

**KU School of Engineering**  
**Research & Graduate Programs**  
**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: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Outside Member: \_\_\_\_\_

Additional Member: \_\_\_\_\_

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 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. Note: the PoS is not a requirement for Engineering Management students. 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 your departmental office or email to [aparadis@ku.edu](mailto: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**

- 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 RGP – room 1415 LEEP2 or email to [aparadis@ku.edu](mailto:aparadis@ku.edu);
- Complete the [Doctoral Student Completion Survey](#) - under Quick Links" on the left side of the screen. After completing the survey, turn in or forward a copy of the certificate of completion e-mail to RGP at [aparadis@ku.edu](mailto:aparadis@ku.edu).
- Once you have passed your final defense turn in your signed Title Page and Acceptance Pages to 1415 LEEP2.
- 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.

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