

PhD Graduation Checklist

Please check with the EEB Graduate Coordinator (864-2362) for term-specific deadlines. To avoid the final term enrollment requirement, all degree requirements must be completed within the first two weeks of a fall or spring semester or within the first week of a summer session.

REQUIREMENTS FROM THE DEPARTMENT

- 1.) DISSERTATION DEFENSE: Please notify the EEB Graduate Coordinator 3 weeks in advance so the appropriate paperwork can be prepared. You will need to provide the date, location, and time of the exam as well as the names of the members of your examining committee and your dissertation title. Contact the EEB Graduate Coordinator to make arrangements for Haworth room reservations. Submit an electronic image so that the department may construct fliers to publicize your defense.
- 2.) DISSERTATION SUBMISSION: Submit an electronic copy (on CD in PDF) of your dissertation to the EEB Graduate Coordinator.
- 3.) TITLE AND ACCEPTANCE PAGES: Submit paper copies of your title and acceptances to the EEB Graduate Coordinator. The pages need to contain the signatures of your committee members and should be dated.
- 4.) EEB EXIT SURVEY: The survey may be obtained from the EEB Graduate Coordinator and should be submitted electronically to EEB Graduate Director, Bryan Foster (bfoster@ku.edu).
- 5.) DEPARTMENTAL INFO REQUEST: Please provide the EEB Graduate Coordinator with your forwarding contact information including e-mail, mailing address, and phone number if possible. Also, please provide your post-graduation work/school plans.

REQUIREMENTS FROM THE COLLEGE OFFICE of GRADUATE AFFAIRS (COGA)

- 1.) DISSERTATION SUBMISSION: Electronically submit a PDF version of your dissertation to the UMI submission site: <http://dissertations.umi.com/ku/>. For technical assistance during submission, contact UMI at (877) 408-5027. Visit http://www.graduate.ku.edu/-downloads/04-d4_ETDDissGuidelines.pdf for instructions on formatting your dissertation. COGA will notify you via email once your dissertation has been reviewed for completeness and formatting accuracy.
- 2.) DISSERTATION SUBMISSION FEES: You will be required to pay dissertation submission fees (\$70 minimum, \$135 if you want copyright) to UMI when you submit your dissertation. For questions about payment, contact UMI at (800) 521-0600 ext. 7020.
- 3.) TITLE AND ACCEPTANCE PAGES: Submit paper copies of your title page and your acceptance page to COGA in 108 Strong Hall. The pages must contain original signatures (photocopies and faxes are not accepted).
- 4.) ETD RELEASE FORM: Complete the following release form and submit it to COGA in room 108 Strong Hall: http://www.graduate.ku.edu/~etd/pdf/KU_ETD_release.pdf.
- 5.) SURVEY OF EARNED DOCTORATE: Visit http://www.graduate.ku.edu/-downloads/05-d1_SED08091.pdf or contact COGA to obtain the survey. Complete and submit to COGA.
- 6.) APPLY FOR GRADUATION: Complete an on-line Application for Graduation. This can be done on-line at <https://sa.ku.edu>

**Note—Although bound paper copies of the dissertation are no longer accepted by the department or the College office, if you wish to order copies for your personal use, visit <http://www.graduate.ku.edu/~etd/binding/> for information on available commercial binding services.*