

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

Master's General Examination or Project Defense
Department submits Progress to Degree request at least 2 weeks prior to the exam or project defense date.
Prior to granting approval for student to proceed with the exam or project defense Graduate Studies:
Reviews student's official file maintained by the Registrar's Office
Verifies an official transcript indicating bachelor's degree was conferred is on file (requested at time of admission)
Verifies for any student provisionally admitted that the provisions were met and the department or school has processed change from provisional to regular admission status
Verifies cumulative GPA for all KU/KUMC graduate work is a minimum 3.0
Checks for "I" or "WG" grades & notifies department to submit Change of Grade and verifies change in grade will not impact 3.0 GPA cum minimum
Verifies degree will be completed within 7 years of initial enrollment, if not petition required
Verifies current enrollment, student required to be enrolled the semester student graduates
enrollment exception posted in calendar on the Graduate Studies website: http://www.kumc.edu/academic-affairs/graduate-studies/calendars.html
Verifies each committee member (minimum 3) holds current graduate faculty status either on the KUMC or Lawrence campus
After exam completed, department enters grade as satisfactory, unsatisfactory or honors (if applicable)
Department enters project title for project defense
Registrar's Office enters exam or defense information on the student's official record
Master's Thesis Defense
Department submits Progress to Degree request at least 2 weeks prior to the defense date.
Prior to granting approval for student to proceed with the defense Graduate Studies:
Reviews student's official file maintained by the Registrar's Office
Verifies an official transcript indicating bachelor's degree was conferred is on file (requested at time of admission)
Verifies for any student provisionally admitted that the provisions were met and the department or school has processed change from provisional to regular admission status
Verifies cumulative GPA for all KU/KUMC graduate work is a minimum 3.0
Checks for "I" or "WG" grades & notifies department to submit Change of Grade and verifies change in grade will not impact 3.0 GPA cum minimum
Verifies degree will be completed within 7 years of initial enrollment, if not petition required
Verifies current enrollment, student required to be enrolled in thesis course the semester student defends and graduates
enrollment exception posted in calendar on the Graduate Studies website: http://www.kumc.edu/academic-affairs/graduate-studies/calendars.html
Verifies each committee member (minimum 3) holds current graduate faculty status either on the KUMC or Lawrence campus
After exam completed, department enters grade as satisfactory, unsatisfactory or honors (if applicable)
Department enters thesis title
Registrar's Office enters exam or defense information on the student's official record