

# KU School of Engineering

## 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
<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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Member: \_\_\_\_\_ 

<input type="checkbox"/>	<input type="checkbox"/>
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Outside Member: \_\_\_\_\_ 

<input type="checkbox"/>	<input type="checkbox"/>
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Additional 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 the doctoral oral defenses or examination the requirement is 3 of the 5 members. One member must be from outside the department at KU (considered the outside 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 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 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](mailto:s.little@ku.edu).
- Complete the [Doctoral Student Completion Survey](#) - under Quick Links" on the left side of the screen. After completing the survey, forward a copy of the certificate of completion e-mail to your department program coordinator and copy [s.little@ku.edu](mailto: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](mailto:s.little@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.

Departmental / Program Requirements Met: \_\_\_\_\_

Graduate Advisor or Director / Program Coordinator     Date

School of Engineering Requirements Met: \_\_\_\_\_