report. A copy of this notification shall be sent to the Dean of Graduate Studies. The notice shall include:

1. a statement of the specific allegation(s) with sufficient explanatory information to enable The Student to understand the nature and extent of the allegation(s);
2. an invitation for The Student to provide, to The Chairperson, within ten (10) days after receiving the notification letter: a. a written response to the allegation(s); and b. the name of a faculty member whom The Student selects to serve on the Hearing Panel (see Section IV. E. 2., below), and a statement indicating that this faculty member told The Student that he/ she agreed to serve;
3. a statement indicating that The Student has the right to continue attending class as scheduled until such time as the Dean of Graduate Studies has reached his/ her final decision UNLESS there is a question of unsafe and/ or disruptive behavior and/ or offense against other persons (including patients of or visitors to) and/ or property of the University of Kansas.
4. a copy of these "Guidelines for Dealing With Alleged Academic Misconduct by a Graduate Student" so that The Student is aware of the procedural process and possible actions.

E. Selection of Members for the Hearing Panel: The Hearing Panel shall be composed of four (4) members of the graduate faculty (voting members of the Panel), **excluding** The Faculty Member initiating the allegation of misconduct (See Section IV. A. 4., above) and **excluding** the chairperson of the department in which The Student named in the allegation is a graduate student member, and one (1) graduate student (voting member of the Panel), excluding The Student who is the subject of the allegation. One of the graduate faculty members of the Panel will be designated by The Chairperson as the "**Hearing Officer**" in charge of the Hearing Panel. Any member of the Hearing Panel who perceives that there is any irregularity in the proceedings of the Hearing process has the responsibility of PROMPTLY reporting this to the Dean of Graduate Studies. Selection of the Hearing Panel shall include at least one but no more than two faculty members from the Involved Department in the allegation and shall be done as follows:

1. the graduate student member:
 - shall be** selected by the officers of the Graduate Student Council at an on-need basis,
 - shall not be** a graduate student member of the same Department as The Student named in the allegation, and -must be currently classified as a Regular Graduate Student in the category of Degree-Seeking Students and in good academic standing (not on probation);
2. one faculty member from inside or outside the Involved Department may be selected by The Student named in the allegation;
3. one faculty member from inside or outside the Involved Department may be selected by The Faculty Member initiating the allegation; and
4. two faculty members selected by The Chairperson. The Chairperson's selections shall assure that the composition of the Panel includes at least one but no more than two members from the Involved Department in the event that The Student and/ or The Faculty Member do not select such a member. Additionally, if The Student and/ or The Faculty Member decline(s) to select a Panel member or fail to respond to The Chairperson within ten (10) days of the request (see Section IV. B. and IV. D. 2., above), then The Chairperson will also select that member or members, likewise with due consideration for the basic composition of the Panel as defined above.

F. Scheduling the Hearing: The Hearing Officer shall, within five (5) days of the selection of members of the Hearing Panel, (1) schedule the day, time and place for the Hearing to occur (which shall be sometime between 20 and 30 days after the selection of the Hearing Panel), and (2) provide written notice of this schedule to The Faculty Member, The Student, The Chairperson, and The Dean of Graduate Studies. Both The Student and The Faculty Member shall be informed with this scheduling notification that during the Hearing each:

1. will be given the opportunity to present his/ her own viewpoint of the situation(s) that directly led to the allegation(s), and/ or
2. may have witnesses speak or have witnesses' affidavits read on his/ her behalf.

G. Documents, Representatives & Witnesses for the Hearing: All information cited below shall be promptly sent to (see time deadlines indicated in this Section) or collected by the Hearing Officer, who shall promptly distribute copies of the information to The Student, The Faculty Member, and the rest of the Hearing Panel members.

1. The Faculty Member's Inquiry Report sent to The Chairperson (see Section IV. B.),
2. The Chairperson's Notification of Allegation letter sent to The Student (see Section IV. D.),
3. The Hearing Officer's letter to The Student and The Faculty Member stating the day, time and place for the hearing (see Section IV. F.),
4. The Student's written Response to the allegation(s), if such was sent to The Chairperson (see Section IV. D. 2. a.),

5. Any documents provided by The Student and/ or The Faculty Member for presentation as evidence to the Hearing Panel (sent at least by five (5) days before the Hearing),
6. Names of Representatives:
 - a. Each party to the Hearing should be present for the Hearing unless the Chairperson agrees that another person may appear as a substitute representative. A Hearing may be held even if The Student and/ or The Faculty Member fail to appear for the Hearing. Neither The Student nor The Faculty Member is compelled to appear or testify at the Hearing, and no inference may be drawn by the Hearing Panel against The Student or the Faculty Member due to his/ her failure or refusal to testify or appear.
 - b. The use of legal counsel is discouraged.
7. Names of Witnesses:

The Student and The Faculty Member shall provide a list of intended witnesses, if any, to the Hearing Officer at least ten (10) days before the Hearing is to occur. The Hearing Officer shall provide these names, reciprocally, to The Faculty Member and The Student at least five (5) days before the Hearing.
8. All materials (including the audio recording tapes identified in Section IV. H. 3., below) concerning the alleged violation of misconduct should be treated as CONFIDENTIAL documents. The Hearing Panel members will return all materials received for the Hearing to the Hearing Officer at the end of the scheduled Hearing., The Hearing Officer will forward ALL ORIGINAL AND PHOTOCOPIED AND AUDIO TAPE RECORDED MATERIALS to the Dean of Graduate Studies (see Section IV. A. 5., above).

H. Conducting the Hearing: The Hearing Officer of the Hearing Panel may establish procedures in addition to those listed, however, the basic requirements of the Hearing procedure as listed here may not be altered by the Hearing Officer:

1. The Hearing shall be conducted in a closed session and witnesses shall be excluded from the Hearing except when actually testifying.
2. The Hearing Officer shall have the authority to keep order, rule on questions of relevance and evidence, and shall possess other powers normal and necessary for a fair and orderly Hearing. Rules of Evidence that govern courtroom proceedings shall not apply.
3. There shall be only a single audio tape recording made of the proceedings in order to provide an accurate record of the Hearing for possible review by the Hearing Panel (Section IV. I. 1) and/ or Dean of Graduate Studies (Section IV. I. 4.).
4. The Hearing Officer shall introduce the Hearing Panel members, The Faculty Member, The Student, and, their representatives, if any.
5. The Hearing Officer shall explain the Hearing Procedures as outlined herein.
6. The Hearing Officer shall announce that The Faculty Member initiating the allegation has the responsibility to persuade the Hearing Panel by a preponderance of evidence that academic misconduct has occurred.
7. The Hearing Officer shall orally review the allegation(s) of misconduct which led to the Hearing, and the possible sanction(s).

8. The Hearing Officer shall allow The Faculty Member to state the allegation and explain the incident. The Faculty Member may choose to remain silent. (see Section IV. G. 6. a.).
9. The Hearing Officer shall allow The Student to reply and explain the incident. The Student, if present, may choose to remain silent. (see Section IV. G. 6. a.).
10. Hearing Panel members may direct questions to The Faculty Member, if present, The Student, if present, and any witnesses and/ or representatives.
11. Through the procedural process of the Hearing, The Student and The Faculty Member may question one another and any witnesses appearing. One witness at a time may be called by either The Faculty Member or The Student. No witness will be permitted to participate in the Hearing if his/ her name was not previously given to the Hearing Officer in accord with Section, IV. G. 7., above. IN EXCEPTIONAL CIRCUMSTANCES, this provision may be modified by decision of the Hearing Officer, and, if it is, The Student and The Faculty Member will be given sufficient opportunity to collect information to respond to whatever the witness presents.
12. The Hearing Officer shall state that the Hearing Panel will make a recommendation to the Dean of Graduate Studies within seven (7) days after the Hearing.

I. Findings of the Hearing Panel and Recommendation Carried Forward:

1. At the conclusion of the Hearing, the Panel members, alone and in closed session, shall deliberate and decide by a majority vote (anonymous written ballot counted by the Hearing Officer and verified by the graduate student member) if "academic misconduct," as alleged by The Faculty Member and only based upon all evidence presented to and heard by the Hearing Panel, " has occurred" or "has not occurred."
2. If the Panel's decision is that "academic misconduct has occurred," then the Panel members shall deliberate and determine (by majority vote) their recommendation(s) for specific disciplinary action and/ or sanction(s), if any.
3. The Hearing Officer shall compile comments, rationale, findings, voting results, and recommendations in writing and forward them within seven (7) days after the Hearing to the Dean of Graduate Studies. The Hearing Panel recommendation(s) shall not be binding upon the Dean of Graduate Studies.
4. The Dean of Graduate Studies shall consider the recommendation(s) and report of the Hearing Officer and any relevant information and take action.

J. Notifications Consequent to the Hearing Process:

1. The Dean of Graduate Studies shall, within seven (7) days of receipt of the summary final report of the Hearing Officer, send written notification of his/ her action(s) to The Faculty Member, The Student (notification by certified or registered mail with return receipt requesting delivery date), and the Hearing Officer.

2. If this final action of the Hearing process concludes that academic misconduct by The Student has **NOT** occurred, then the Dean of Graduate Studies also shall, in writing, instruct the chairperson(s) of the involved department(s) that: a. all materials appended to any and all departmental files, including a possible so-called permanent file on The Student, that would not have been in these files if an allegation of misconduct had not been made shall be removed (also see Section IV. A. 5., above) b. conscientious efforts are to be made by the involved department(s) not to subject the student to unwarranted bias or action by the department(s) consequent to the hearing process.

IV. Sanctions that may be Imposed for Academic Misconduct:

- A. **Censure:** A written reprimand for actions which constitute academic misconduct. Censure may include a written warning that subsequent actions of academic misconduct may be the cause for a more severe disciplinary sanction.
- B. **Unsatisfactory Work:** Treating as unsatisfactory any work which is a product of academic misconduct. This may include reduction of a pending or existing grade (including the awarding of a Failing grade) for the work and/ or a grade in the course.
- C. **Suspension:** Exclusion from classes and other specified privileges or activities for a definite period not in excess of two years.
- D. **Expulsion:** Termination of graduate student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion.
Approved by Graduate Studies Committee. University of Kansas Medical Center, April 4, 1991.

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Integrity in Graduate Study: A Graduate School Guide

I. Introduction

The question of integrity in scientific research is one which has received considerable attention not only in academic circles but also in the news media. A few serious cases of fraud have recently made all of us in higher education especially sensitive to our vulnerability on this issue. These cases, largely in the sciences, have often come to light when attempts to replicate some of the work have failed. In the social sciences and to a larger degree the humanities a second problem, that of plagiarism, assumes greater prominence. A third area is that of cheating, which in the case of a qualifying examinations pertains only to graduate students. A fourth, often a murky area in which the integrity of graduate study is open to criticism, involves abuses of confidentiality. And finally, a fifth area is that in which conflicts of interest arise in relationships between faculty members and students. Although the ethical decisions involved in maintaining integrity in their work may seem very clear to some graduate students, they may not appear to be so clear to others, and some possibly very few, may not even be aware that there is a potential for problems with integrity in research. For these reasons and to help

its constituent units in the event that fraud, plagiarism, cheating, abuses of confidentiality, or conflict of interest should arise, these guidelines have been prepared.

II. Fraud

Fraud usually involves the student's intentional and deliberate misuse of data in order to draw conclusions that may not be warranted by the evidence. Falsification of results generally takes one of two forms:

1. the sheer fabrication of data, or
2. the fraudulent omission or concealment of conflicting data for the purpose of misleading other scholars. An intermediate form, difficult to detect especially in quantitative analyses, occurs when students are sloppy about categorization. All researchers, irrespective of discipline, can agree that the sheer fabrication of data is fraudulent, and all scientists, as well as most social scientists and humanists, can agree that the deliberate omission of conflicting data is also fraudulent. But a few social scientists and many humanists might argue that one person's conflicting data is another person's irrelevant data. In general, in these latter disciplines, the best researchers are those who come to terms with any piece of evidence that others may regard as conflicting. Strong support for a given hypothesis involves dealing with alternative hypotheses. The best insurance against fraud in graduate student research is, of course, the awareness on the part of the student on the importance of following the discipline of the scientific method, the careful and close supervision of the faculty advisor and the examples of other members of the academic community. The student should communicate regularly and frequently with his or her major professor. He or she can do so in a variety of ways--by submitting laboratory notebooks for frequent review by faculty, by having faculty monitor the student's reading in the field, by regular updating of the faculty advisor on one's progress or a combination of these or some other. Such communication will help the student develop intellectually and lessen the possibility of fraud. If a student is suspected of fraud, the academic community should handle the matter forthrightly but always with a clear regard to the rights of the graduate student so that the career of a student researcher who may be innocent is not damaged. Similarly, if graduate student fraud is verified, it must be adjudicated in accordance with those procedures outlined in the Graduate Student Handbook.

III. Plagiarism

Unlike fraud, which is usually the deliberate creation of false data, plagiarism is the use of another's words, ideas, or creative productions which are then passed off as one's own without proper attribution (not giving due credit to the original source). Flagrant cases of plagiarism, which like fraud fortunately occur seldom, may involve the extensive use of others' articles, books, or creative productions with perhaps only slight modifications. The penalties here are usually very severe for the student and would likely result in expulsion from Graduate School or, if a degree has already been earned, rescinding of that degree. Less extensive cases of plagiarism can be either intentional or unintentional (just plain carelessness or ignorance of the commonly accepted rules). In general, one

must cite one's authorities in the text or, more commonly, in the footnotes and use either direct quotations or skillful paraphrasing, with citations, for all ideas that are not one's own. Since much of the basic information about our disciplines comes from outside ourselves through a variety of sources common to all who work in a discipline, it is of course unnecessary to footnote those facts and ideas which are, so to speak, in the common domain of that discipline. Otherwise, we would be footnoting everything we know. But an intimate familiarity with the literature of the discipline, or a subdiscipline thereof, lets one know when the distinctive words or ideas of another researcher should be given proper attribution. The fairly common practice among natural scientists of citing the previous significant literature relating to the subjects of their articles or books serves as something of a safeguard against plagiarism which is frequently not present in some social sciences and most arts and humanities disciplines. Every graduate student who works with graduate faculty should have a comprehensive knowledge of what constitutes plagiarism. Ignorance of the concept of plagiarism on the part of the student is no excuse for resorting to it at the graduate level, if indeed ignorance is an excuse at the undergraduate level. Graduate students, if in any doubt about the concept, should discuss plagiarism with faculty members. And students should expect faculty members and departments to demand that they know what constitutes plagiarism.

There are problems, however, not always associated with traditional perceptions of plagiarism. One of these is the danger, when borrowing from the works of others, of quoting, paraphrasing, or summarizing the material in such a way as to misrepresent what the author is trying to say. A second problem arises when a student is overly dependent on the work of another, even if the other is cited meticulously. Still another problem is plagiarizing oneself by submitting the same data for findings in more than one article. And, finally, there is the problem of a graduate student's findings being used by his or her mentor without proper attribution to the student either in the article or book, indeed of not giving credit for joint or co-authorship in articles or books where a substantial amount of the work is done by the student. The student should discuss any perceived problem of this nature with the faculty member involved, the head of the department, or if need be, the Dean of the Graduate School.

In nearly all of these instances of plagiarism, or variations thereon, the best preventive is the example set by the faculty advisor and the rest of the academic community who are sensitive to all of the nuances. Again, as with cases of fraud, the University should handle any suspicion of plagiarism in accordance with procedures used for cases involving alleged fraud and misconduct.

IV. Cheating

Cheating at the graduate level may not differ morally from the same action on the undergraduate level, but many find cheating at the graduate level more reprehensible and the consequences, understandably, more serious. Academic dishonesty in one whose presence in graduate school declares he or she has opted for the intellectual life is a serious matter indeed. While cheating in the classroom is covered by regulations from other parts of the university, cheating on qualifying or preliminary examinations is not.

At the very least such dishonesty, once proven, should result in failure of the examination. Refer to Section Misconduct of this handbook for guidelines and sanctions.

V. Abuses of Confidentiality

Abuses of confidentiality by graduate students can take various forms. One example is that in which students have access to data or unpublished papers--or, in the case of natural scientists, grant proposals--of other graduate students or faculty members which they then use in their own research without permission, even though proper attribution may be made. By extension such an abuse of confidentiality would include the adaptation into one's own research of a thesis or dissertation proposal that one has opportunity to read. Yet another example of the abuse of confidentiality --often in the arts, humanities, and the social sciences--is that in which the graduate student gains archival or library materials about living or recently living subjects and uses them in her or her research without permission from the library or archive or in some cases from the individual. A biological and medical science student also must address himself or herself to the issue of research on live subjects.

In some ways confidentiality is one of the forms of integrity which is relatively easy to abuse and relatively difficult to detect. Once again, as with fraud and plagiarism, following the example set by the graduate student's mentor and that of the rest of the academic community is the most likely mode for prevention.

VI. Conflicts of Interest

Genuine conflicts of interest between graduate students and faculty members can arise in a variety of ways. As continuing formal education becomes more common and as academics begin to become involved in the world of business, the possibility of a business relationship between student and teacher becomes greater. Another kind of conflict of interest that may arise is through nepotism, that is, when a person serves in an administrative or supervisory relationship to those who are related to him or her by blood or marriage. Most universities have rules which try to regulate professional relationships in such cases. Many faculty members are reluctant to have their own sons, daughters, or spouses take their courses for credit on the grounds that such students may be perceived by others to have an unfair advantage. A business relationship, including a consulting one, must evoke the same kind of caution. Similarly, a student should not date an instructor while the student is enrolled in the instructor's course. And, of course, it goes without saying that a student should not ask any instructor to serve as his or her thesis or dissertation director (or research committee member) if the student is having or has had either an intimate personal relationship, a family relationship, or a business relationship with that instructor. If such a relationship should develop after a professional one has been established, the student should expect the instructor to remove himself or herself from the professional role. Such a relationship, whether between a graduate student and a faculty member or between a graduate student acting as an instructor and an undergraduate, constitutes a potential conflict of interest, especially as perceived by other students and faculty members, and therefore, should be scrupulously avoided. This is not intended to affect the normal and expected mentorship which should include both

personal and intellectual advising. (adapted from guidelines developed by the Graduate School at Indiana University)

Patents, Policies and Procedures when Working with Industry

Additional information is available through the Office of Research Administration at 913-588-1268.

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Financial Support for Graduate Students

Scholarships and Fellowships

The Graduate School has available a limited number of fellowship awards designed to recognize academic superiority and to assist particularly meritorious students toward completion of their degree programs. Details on these fellowships can be obtained from the Office of Graduate Studies. Also, there are competitive scholarships for those students enrolled in the M.D./ Ph.D. program.

Graduate Teaching Assistantships (GTA) and Graduate Research Assistantships (GRA)

A limited number of Graduate Teaching Assistantships (GTAs) may be available through the departments. GTAs receive a stipend and tuition benefits, including a 100% tuition waiver for 40% FTE or greater. Students appointed as a GTA must be enrolled in the Graduate School at the University of Kansas Medical Center and classified as a "regular" graduate student. Usually, the appointments are for one-half time service (50% FTE) and the stipends vary. The GTA appointment must start no later than the first day of the semester and must continue through the last day of the semester. If the GTA appointment ends or is found invalid before the last day of the applicable term, tuition will be reassessed for the entire term. The Office of Graduate Studies maintains detailed information regarding GTA appointments on its website at:

http://www2.kumc.edu/aa/gradstudies/grad_GTA.htm

Graduate Research Assistantships (GRAs) are available to graduate students through grants from federal and private agencies and from state-appropriated research funds. For information regarding opportunities, students should contact the major department directly. GRAs receive a stipend from the grant (stipends vary) and if appointed at 40% FTE or greater, the GRA is assessed the resident rate for tuition if a non-resident. The Office of Graduate Studies maintains detailed information regarding GRA appointments on its website at: http://www2.kumc.edu/aa/gradstudies/grad_GTA.htm

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Travel Awards

A limited number of travel scholarships for graduate students to attend regional and national scientific meetings are competitively awarded four times a year. The deadlines for applying are January 1, April 1, July 1 and October 1. Funds for these awards are made available by the Office of Graduate Studies and the generous support of the Executive Vice Chancellor, the KUMC Auxiliary, and the Graduate Student Council. The Office of Graduate Studies maintains detailed information regarding travel awards on its website at: http://www2.kumc.edu/aa/gradstudies/grad_trav.htm

Other

Graduate Student Council

The Graduate Student Council (GSC), formed in 1969, is composed of student representatives from all graduate programs on the Kansas City campus. All KUMC graduate students are eligible to become members of the GSC. The GSC and the Office of Graduate Studies sponsors the KUMC Student Research Forum which includes students from the Schools of Medicine, Nursing, Allied Health, and Graduate Studies. At the Forum, students give presentations of their research in the format of national research meetings. The presentations are judged by faculty researchers and awards are presented to students. GSC sponsors annual events providing the opportunity for students to interact in an informal, social setting. An orientation for incoming graduate students is conducted by the GSC. The GSC also lobbies for student interests on the Kansas City campus, and GSC members serve on university-wide committees concerning the Medical Center. The GSC maintains a website at: <http://www.kumc.edu/student/GSC/>

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