

KU School of Engineering
Research & Graduate Programs
Doctoral Degree - Graduation Checklist

Name: _____ Student ID# _____

Dept / Program: _____ Major: _____

Degree Type: Ph.D. Oral Defense D.E. Oral Defense

Dissertation / Project Title: _____

Defense / Exam Date: _____ Time: _____ Location: _____

Committee Members:

	In- Person	Mediated Attendance
Chair: _____	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____	<input type="checkbox"/>	<input type="checkbox"/>
Outside Member: _____	<input type="checkbox"/>	<input type="checkbox"/>
Additional Member: _____	<input type="checkbox"/>	<input type="checkbox"/>

Note: A majority of committee members must be tenured/tenure track faculty in the candidate's department/program; for the doctoral oral defenses or examination the requirement is 3 of the 5 members. One member must be from outside the department at KU (considered the outside member).

Requirements for Graduation:

- "Apply to Graduate" for the correct semester in [Enroll & Pay](#) (if you applied for a previous semester, you must re-apply in E&P)
- Schedule your final examination or presentation with your program or department at least two-three weeks in advance (exams should take place prior to the graduation deadline)
- Update and submit your Plan of Study (PoS) for final approval at: <http://gradplan.engr.ku.edu/>. Please make sure all classes that count towards your degree are included and correct. Do not include coursework with a grade of "C- or below" as meeting graduate degree requirements. If you have any incomplete (I) or waiting grades (WG) from previous semesters, please contact your instructor or department assistant to get those changed.
- Successfully pass your final examination or presentation with (circle one): Satisfactory / Honors

Departmental / Program Requirements Met: _____
Graduate Advisor or Director / Assistant

- Complete the [Engineering Graduate Level Report Form](#) online for graduation purposes.
- Complete and return [KU Scholarworks Electronic Theses and Dissertations Release form](#) (the first link under "Submit to UMI" under the Submitting tab on the Graduate Studies Website) to RGP – 1 EATON HALL or email to aparadis@ku.edu;
- Complete the [Doctoral Student Completion Survey](#) - under Quick Links" on the left side of the screen. After completing the survey, turn in or forward a copy of the certificate of completion e-mail to RGP at aparadis@ku.edu.
- Once you have passed your final defense turn in your original signed Title Page and Acceptance Pages to 1 EATON HALL or email a scanned copy to aparadis@ku.edu.
- Upload a PDF version of your dissertation online ([instructions](#)). **Note that the Office of Graduate Studies houses the official formatting requirements for theses and dissertations. Although students may find the general content layout of previous theses or dissertations helpful, students should not use the formatting from an old thesis or dissertation, as formatting instructions may change from year to year.**

School of Engineering Requirements Met: _____
Director of Graduate Academic Services / RGP Representative

Completed forms can be emailed to aparadis@ku.edu or dropped off to 1 Eaton Hall.