KU School of Engineering
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: _____	☐	☐
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 department program coordinator **at least three weeks in advance**
Failing to schedule your final examination or presentation three weeks prior may be grounds for delaying your graduation to a later term. Please make sure that your department graduate coordinator informs the Graduate Academic Services Representative of your exam date immediately after scheduling.

☐ 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 Library Report Form and return it to the EMGT Office (for research option students only).

☐ Complete the 2020-2021 Engineering Graduate Level Report Form online for graduation purposes.

Departmental / Program Requirements Met: _____
<div align="right">Graduate Advisor or Director / Program Coordinator   Date</div>

School of Engineering Requirements Met: _____
<div align="right">Graduate Academic Services Representative   Date</div>