

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: Notify the EEB Graduate Coordinator 3 weeks in advance so that paperwork can be prepared to take to your exam. Provide the exam date as well as the names of the members of your examining committee.
- 2.) PRESENTATION OF RESEARCH: You must publicly present your research results. Please note the presentation should NOT be on the same day as your general exam. Contact the Graduate Coordinator to make arrangements for Haworth room reservations. Provide the following information so that the department may make and post fliers to publicize the presentation: date of presentation, location, time, thesis title, and at least one relevant image.
- 3.) THESIS SUBMISSION: Submit an electronic copy (on CD in PDF) of your thesis to the Graduate Coordinator in EEB.
- 4.) TITLE AND ACCEPTANCE PAGES: Submit paper copies of your title and acceptances to the Graduate Coordinator in EEB. The pages need to contain the signatures of your committee members and should be dated.
- 5.) EEB EXIT SURVEY: The survey may be obtained from the Graduate Coordinator and should be submitted electronically to EEB Graduate Director, Bryan Foster (bfoster@ku.edu).
- 6.) DEPARTMENTAL INFO REQUEST: 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 (COGA)

- 1.) THESIS SUBMISSION: Electronically submit a PDF version of your thesis 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-d3_ETDThesisGuidelines.pdf for instructions on formatting your thesis. COGA will notify you via email once your thesis has been reviewed for completeness and formatting accuracy.
- 2.) THESIS SUBMISSION FEES: You will be required to pay thesis submission fees (\$60 minimum, \$125 if you want copyright) to UMI when you submit your thesis. 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.) APPLY FOR GRADUATION: Complete an on-line Application for Graduation form. This can be done on-line at <https://sa.ku.edu>

**Note—Although bound paper copies of the thesis are no longer accepted by the department or COGA, 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.*