

MEMT M.M.E. Checklist

 Student _____ Student Number _____ Term Started

Committee Chair _____ Committee Member _____ Committee Member

ALL (Thesis & Non-Thesis)

	<u>Date</u>	<u>Rep.</u>
1. Transfer of Graduate Credit filed (MEMT processes GPtD)		
2. Degree Program Plan planned with advisor		
3. Bulk of coursework completed.		
4. Committee members selected		

Thesis

Non-Thesis

5. Formal Thesis Proposal filed (Use MEMT Do-All)	5. Applied for Graduation (Apply at start of term of planned portfolio presentation via myKU Portal/Enroll & Pay)		
6. Applied for Graduation (Apply at start of term of planned defense exam via myKU Portal/Enroll & Pay)	6. Portfolio is completed.		
7. Masters Defense and Exam (Student submits GPtD Exam Authorization form 4 weeks prior so that the actual online GPtD form can be submitted at least 3 weeks prior to exam date.)	7. Masters Comprehensive Exam (Student submits Non-Thesis Master's Comprehensive Presentation Authorization (NTMCPA) form at least 3 weeks prior so that the paperwork can be processed at least 2 weeks prior to the event date.)		
8. Filed approved thesis electronically. Filed through EDT and KU Scholarworks and must occur prior to the last day to meet requirements for graduation.			
9. Submitted and Filed SOM Office: (1 ea) title page, acceptance page, abstract, & ETD release form. Must occur prior to the last day to meet requirements for graduation. MEMT Office: (1) CD of SOM approved electronic copy and 2 (ea) title page, acceptance page, and abstract. Must occur prior to the last day to meet requirements for graduation.			
10. Submitted one hard bound print copy of thesis, including committee signatures for the MEMT Office. Additional copies may be requested by the advisor or committee members. Must occur as soon as possible after the end of the semester (usually about 1 month later).			

Notes: _____