

# KU School of Engineering Research & Graduate Programs Engineering & Project Management - Graduation Checklist

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Dept / Program: \_\_\_\_\_ Major: \_\_\_\_\_

Degree Type: Master of Science     Non-thesis     Project     Other: \_\_\_\_\_

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"/>

Note: A majority of committee members must be tenured/tenure track faculty in the candidate's department/program; for master's oral examinations the requirement is 2 of the 3 members.

**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 department or email to [aparadis@ku.edu](mailto:aparadis@ku.edu) and copy department.
- Complete and return the Library Report Form and return it to the EMGT Office (for research option students only).
- Successfully pass your final examination or presentation with (circle one):      Satisfactory    /    Honors

**Departmental / Program Requirements Met:** \_\_\_\_\_  
Graduate Advisor or Director / Assistant

**School of Engineering Requirements Met:** \_\_\_\_\_  
Director of Graduate Academic Services / RGP Representative