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:  
Chair: ___________________________  □ In- Person  □ Mediated Attendance
Member: ___________________________  □
Member: ___________________________  □
Member: ___________________________  □
Outside Member: ___________________________  □
Additional 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.

☐ Complete and return the Engineering Career Center MS or PhD Graduation Report form to your departmental office or email to aparadis@ku.edu and copy department.

☐ Successfully pass your final examination or presentation with (circle one): Satisfactory / Honors

Departmental / Program Requirements Met:

☐ 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 – 1415 LEEP2 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 1415 LEEP2 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 1415 LEEP2.