

## KUMC Graduation Check List for Graduate Students

	Master's thesis	Master's General Exam	PhD	AuD, DPT OTD	DNP
File "Application for Degree" with Registrar online through Enroll & Pay - see Academic Calendar on Registrar's website for deadline each semester. <a href="http://www.kumc.edu/studentcenter/acadcalendar.html">http://www.kumc.edu/studentcenter/acadcalendar.html</a>	required	required	required	required	required
The Registrar's office prepares and distributes transcripts and diplomas. <a href="http://www.kumc.edu/student-services/office-of-the-registrar/alumni-and-verifications.html">http://www.kumc.edu/student-services/office-of-the-registrar/alumni-and-verifications.html</a>	required	required	required	required	required
<b>Doctoral students</b> - May participate in doctoral hooding ceremony. <a href="http://www.graduate.ku.edu/doctor_hooding/doindex.shtml">http://www.graduate.ku.edu/doctor_hooding/doindex.shtml</a>	n/a	n/a	optional	optional	optional
<b>PhD candidates</b> - Complete the Doctoral Completion Survey (DCS) - see Graduate Studies website for link to survey. <a href="http://www2.kumc.edu/aa/gradstudies/grad_grad.htm">http://www2.kumc.edu/aa/gradstudies/grad_grad.htm</a>	n/a	n/a	required	n/a	n/a
Check that the Progress to Degree form to schedule exam or defense was completed by your department and submitted to Graduate Studies. Approval to proceed with your exam or defense is based on the Checklist posted on the Graduate Studies website: <a href="http://www2.kumc.edu/aa/gradstudies/progresstodegree.html">http://www2.kumc.edu/aa/gradstudies/progresstodegree.html</a>	required	required	required	n/a	required
Print the <b>current</b> copy of "Formatting Instructions" for thesis or dissertation. Follow these instructions carefully. Instructions are posted on the Graduate Studies website: <a href="http://www.graduate.ku.edu/04-02_etd.shtml">http://www.graduate.ku.edu/04-02_etd.shtml</a>	required	n/a	required	n/a	n/a
For assistance with the thesis/dissertation process, submit e-mail request to <a href="mailto:ETD@ku.edu">ETD@ku.edu</a> . For PDF creation questions e-mail <a href="mailto:training@ku.edu">training@ku.edu</a> or call (785) 864-0410.	optional	n/a	optional	n/a	n/a
Submit thesis or dissertation electronically to Proquest/UMI following the online submission process. This is referred to as Electronic Theses and Dissertations or ETD -- instructions and deadlines can be found on the Graduate Studies website: <a href="http://www.graduate.ku.edu/04-02_etd.shtml">http://www.graduate.ku.edu/04-02_etd.shtml</a>	required	n/a	required	n/a	n/a
Print and complete the ETD Release Form found 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>	required	n/a	required	n/a	n/a
Provide bound copies of thesis or dissertation as required by your department (this requirement varies by department). Printing/binding service options are posted on the on the Graduate Studies website: <a href="http://library.kumc.edu/bindery.html">http://library.kumc.edu/bindery.html</a>	required	n/a	required	n/a	n/a
<b>Items Student Delivers to KUMC Graduate Studies 5015 Wescoe prior to Graduation</b>					
1 copy of Title Page with original signatures of all committee members --sample title page: <a href="http://www.graduate.ku.edu/04-02_etd.shtml">http://www.graduate.ku.edu/04-02_etd.shtml</a>	required	n/a	required	n/a	n/a
1 copy of Acceptance Page with original signature of committee chair --sample approval page: <a href="http://www.graduate.ku.edu/04-02_etd.shtml">http://www.graduate.ku.edu/04-02_etd.shtml</a>	required	n/a	required	n/a	n/a
Completed ETD Release Form - found 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>	required	n/a	required	n/a	n/a
Printed "Certificate of Completion" for the Doctoral Completion Survey (DCS) - <a href="http://www2.kumc.edu/aa/gradstudies/grad_grad.htm">http://www2.kumc.edu/aa/gradstudies/grad_grad.htm</a>	n/a	n/a	required	n/a	n/a
After these items have been submitted, Graduate Studies will review your electronic submission for format and completeness. An automatic e-mail is generated to the student when the thesis or dissertation has been approved and accepted by Graduate Studies. Proquest/UMI will then proceed to publish the thesis or dissertation.	required	n/a	required	n/a	n/a