

APPENDIX A

EXAMPLE SCHEDULE AND IMPORTANT DATES

(The following schedule is based on Fall semester admission, completion of degree in four semesters, with May graduation)

The information provided below is a brief overview and is intended to *supplement*, not replace the information provided by the GINSP Office, the GINSP Graduate Manual, or the Office of Research and Graduate Studies. It is important that you refer to this Graduate Manual for more detailed information about the program, requirements, due dates, and policies and consult the Office of Research and Graduate Studies for further information regarding the University's guidelines for completion and timing of degree requirements.

First Semester

Prior

- Attend required Orientation.
- Turn in **Form A: Personal Information for Distribution**.
- Consult with Graduate Coordinator or assigned Faculty Advisor concerning 1st semester course work and advisability of enrolling in required GINSP core courses (e.g., 801, 804 (Intro to Indigenous Graduate Studies), and 1 required Individualized Area of Specialization course.

During

- If interested in Study Abroad Exchange Program for spring semester, turn in **Form J: Request to Study Abroad** and complete necessary Study Abroad paperwork by October 1.

By End

- If identified, choose Faculty Advisor and complete Area of Specialization plan. Turn in **Form B: Faculty Advisor, Faculty Advisory Committee, and Area of Specialization**.
- If interested in enrolling in **Directed Readings (Form H)** or **Internship (Form I-A)** the following semester, see important information below.

Second Semester

Prior

- Meet with Faculty Advisor to discuss first semester progress (turn in **Form C: Course Progress**, filling in information from 1st semester) and spring enrollment.

During

- If not completed, work on choosing Faculty Advisor, Faculty Advisory Committee, and Area of Specialization plan.
- If planning to study abroad, turn in **Form J: Request to Study Abroad** and complete necessary Study Abroad Program paperwork by March 1.

By End

- If not completed, choose Faculty Advisor, Faculty Advisory Committee, and complete Area of Specialization plan. Turn in **Form B: Faculty Advisor, Faculty Advisory Committee, and Area of Specialization**.
- If interested in enrolling in **Directed Readings (Form H)** or **Internship (Form I-A)** the following semester, see important information below.

Thesis or Non-Thesis Work

- Begin discussion with your Faculty Advisor and Faculty Committee concerning your Thesis/Non-Thesis project.
- Consider composition of Thesis/Non-Thesis committee, which may be the same as your Faculty Advisor and Faculty Advisory Committee, or include different faculty members.
- Write Thesis or Non-Thesis Proposal.
- Provide Thesis/Non-Thesis Committee with copies of proposal two weeks prior to Proposal Meeting.
- With Thesis/Non-Thesis Chair's approval, schedule Proposal Meeting with Thesis/Non-Thesis Committee for discussion and approval. (Ask committee members for available times and coordinate with Administrative Associate to reserve 203 Lippincott or 6 F).
- At end of Proposal Meeting, have Committee Members sign **Form D: Approval of Thesis or Non-Thesis Proposal**.

Third Semester

Beginning (or earlier)

- Meet with Faculty Advisory Committee to discuss second semester progress (turn in completed **Form C: Course Progress**), fall enrollment, and Thesis/Non-Thesis Project.
- Last opportunity to enroll in Study Abroad Exchange Program; turn in **Form J: Request to Study Abroad** and complete necessary Study Abroad Program paperwork by October 1.
- If interested in enrolling in Directed Readings (**Form H**) or **Internship (Form I-A)** the following semester, see important information below.

Thesis or Non-Thesis Project

- Write Thesis or Non-Thesis Proposal.
- Provide Thesis/Non-Thesis Committee with copies of proposal two weeks prior to Proposal Meeting.
- With Thesis/Non-Thesis Chair's approval, schedule Proposal Meeting with Thesis/Non-Thesis Committee for discussion and approval. (Ask committee members for available times and coordinate with Administrative Associate to reserve 203 Lippincott or 6 F).
- At end of Proposal Meeting, have Committee Members sign **Form D: Approval of Thesis or Non-Thesis Proposal**.

Fourth Semester

Beginning

- Meet with Faculty Advisory Committee to discuss third semester progress (turn in completed **Form C: Course Progress**), spring enrollment, progress of Thesis/Non-Thesis Project.
- Complete **Form G: Checklist for Graduation** and meet with GINSP Graduate Advisor to review completion of GINSP requirements.
- Check with Office of Research and Graduate Studies (300 Strong Hall) or online, for Graduation information.

Mid-February (check for specific date)

- Last date to submit on-line **Application for Degree (AFD)** through Enroll & Pay for May graduation.

Participation in Graduation Ceremonies

- Order gowns, invitations, etc. by due date.
- If you plan to participate in the separate Master's Hooding Ceremony in Crafton-Preyer Theatre in Murphy Hall on Saturday morning, you will need to ask a GINSP faculty member to perform the "hooding duties." (Please provide faculty member with sufficient information to rent gown if necessary.)

Beginning of April or *At Least Two Weeks* Prior to Planned Oral Defense Date

- Have Faculty Coordinator and Administrative Associate complete electronic **Progress to Degree Form** to obtain permission to schedule oral Defense.
- Check that CLAS has reviewed your transcript and given approval to schedule Defense.

One Month Prior to Oral Defense Date

- Provide Committee Members with completed paper copies of Thesis or Non-Thesis Project.

- Check with Committee Members for approval to schedule Oral Defense.
- Identify appropriate date and coordinate with **Administrative Associate to reserve 203 Lippincott or 6 F for Oral Defense.**
- Turn in **Form E: Oral Defense Date.**

Oral Defense

- Hold Oral Defense by mid-April to meet graduation deadline.
- Purpose of defense is to determine your knowledge of your Thesis or Non-Thesis project and its relationship to the broader scope of Indigenous affairs.
- Defense lasts 1 ½ to 2 hours and is open to the University community. Consists of your presentation followed by questions from the Committee and others in attendance.
- Upon completion of the questioning, you leave the room while the Committee determines if the Defense and Thesis or Non-Thesis project merits a:
 - Pass with honors
 - Pass as satisfactory
 - Non-pass as unsatisfactory
 - Revisions required
- You return to room to hear outcome of discussion.
- Committee signs **Form G: Completion of Oral Defense** and gives to Administrative Associate.
- Submit electronic Progress to Degree Form. Ensure Committee Chair has submitted an electronic Progress to Degree form, or has completed a paper copy, with the signature of the Program Chair or Graduate Coordinator after completion of Oral Defense. <http://www.graduate.ku.edu/>

Late April or First of May (check with GINSP office or Office of Research and Office of Research and Graduate Studies as the date varies)

- Absolute deadline (no exceptions) to have paperwork filed with the Office of Research and Graduate Studies for May graduation.

By End

- Submit following documents regarding Thesis/Non-Thesis Project to GINSP Office.
 - Electronic copy and bound copy of Thesis or Non-Thesis Project to GINSP Office.
 - Properly signed coversheet.
 - **Form K: Agreement for GINSP Use of Student Materials.**
- Non-Thesis Projects that include models or presentations must include digital images with their written work.
- Refer to the Office of Research and Graduate Studies website and Thesis section above for information regarding submission of Thesis.