

MEMT Master's Thesis Timeline

TIMELINE TOWARDS GRADUATION:

Students must work out a timeline in reverse order. Keep in mind there is only a very small amount of flexibility in working out this timeline. Failure to adhere to the timeline has consequences, specifically your ability to graduate on time.

Plan your own timeline to degree one year prior to your estimated degree completion date. The following is in reserve order, start here and work backwards. This process will help provide a detailed schedule to help prevent unnecessary surprises.

- 1) Start with the last date to meet all degree requirements in a given term as shown in the SOM Graduate Calendar located on the School of Music [Resources](#), website "graduate" tab. This date is generally around December 19 (fall), May 15 (spring), and the last day of classes (summer). Students must use the actual posted date when they start their timeline.
- 2) Move back two weeks from the date in #1.
This should be the last day possible for students to schedule their Master's Examination.
- 3) Move back two weeks from the date in #2.
Students, with approval of the major advisor, must circulate the final copy of the thesis to all committee members two weeks prior to the date of the scheduled Master's Examination.
- 4) Move back one week from the date in #3.
MEMT submits the completed paperwork (official online GPtD form) to SOM for advance approval to hold the exam. This must be no less than 2 weeks prior to the scheduled exam date.
- 5) Move back one week from the date in #4.
Students submit the Exam Authorization GPtD form to MEMT for processing. This form is found on the MEMT website at www.memt.ku.edu under [Documents and Forms](#), "graduate" tab. This should be at least 3 weeks prior to the scheduled exam date.
- 6) Move back one week from the date in #5.
Students begin the process by contacting the committee members for possible available dates/times to hold the Master's Examination. In the spring term, this is generally early to mid-March. In the fall term, it is generally about mid-October. In the summer term it is very limited and usually around the second week of summer session.

Once a date/time is confirmed, students must contact Lois in MEMT (elmer@ku.edu or 785-864-4784), to arrange for a room. That information is to be included on the Exam Authorization GPtD form.
- 7) The committee chair agrees that the thesis is ready and approves students for scheduling of the Master's Examination.
- 8) Students must check their MEMT files and update their MEMT Checklist and Degree Requirement Program Plans as needed. All items must be completed and appropriately filed as per the checklist before students may schedule their Master's Examination.
- 9) Students Apply for Graduation through Enroll and Pay at the beginning of the term they expect to graduate.
- 10) Students who meet all degree requirements within the first two weeks of classes in a fall or spring term or within the first week of classes in a summer term will be eligible to graduate without enrolling in classes for that term; providing students were enrolled in the previous term (excluding summer). These dates will

vary but are approximately around September 4, February 5, and June 11. Check the SOM Graduate Calendar for the exact date applicable.

- 11) All research involving human subjects and all other activities which even in part involve such research, regardless of sponsorship, must be approved by the Human Subjects Committee-Lawrence (HSCL). Policy is found at <https://documents.ku.edu/policies/research/humansubjects.htm>. If appropriate the submission for the Human Subjects Committee-Lawrence is done and work commences.
- 12) Upon favorable review by the thesis committee, the faculty advisor approves and submits the thesis proposal (first three chapters) via an MEMT Do-All form found on the MEMT website at www.memt.ku.edu under [Documents and Forms](#), “graduate” tab.
- 13) The thesis idea is approved by the faculty advisor (chair of committee).
- 14) Students must check their MEMT file and update their MEMT checklist and degree requirement program plan form.
- 15) Students must email elmer@ku.edu to inform the office of the name of their thesis advisor.