



## Research and Graduate Programs

# Graduate Student Handbook

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### ABOUT THIS HANDBOOK

This Handbook contains information about University of Kansas policies, requirements, and resources relevant to all graduate students in the School of Engineering.

This guide is designed to allow users to go to any section of the *Graduate Student Handbook* from the table of Contents. This manual also links to other resources; e.g., other departmental or external Web sites. Those resources will open in a separate browser window.

This is the second edition of the *Graduate Student Handbook*. Because we wish this handbook to be as useful as possible, we invite your suggestions for improvements; please send them to Anna Paradis, Graduate Student Services Specialist, [aparadis@ku.edu](mailto:aparadis@ku.edu).

### Additional Introductory Topics:

- [Introduction](#)
- [Welcome Letter from Associate Dean, Dr. Glen Marotz](#)

### See also:

- [Resources for Graduate Students and their Advisors](#)

# Table of Contents

---

## Section 1: Academic Programs, Requirements, and Policy

### Programs of Instruction

#### KU Offices

#### Degree Requirements

- Transfer Credit
- Time Limits
- Responsible Scholarship & research Skills
- Residency Policy
- Graduation Requirements and Information

#### Procedures for Enrollment

- Graduate Tuition
- Enrollment Process
- Dismissal
- Leaves of Absence
- Change of Degree
- Degrees Conferral
- Finances
  - Financial Aid Office
  - Graduate Teaching Assistant / Graduate Research Assistant
  - KU Jobs / Student Hourly / Work Study
  - Loans for International and Domestic Students

## Section 2: Student Life

### Student Success Office

#### Living Expenses

#### Housing

- Student Housing
- Off-Campus Housing
- Housing Co-Operatives
- Furniture and Household Items
  - Renting Furnishings
  - Buying Furnishings
- Storage

#### Dining Options

- Cooking at Home
- KU Dining Services
- Kansas & Burge Union
- Snack Bars and Restaurants

## Family Life

- Childcare Grant and Budget Adjustment
- Child Care
  - Hilltop Childhood Development Center
  - Nursery Schools / Daycare Providers
  - After-School Care
- Public Schools / Private Schools
- Public Library
- Domestic Partners
- Employment for Spouses and Domestic Partners
- Domestic Violence
  - On-Campus Resources
  - Off-Campus Resources

## KU Card

### Health Concerns

- Student Health Services
  - Primary Medical Care
  - Health Promotion Services
  - Counseling and Psychological Services
  - Health Insurance

### Transportation and Parking

- Parking & Transit Department
- Alternatives to driving
  - KU on Wheels
  - Commute Club/Clean Air Cash
  - Lawrence Transit System
  - Carpooling- <http://www.carpoolworld.com/>
  - Kansas Vanpooling - <http://da.ks.gov/fm/cmp/information/VanPoolCoordinators.htm>
  - Car Rentals
  - Safe bus / Safe Ride
  - Bicycling

### Resource Conservation

- KU Center for Sustainability

### Campus Safety

- Department of Public Safety
  - Emergencies
  - Operation Identification
  - Lost and Found
- Safe Travel at Night
  - Suggested Travel Routes
  - Emily Taylor Women's Resource Center

### Severe Weather / Tornado Preparedness

- KU Lawrence Campus Alerts

- Local Resources

### Religious Activities

### Athletics and Recreation

- KU Recreation Services
- Kansas Jay Hawks Athletics
- See Student Organizations

### Local Attractions

- On Campus
- Off Campus

### Campus Events, Student Organizations, and Community Centers

- Visiting Scholars
- KU Research & Graduate Programs Events
  - Student Involvement & the Leadership Development Center
  - Office of Student Success
- School of Engineering, Research & Graduate Programs
  - RGP Events and Newsletter
  - Student Organizations & Activities
  - SoE on Facebook

### Student Participation in University Governance

- Committees

## **Section 3: Important University Policies**

### Academic & Research Policies

- Academic Misconduct
- Responsible Conduct of Research
- KU Center for Research (KUCR)
- Intellectual Property Policy
- Center for Technology Commercialization
- Computer & Network Usage

### Policies Related to Personal Conduct

- Code of Ethics for Engineers
- Code of Conduct

### Guidelines for Good Practices in the Graduate Student-Faculty Advisor Relationship

### Other Policies

KU Policy Library

## **Section 4: University Resources and Publications**

[International Student and Scholar Services](#)

[KU Bookstore](#)

[Engineering Career Center](#)

[KU Libraries](#)

[KU Study Abroad Program](#)

[Publications of General Interest](#)

## Introduction

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The information in this handbook is provided to help graduate students understand graduate education policies and procedures at KU and in the School of Engineering. This information should be used in conjunction with the online Graduate Catalog (<http://www2.ku.edu/~distinction/cgi-bin/2021>) and the University Registrar's [Academic Calendar](#).

The primary responsibility for meeting graduation requirements rests with the student. When students have questions or concerns, they should discuss them with their advisor, department assistant or advisor, the School's Graduate Student Services Specialist, Coordinator of Research and Graduate Programs, or the Associate Dean for Research and Graduate Programs.

Students should keep their mailing address and e-mail current with the university (even after graduation). This can be done online in Enroll & Pay > Campus Personal Information. The university sends important information to students by e-mail; students should check e-mail regularly.

### **Engineering Dean's Office**

1 Eaton Hall, 864-3881, [kuengr@ku.edu](mailto:kuengr@ku.edu)  
Dean of the School of Engineering – Stuart R. Bell

### **Research & Graduate Programs**

Associate Dean of Engineering, Research and Graduate Programs – Glen Marotz  
Coordinator of Research & Graduate Programs – Amanda Ostreko  
Graduate Student Services Professional – Anna Paradis

### **Engineering Career Center**

1001 Eaton Hall, 864-3891  
Director – Cathy Schwabauer

### **Engineering Computing Services**

1132 Learned Hall, 864-5250  
Director – Lance Rombough

### **Department and Program Offices and Graduate Advisors**

- Aerospace Engineering, 2120 Learned Hall, Richard Hale, 864-2966
- Bioengineering, 3138 Learned Hall, Sara Wilson, 864-2103
- Chemical & Petroleum Engineering, 4132 Learned Hall, RV Chaudhari, 864-4943
- Civil, Environmental & Architectural Engineering, 2150 Learned Hall, Bruce McEnroe, 864-2925
- Electrical Engineering & Computer Science, 2001 Eaton Hall, Victor Frost, 864-4833
- Engineering Management, 125 C Regents Hall, Edwards Campus, Herb Tuttle, 864-8561
- Mechanical Engineering, 3138 Learned Hall, Bedru Yimer, 864-2982

## Message from the Associate Dean of Research and Graduate Programs

Welcome Graduate Students,

I'm pleased you've chosen to attend the University of Kansas School of Engineering. You've made a solid choice that will serve you well.

I want to encourage you to begin thinking about your research focus right away. Try to identify your interests early in your graduate career and begin talking with faculty in your discipline. Not only will you be taking an important step in your education, you'll learn more about research efforts currently under way and perhaps encounter opportunities you hadn't thought of.

The School of Engineering and the university have a multitude of research opportunities waiting for students. There are dozens of labs and research centers on campus that provide employment as well as exposure to the latest developments in knowledge and technology. You can learn more about these research opportunities on our Web site at <http://www.engr.ku.edu/research/>.

In recent years, significant effort has gone into building research and graduate programs here at the University of Kansas, and I think you'll agree there are many opportunities and programs here that will help you excel. One example is the growing Graduate Engineering Association (GEA), which provides opportunities for involvement, leadership and professional development. The GEA also provides a limited amount of travel funds for graduate students to attend conferences for presentations.

As a graduate student, you will be expected to take an active role in your progress — perhaps more active than what was expected of you as an undergraduate. But that doesn't mean you have to do it alone. All of us have a vested interest in your success. Get to know faculty and staff in your department; me, Glen Marotz (rhymes with "carrots"); and the staff in the research and graduate program office, Amanda Ostreko and Anna Paradis. Ms. Ostreko and Ms. Paradis will be a vital resource of information about graduate program policies and procedures.

Best of luck.

Glen Marotz,  
Associate Dean of Research and Graduate Programs

## Section One

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# ACADEMIC PROGRAMS, REQUIREMENTS, AND POLICIES

This section includes:

### Programs of Instruction

#### KU Offices

#### Degree Requirements

- Transfer Credit
- Time Limits
- Research Skills & Responsible Scholarship
- Residency Policy
- Graduation Requirements and Information

### Procedures for Enrollment

- Enrollment Process
- Dismissal
- Leaves of Absence
- Change of Degree
- Degrees Conferral
- Finances
  - Financial Aid Office
  - Graduate Teaching Assistant / Graduate Research Assistant
  - KU Jobs / Student Hourly / Work Study
  - Loans for International and Domestic Students

## PROGRAMS OF INSTRUCTION

### School of Engineering (785) 864-1952

[Aerospace Engineering](#) (ME, MS, PhD, DE) Lawrence Campus  
[Architectural Engineering](#) (MS) Lawrence Campus  
[Bioengineering](#) (MS, PhD) Lawrence Campus & KU Medical Center  
[Chemical and Petroleum Engineering](#) (MS, PhD) Lawrence Campus  
[Civil Engineering](#) (MS, MCE, PhD, DE) Lawrence & Edwards Campus  
[Computer Science](#) (MS, PhD) Lawrence Campus  
[Computer Engineering](#) (MS) Lawrence Campus  
[Construction Management](#) (MCM) Lawrence & Edwards Campus  
[Electrical Engineering](#) (MS, PhD, DE) Lawrence Campus  
[Engineering Management](#) (MS) Edwards Campus  
[Environmental Engineering](#) (MS, PhD) Lawrence Campus  
[Environmental Science](#) (MS, PhD) Lawrence Campus  
[Information Technology](#) (MS) Lawrence Campus  
[Mechanical Engineering](#) (MS, PhD, DE) Lawrence Campus

### KU Offices

#### **Graduate Application Processing Center (GAPC)**

Strong Hall, room 313

(785) 864-8040

(785) 864-3119 fax

[graduate@ku.edu](mailto:graduate@ku.edu)

## **Graduate Studies**

(785) 864-8040

[graduate@ku.edu](mailto:graduate@ku.edu)

## **International Student & Scholar Services (ISSS)**

KU Applied English Center (AEC)

204 Lippincott Hall

(785) 864-4606

## **DEGREE REQUIREMENTS**

### **Transfer Credit**

Up to six hours of graduate credit (but not distance learning courses) taken at a regionally accredited graduate school may be transferred and applied to a program leading to one of the master's degrees, if the student transfer has the approval of the department and Graduate Division. Eight hours may be approved for transfer if the student holds a baccalaureate degree from KU.

No credit is actually transferred towards the doctorate, but departments or programs take relevant prior graduate work into consideration in setting up programs of study. All required coursework should be listed on the Plan of Study.

### **Time Limits**

Master's degree students are allowed seven years for completion of all degree requirements. In cases in which compelling reasons or circumstances recommend a one-year extension, the Graduate Division (RGP), on recommendation of the department/committee, has authority to grant the extension.

After being admitted to doctoral programs at KU, students should complete all degree requirements in eight years. Students who complete the master's degree at KU and subsequently begin doctoral studies have a maximum total enrolled time of 10 years to complete both degrees.

A student in any of the above categories may petition the Graduate Division (RGP) through the department or program for a leave of absence during a period of study to pursue full-time professional activities related to long-term professional goals, illness, or other emergency. If a student exceeds his or her time limit, the student may be required to retake coursework completed over 10 years prior or could be dismissed from the School of Engineering.

### **Research Skills & Responsible Scholarship**

All doctoral students are required to obtain research skills and have training in responsible scholarship pertinent to the field of research. The requirements differ for each department/program. Students should consult the [Graduate Catalog](#) or their graduate advisor to find the requirements for their program.

### **Residency Policy**

Doctoral students must meet the university's requirements for residency. Two semesters, which may include one summer session, must be spent in resident study at KU. During this period, the student must be involved full time in academic or professional pursuits, which may include an appointment to teach or conduct research if it is directed specifically toward degree objectives. Students with teaching or research appointments during this time must be enrolled in a minimum of 6 credit hours per semester.

### **Graduation Requirements and Information**

Graduate students have different deadlines and requirements than undergraduates, and students are advised to check the [academic calendar](#) for graduation deadlines. The first step is to "Apply to Graduate" in Enroll & Pay (also commonly referred to as "Application for Degree" or "AFD"). Submitting an Application for Graduation will generate a degree check by the Graduate Student Services Specialist. Students will receive additional graduation instructions once the Application for Graduation is complete. Additional information

about degrees and Commencement is available on the [University Registrar's Website](#) and [KU Commencement page](#).

For a complete checklist of [graduation requirements](#) see the Research and Graduate Studies' website at <http://www.engr.ku.edu/graduate/steps.html>.

\*For more information, refer to the Graduate Catalog at <http://www.catalogs.ku.edu/graduate/>.

## **PROCEDURES FOR ENROLLMENT**

### **Enrollment Process**

1. Go to the KU portal and click on the "Enroll & Pay" link. The Enroll & Pay system will give a student his or her assigned enrollment time.
2. Individual departments/programs will advise students on which courses to enroll in. Students should complete the online [Plan of Study](https://gradplan.engr.ku.edu/) (<https://gradplan.engr.ku.edu/>) after discussing coursework requirements with their advisor. The plan must be completed by the beginning of the second semester of study. The Plan of Study is a contract that shows which classes students will need to take to fulfill degree requirements. Students should review the Registrar's website for a complete [enrollment guide](#) and enrollment deadlines, withdrawal checklist, important dates, and fees associated with enrollment.

Late enrollment begins at 12:00 am on the first instructional day of the fall, spring, and summer semesters. An advising hold may be placed on students' accounts until they have met with an advisor to discuss classes for the following semester or if they have not enrolled for a semester. Department and program staff will release the hold once a student has been advised.

Course fees are listed on the [KU Tuition Website](#) at <http://www.tuition.ku.edu/rates.shtml>.

### **Dismissal**

Graduate students must maintain an overall grade point average of 3.00, in which case the student is considered to be in good academic standing. A student who is on academic probation or admitted provisionally who fails to earn a B or better average may not be 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 Graduate Division for one additional semester equivalent of full-time study.

### **Leaves of Absence**

All students who plan to sit-out for at least a semester should contact their departmental or program representative, so that programs are aware of the absence. Ordinarily, a leave of absence is granted for one year, with a possibility for extension upon request. After an absence of five years, however, a student must apply for readmission to the program and the Graduate Division. Please review the time limit portion of this handbook for more information.

Students should contact their department or program to ensure they are able to enroll when they return from a leave of absence.

### **Change of Degree**

A student wanting to change from one engineering degree program to another within the same department should see his or her department assistant to complete a progress to degree form. Students who wish to change to a program outside of their home department must submit an application for admission. If a student switches or is accepted into another program and wishes to only pursue the new degree, the student should notify the department assistant, so that the old plan may be removed from the student's record.

## **Degree Conferral**

Graduate degrees are conferred by the University Registrar after final grades have been posted. Diplomas are available to pick up from the [Registrar's Office](#) approximately two months after graduation. Students can also make arrangements to have their diploma mailed to them.

## **Finances**

### **[Financial Aid Office](#)**

#### **Graduate Teaching Assistant / Graduate Research Assistant**

Students should approach their department assistant to apply for GTA/GRA positions or contact other departments directly (for example Physics, Math, Geology, or KU Computing Center). Students must be enrolled in a minimum of 6 hrs in the spring and fall semester (typically 3 for GRAs in the summer), and be in good academic standing to hold these positions. Additional information about GTA/GRA requirements is on the [Graduate Studies Website](#) at [http://www.graduate.ku.edu/03-00\\_abt\\_gta-gra.shtml](http://www.graduate.ku.edu/03-00_abt_gta-gra.shtml).

International GTA applicants are required by Board of Regents Policy to submit test scores for SPEAK and the ETS-administered Test of Spoken English, or iBT, the internet based TOEFL. Applied English Center (AEC) staff will administer the SPEAK test to applicants for GTA positions. For graduate students who hope to become GTAs, the AEC offers a special course called "Classroom Communication for ITAs".

### **[KU Jobs / Student Hourly / Work Study](#)**

For a current list of jobs, including full-time/part-time, students hourly, and GTA/GRA positions on the KU campus, go to: [jobs.ku.edu/](http://jobs.ku.edu/). For off campus jobs, go to: [http://www.engr.ku.edu/career\\_center/](http://www.engr.ku.edu/career_center/) or [KUCareerHawk.com](http://KUCareerHawk.com). For work study positions, please see the Financial Aid website at: [financialaid.ku.edu](http://financialaid.ku.edu).

### **Scholarships/Fellowships/Loans**

Please see the graduate funding page on the [Engineering Research & Graduate Programs website](#).

## Section Two

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### STUDENT LIFE

This section includes:

<a href="#"><u>Student Success Office</u></a>	<a href="#"><u>Resource Conservation</u></a>
<a href="#"><u>Living Expenses</u></a>	<a href="#"><u>Campus Safety</u></a>
<a href="#"><u>Housing</u></a>	<a href="#"><u>Severe Weather/ Tornado Preparedness</u></a>
<a href="#"><u>Dining Options</u></a>	<a href="#"><u>Religious Activities</u></a>
<a href="#"><u>Family Life</u></a>	<a href="#"><u>Athletics and Recreation</u></a>
<a href="#"><u>KU Card</u></a>	<a href="#"><u>Local Attractions</u></a>
<a href="#"><u>Health Concerns</u></a>	<a href="#"><u>Campus Events, Student Organizations, and Community Centers</u></a>
<a href="#"><u>Transportation and Parking</u></a>	<a href="#"><u>Student Participation in University Governance</u></a>

#### **Student Success Office**

[Student Success](#) is a comprehensive student services organization at the University of Kansas. They provide a variety of services and programs to assist students in the classroom, and out of the classroom.

#### **Living Expenses**

Finances are a major concern for most graduate students and their families. Although some students come with strong financial support from their families or governments, almost all graduate students need to plan carefully for their graduate student years. For further information about loans, teaching and research assistantships and other financial matters, see the subsection on [finances](#) in Section One or the [SoE website](#).

It is difficult to generalize the cost of graduate education because expenses vary considerably from person to person.

Most students find it helpful to plan their budgets for the year so that they are not unduly surprised.

**Helpful Budget categories:**

Housing (rent, utilities, furnishings, cleaning, minor repairs)  
Food (including beverages, meals at home and occasional meals out)  
Apparel, Personal Needs (clothing, shoes, toiletries, laundry)  
Transportation (fares, vehicle operating expenses, parking, insurance)  
Medical (insurance, co-payments, uncovered medications)  
Entertainment (movies, events, magazines/newspapers)  
Books (for courses and outside research)  
Taxes (state and federal)  
Travel (to visit friends and family for holidays)  
Professional (journal subscriptions, association memberships, conference travel)  
Child Care  
Course Fees (quarterly special fees)  
Tuition/Document Fee (annual cost)

## Housing

- [KU Department of Student Housing](#) (785) 864-4560
- Off-Campus Housing and Co-Operatives  
Some popular websites to search for off-campus housing are: [craigslist](#), [Apartment Department](#), [Apartments.com](#), [Lawrence Student Housing Association](#), and [McGrew Realty](#).
- Furniture and Household Items
  - Renting Furnishings
  - Buying Furnishings

Used items can be found at local secondhand stores, such as Goodwill and Locust Street Market Place, and at garage sales (check local newspapers' classified ads or Craigslist). Kansas City has numerous thrift stores about 40 minutes away. Consignment stores (check the Yellow Pages) often carry nicer goods, priced accordingly.

Stores selling new items are ubiquitous. Many students shop at retailers such as Target, World Market, TJ Maxx, and Wal-Mart for simple household goods. For students with a larger budget, downtown Lawrence has many department and specialty stores.

- Storage - There are no storage options on campus, but there are many inexpensive options off campus (see yellow pages).
- International Students - International students should check their cultural organization's website, which may have a list of items and suggestions on various topics; e.g., what things to bring from home that are not available here, what to expect at KU and in the U.S. The list of student organizations can be found at: <http://www.ku.edu/students/organizations.shtml>.

## Dining Options

- [KU Dining Services](#)
- [Kansas & Burge Union](#)
- Snack Bars and Restaurants  
Snack bars and cafés are located throughout campus including Eaton and Learned Hall. A list of restaurants and fast-food establishments close to campus can be found on Lawrence.com. Some local restaurants also have low-priced student menus.

## Family Life

- [Childcare Grant and Budget Adjustment](#)
- Child Care
  - [Hilltop Childhood Development Center](#)
  - Nursery Schools / Daycare Providers
  - After-School Care

- Public Schools / Private Schools
- Public Library
- Domestic Partners
- Employment for Spouses and Domestic Partners
- Domestic Violence
  - On-Campus Resources
  - Off-Campus Resources

## KU Card

*The KU card is issued after students enroll at the KU Card Center, level 4, Kansas Union. It displays students' KU ID number and can be used for food purchases and as an ATM limited debit card through Commerce Bank. Students should read information about the KU Card policy before visiting the center to obtain a card: <http://www.kucard.ku.edu/>.*

## Health Concerns

### **Student Health Services**

- [Watkins Health Center](#)
- [Wellness Resource Center](#)
- [Counseling and Psychological Services](#)
- [Hawk Health](#)

## Transportation and Parking

- [Parking & Transit Department](#)
- Alternatives to driving
  - [KU on Wheels](#)
  - [Lawrence Transit System](#)
  - [Carpooling](#)
  - [Kansas Van Pool Program](#)
  - Car Rentals
  - [Safe Bus / Safe Ride](#)
  - Bicycling – [KU Cycling Club](#)

## Resource Conservation

- [KU Center for Sustainability](#)

## Campus Safety

- Department of Public Safety
  - Emergencies – Call 911 or use the [Emergency Blue Phones](#) on campus or call KU Crime Stoppers at (785)864-8888.
  - [KU Safety](#)
  - [Personal Safety](#)
  - [Lost and Found](#)
- Safe Travel on Campus and in the Community
  - [Overview of Campus Safety](#)
  - [Emily Taylor Women's Resource Center](#)
  - [KU Emergency Card](#)

## **Severe Weather / Tornado Preparedness**

- [KU Lawrence Campus Alerts](#)
- [Local Resources](#)

## **Religious Activities**

All religious activities on campus will be announced in the [Student Union Events Calendar](#). For activities off-campus, check the local paper or find a worship center in the phone book or online search engine.

## **Athletics and Recreation**

- [KU Recreation Services](#)
- [Kansas Jay Hawks Athletics](#)
- See [Student Organizations](#)

## **Local Attractions**

- [On Campus](#)
- [Off Campus](#)

## **Campus Events, Student Organizations, and Community Centers**

- KU Research & Graduate Programs Events  
[http://www.graduate.ku.edu/08-00\\_abt\\_news-events.shtml](http://www.graduate.ku.edu/08-00_abt_news-events.shtml)
  - [Student Involvement & Leadership Center](#) (SILC)
  - [Office of Student Success](#)
- School of Engineering, Research & Graduate Programs
  - [RGP Events](#) and Newsletter
  - [Student Organizations](#) & [Activities](#)
  - [SoE on Facebook](#)
  - [SoE on You Tube](#)

## **Student Participation in University Governance**

- [Graduate Engineering Association](#) (GEA)
- [KU Student Senate](#)
- [KU Model United Nations](#)
- [Graduate & Professional Association](#) (GPA)

## Section Three

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### IMPORTANT UNIVERSITY POLICIES

This section includes:

[Academic & Research Policies](#)

[Policies Related to Personal Conduct](#)

[Guidelines for Good Practices in the Graduate Student-Faculty Advisor Relationship](#)

[Other Policies](#)

#### Academic & Research Policies

- **Academic Standing**  
Graduate students must maintain an overall grade point average of 3.00, in which case the student is considered to be in good academic standing. A student who has a GPA below 3.0 will be placed on probation, and may be dismissed from the School of Engineering if the student is unable to regain good standing.
- [Academic Misconduct](#)
- [Responsible Conduct of Research](#)
- [KU Center for Research](#) (KUCR)
- [Intellectual Property Policy](#)
- [Center for Technology Commercialization](#)
- [Computer & Network Usage](#)

#### Policies Related to Personal Conduct

There is a Student Conduct Review Team (SCRT) available to assist students, staff, and faculty who have concerns about a specific student's behavior and don't know where to turn. SCRT can be reached M-F 8:00 a.m.-5:00 p.m. at (785) 864-4060.

- [Code of Ethics for Engineers](#)
- [Code of Student Rights and Responsibilities](#)
- [Engineer's Creed](#)

## **Guidelines for Good Practices in the Graduate Student-Faculty Advisor Relationship**

It is the student's responsibility to find a graduate advisor within the first year of study at KU and complete a Plan of Study with his or her advisor by the beginning of the second semester of study. Students should contact their department advisor for assistance if they have questions and have not yet found an advisor.

The student-advisor relationship is very important during the thesis or dissertation process. The School's annual [Thesis and Dissertation Workshop](#) offers a good guide to theses and dissertations and emphasizes the importance of understanding the role of each committee member.

Any general questions about graduation or graduate student rules and regulations should be directed to Engineering Research and Graduate Programs.

## **Other Policies**

[KU Policy Library](#) allows you to browse policies by category, office, or school.

## Section Four

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### [UNIVERSITY RESOURCES AND PUBLICATIONS](#)

**This section includes:**

[International Student and Scholar Services](#)

[KU Book Store](#)

[Engineering Career Center](#)

[KU Libraries](#)

[KU Study Abroad Program](#)

#### [International Student and Scholar Services](#)

The [International Student & Scholars Services \(ISSS\)](#) office provides all of the KU international community with admission, advising, programming, and referral services in an effective, ethical, and culturally-sensitive manner. They can advise students on the following:

- English Proficiency Requirements
- International Student Visas
- Re-admission
- Scholarship information
- Changes in immigration status

#### [KU Bookstore](#)

The KU bookstore is a good source for school supplies including textbooks, computers and equipment, and KU apparel including graduation gear. There are KU bookstores located in the Kansas Union and Burge Union on the Lawrence campus or at Jayhawk Central on the Edwards campus. You can also order online at: [kubookstore.com](http://kubookstore.com).

#### [Engineering Career Center](#)

The Engineering Career Center (ECC), in Eaton Hall, provides services and guidance to help all University of Kansas engineering and computer science students with their career aspirations. The ECC has a full complement of tools and tips to assist students including job/internship databases, career fairs, on-campus interviews, employer presentations, individualized career advising, resume/cv reviews, skill-building workshops, and more. The ECC's website is [www.engr.ku.edu/career\\_center/](http://www.engr.ku.edu/career_center/).

There are also additional resources on the KU University Career center located at: [www.careerservices.ku.edu](http://www.careerservices.ku.edu).

### **KU Libraries**

There are multiple libraries on campus including the Spahr Engineering Library and Art & Architecture Library. The link to the KU Libraries home page is on the main KU website and can be found at [www.ku.edu/libraries/](http://www.ku.edu/libraries/).

### **KU Study Abroad Program**

The University of Kansas Study Abroad Program promotes international exchange and provides low-cost, high-quality study abroad programs by semester, academic year, summer, winter and spring break programs in over 60 countries. Scholarships are available. Visit the study abroad website at: [www.studyabroad.ku.edu/](http://www.studyabroad.ku.edu/).