

Non-Thesis MA 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.) GENERAL EXAM: Please notify the EEB Graduate Coordinator 3 weeks in advance so that the necessary paperwork can be prepared to take to your exam. You will need to provide the exam date as well as the names of the members of your examining committee.
- 2.) PRESENTATION OF RESEARCH: You are strongly encouraged to publicly present your research results. Please note the presentation is not an official requirement. To reserve a room (including 1005 Haworth), contact the Graduate Coordinator. Provide the following information so that the department may make and post fliers to publicize the presentation: your name, advisor's name, date of presentation, location, time, research title, and at least one relevant image.
- 3.) SUBMISSION of RESEARCH REPORT: Submit an electronic copy (on CD in PDF) of your research report to the Graduate Coordinator in EEB including a paper copy of the title page containing the signatures of your examining committee.
- 4.) EEB EXIT SURVEY: The survey may be obtained from the Graduate Coordinator and should be electronically submitted to EEB Graduate Director, Bryan Foster (bfoster@ku.edu).
- 5.) DEPARTMENTAL INFO REQUEST: Please provide the Graduate Coordinator with your forwarding contact information including e-mail, mailing address, and phone number if possible. Also provide your post-graduation work/school plans.

REQUIREMENTS FROM THE COLLEGE OFFICE OF GRADUATE AFFAIRS

- 1.) APPLY FOR GRADUATION: Complete an on-line Application for Graduation form. This can be done on-line at <https://sa.ku.edu>.