KU School of Engineering
Research & Graduate Programs
Master of Science Degree - Graduation Checklist

Name: _____   Student ID# _____

Dept / Program: _____   Major:_____

Degree Type: ☐ M.S. (thesis option)   ☐ M.S. (non-thesis / project / other)

Thesis / 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 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 and copy department.

☐ Successfully pass your final examination or presentation with (circle one):   Satisfactory / Honors

Departmental / Program Requirements Met: _____

Graduate Advisor or Director / Assistant

Thesis Students Only:

☐ 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 – 1415 LEEP2 or email to KUEngrGrad@ku.edu;

☐ Once you have passed your final defense turn in your original signed Title Page and Acceptance Pages to 1415 LEEP2 or email a scanned copy to aparadis@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.**

School of Engineering Requirements Met: _____

Director of Graduate Academic Services / RGP Representative