

KU School of Engineering

Master of Engineering Degrees - Graduation Checklist

Name: _____ Student ID# _____

Dept / Program: _____ Major: _____

Degree Type M.E. (thesis option) M.E. (non-thesis / project)

Thesis / Project Title: _____

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

Committee Members:

Chair: _____

In- Person	Mediated Attendance
<input type="checkbox"/>	<input type="checkbox"/>

Member: _____

<input type="checkbox"/>	<input type="checkbox"/>
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Member: _____

<input type="checkbox"/>	<input type="checkbox"/>
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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.

Thesis Students Only:

- Complete the 2020-2021 [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 your department program coordinator and copy s.little@ku.edu;
- Once you have passed your final defense, submit your signed Title Page and Acceptance Pages to your department program coordinator and copy s.little@ku.edu.
- Upload a PDF version of your thesis 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.**

Departmental / Program Requirements Met: _____
Graduate Advisor or Director / Program Coordinator Date

School of Engineering Requirements Met: _____
Graduate Academic Services Representative Date