

## Checklist for Approval of PhD Students Comprehensive Oral Exam or Final Oral Exam (Dissertation Defense) Request submitted via Progress to Degree

<b>PhD Comprehensive Oral Exam</b>
<b>Department submits Progress to Degree request to proceed at least 2 weeks prior to the exam</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 checks that a minimum of 5 months have elapsed since initial enrollment at KU
GS checks that department has indicated residence requirement has been met which is 2 semesters full-time enrollment prior to exam date see Enrollment Status definition <a href="http://www.kumc.edu/studenthandbook/graduate.html#enrollstatus">http://www.kumc.edu/studenthandbook/graduate.html#enrollstatus</a>
GS verifies if a retake that at least 90 days have elapsed - may not be taken more than 3 times
GS verifies department has indicated how FLORS requirement has been met (students admitted prior to Fall 2011)
GS verifies department has indicated how Research Skills and Responsible Scholarship requirement has been met (starting with Fall 2011 admits)
GS verifies each committee member (minimum 5) holds current graduate faculty status either on the KUMC or Lawrence campus
GS verifies committee chair holds graduate faculty dissertation status
GS verifies that 5th member of the committee holds regular or dissertation graduate faculty status and is outside major department
GS sends letter to 5th member of committee regarding their responsibilities as Graduate Studies representative
When exam completed, department enters grade as satisfactory, unsatisfactory or honors (if applicable)
GS verifies grade and then enters final approval
Registrar's Office enters grade in student system
<b>PhD Defense of Dissertation (Final Oral Exam)</b>
<b>Department submits Progress to Degree request to proceed at least 3 weeks prior to the exam</b>
GS reviews student's official file maintained by the Registrar's Office upon receipt of request
GS checks for "I" or "WG" grades & notifies department to submit Change of Grade
GS verifies degree will be completed within 8 years of initial enrollment
GS verifies completion of 18 hours post comprehensive coursework (may include semester Oral Comp Exam was taken) continuous enrollment in minimum 6 hrs (3 hrs summer) required up to 18 hrs and then minimum 1 hr required until degree completed 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 that 5 months have elapsed since the date of the Comprehensive Oral Exam
GS verifies that if retake, that at least 90 days have elapsed
GS verifies each committee member (minimum 5) holds current graduate faculty status either on the KUMC or Lawrence campus
GS verifies committee chair holds graduate faculty dissertation status
GS verifies that 5th member of the committee holds regular or dissertation graduate faculty status and is outside major department
GS sends letter to 5th member of committee regarding their responsibilities as Graduate Studies representative
When defense completed, department enters grade as satisfactory, unsatisfactory or honors (if applicable)
Department enters dissertation title
GS verifies grade and dissertation title and then enters final approval
Registrar's Office enters grade and dissertation title in student system