

KU School of Engineering
Research & Graduate Programs
Master's Degrees - Graduation Checklist

Name: _____ Student ID# _____

Dept / Program: _____ Major: _____

Degree Type: M.C.E. (other exam or presentation) M.C.M. (other exam or presentation)

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

Committee Members:

	In- Person	Mediated Attendance
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Chair: _____

Member: _____

Member: _____

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 and copy department.
- 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