KUMC Graduation Checklist for Graduate Students

	Master's Thesis	Master's General Exam or Project	PhD	AuD, DPT, DNAP, OTD, and SPLD	DNP & DCN
File "Application for Degree" with Registrar online through Enroll & Pay. See the **Calendar** for your academic year here for the deadline for each semester.	Required	Required	Required	Required	Required
Student verifies with their program that the Progress to Degree form to schedule final general exam or final defense was submitted and approved by the Office of Graduate Studies. See the **Progress to Degree** webpage on the Graduate Studies website.	Required	Required	Required	n/a	Required
Review the formatting instructions for thesis (master's students) or dissertation (PhD students) by following the **Formatting Requirements** link found on the Graduate Studies website. Follow these instructions carefully.	Required	n/a	Required	n/a	n/a
The online submission process is referred to as Electronic Theses and Dissertations or ETD. Upload thesis or dissertation electronically directly to ProQuest using the **Submission** link provided on the Graduate Studies website (under the heading Submitting Thesis or Dissertation to ProQuest).	Required	n/a	Required	n/a	Not required by Graduate Studies
Print and complete the ETD Release Form using the **ETD Release Form** link provided on the Graduate Studies website (under the heading ETD Release Form).	Required	n/a	Required	n/a	n/a
PhD students must complete the Doctoral Completion Survey (DCS) and submit verification page to the Office of Graduate Studies. Use the **Doctoral Completion Survey** link provided on the Graduate Studies website (under the heading Doctoral Completion Survey).	n/a	n/a	Required	n/a	n/a
Provide bound copies of thesis or dissertation as required by your program (requirement varies by program.) For binding information, use the **Binding** link provided on the Graduate Studies website (under the heading Binding Thesis or Dissertation).	Required	n/a	Required	n/a	n/a
For general graduation information, see the **Graduation Information** webpage on the Graduate Studies website.	Required	Required	Required	Required	Required
Items Student Delivers to Director of KUMC Graduate Studies <u>prior</u> to Graduation					
Acceptance Page approval will be emailed by Graduate Director of PhD program to Graduate Studies with the date accepted by program. The date of acceptance must be after the date of the successful defense. The acceptance date is also used as the date the final written thesis or dissertation is approved by program for submission to ProQuest.	Required	n/a	Required	n/a	n/a
ETD Release Form (completed and signed)	Required	n/a	Required	n/a	n/a
"Certificate of Completion" page for the Doctoral Completion Survey	n/a	n/a	Required	n/a	n/a