

## Checklist for Approval of PhD Comprehensive Oral Exam Request submitted via Progress to Degree

<b>PhD Comprehensive Oral Exam</b>
<b>Department submits Progress to Degree request at least 2 weeks prior to the exam date.</b>
<b>Prior to granting approval for student to proceed with the exam Graduate Studies:</b>
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 a minimum of 5 months have elapsed since initial enrollment at KU
Verifies if form submitted is for a retake, that at least 90 days have elapsed - exam may not be taken more than 3 times
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 residence requirement has been met which is 2 semesters full-time enrollment completed prior to exam date
Verifies Research Skills and Responsible Scholarship requirement has been met prior to exam
Verifies current enrollment, must be enrolled semester takes Oral Comp Exam
Verifies each committee member (minimum 5) holds current graduate faculty status either on the KUMC or Lawrence campus
Verifies committee chair holds graduate faculty dissertation status
Verifies outside faculty member holds regular or dissertation graduate faculty status and that the faculty appointment is outside major department see Graduate Faculty Roster on Graduate Studies website: <a href="http://www.kumc.edu/academic-affairs/graduate-studies/graduate-faculty.html">http://www.kumc.edu/academic-affairs/graduate-studies/graduate-faculty.html</a>
Sends letter to outside member of committee regarding their responsibilities as Graduate Studies representative
After exam completed, department enters grade as satisfactory, unsatisfactory or honors (if applicable)
Registrar's Office enters exam information on the student's official record
Upon successful completion of the Comprehensive Oral Exam, the student becomes a doctoral candidate