

## Checklist for Approval of Master's General Exam and Project or Thesis Defense Request Submitted via Progress to Degree

<b>Master's General Examination or Project Defense</b>
<b>Department submits Progress to Degree request to proceed at least 2 weeks prior to the defense date</b>
GS reviews student's official file maintained by the Registrar's Office upon receipt of request
GS verifies that an official transcript indicating bachelor's degree was conferred is in the file as requested at time of admission
GS verifies that if provisionally admitted that the provisions have been met and the department has requested changed to regular admission status
GS verifies KUMC cumulative GPA for graduate work is a minimum 3.0
GS checks for "I" or "WG" grades & notifies department to submit Change of Grade as needed
GS verifies degree will be completed within 7 years of initial enrollment
GS verifies current enrollment, student required to be enrolled semester graduates
exception to rule posted in Graduate Studies Calendar on the Graduate Studies website: <a href="http://www2.kumc.edu/aa/gradstudies/grad_grad.htm">http://www2.kumc.edu/aa/gradstudies/grad_grad.htm</a>
GS verifies each committee member (minimum 3) holds current graduate faculty status either on the KUMC or Lawrence campus
If above satisfied, then GS approves request for exam or project defense
When exam or defense completed, department enters grade as satisfactory, unsatisfactory or honors (if applicable)
Department enters project title if applicable
GS verifies grade and title and then enters final approval
Registrar's Office enters grade and project title in student system
<b>Master's Defense of Thesis</b>
<b>Department submits Progress to Degree request to proceed at least 2 weeks prior to the defense date</b>
GS reviews student's official file maintained by the Registrar's Office upon receipt of request
GS checks admission status in student file for regular admission, if not regular status then GS follows-up with department
GS checks that an official transcript indicating bachelor's degree was conferred is in the file as requested at time of admission
GS checks KUMC graduate coursework cumulative GPA for minimum 3.0
GS checks for "I" or "WG" grades & notifies department to submit Change of Grade
GS verifies degree will be completed within 7 years of initial enrollment
GS verifies current enrollment, student required to be enrolled semester graduates
exception to rule posted in Graduate Studies Calendar on the Graduate Studies website: <a href="http://www2.kumc.edu/aa/gradstudies/grad_grad.htm">http://www2.kumc.edu/aa/gradstudies/grad_grad.htm</a>
GS verifies each committee member (minimum 3) holds current graduate faculty status either on the KUMC or Lawrence campus
If above satisfied, then GS approves request for thesis defense
When exam or defense completed, department enters grade as satisfactory, unsatisfactory or honors (if applicable)
Department enters thesis title
GS verifies grade and title and then enters final approval
Registrar's Office enters grade and thesis title in student system