

MEMT Ph.D. Checklist

Student Name: _____ Student ID #: _____ Date/Term started: _____

 Committee **Chair** Member Member Member Grad. Studies Rep.

	<u>Date</u>	<u>Rep.</u>
1. Diagnostic Exam completed and filed (MEMT Do-All)		
2. Program Plan planned with committee, completed and filed (MEMT Do-All)		
3. Residency Plan completed and filed (MEMT Do-All)		
4. Three Research Skills completed and filed (MEMT Do-All)	n/a	n/a
I. Historical		
II. Descriptive		
III. Experimental		
5. Completed College Teaching Requirement MEMT 996_____		
6. Completed Responsible Scholarship Requirement MEMT 812 _____ MEMT 920_____		
ALL items above this line must be completed in order to request holding the Oral Comprehensive Exam		
7. Comprehensive Oral Examination requested and completed <i>(Student submits GPtD Exam Authorization Sheet at least 3 weeks prior so MEMT can submit GPtD official form on time.)</i> <i>[Note: Graduate Studies requires continuous enrollment from the time of this examination until the degree is finished. At six (6) hours each fall and spring and three (3) hours each summer.]</i>		
8. Formal Dissertation Proposal, approved by committee, filed (<i>MEMT Do-All</i>)		
9. Applied for Graduation (<i>myKU Portal/Enroll & Pay</i>) Best if done at beginning of term expecting to graduate.		
10. Final Oral Examination requested and completed <i>(Student submits GPtD Exam Authorization Sheet at least 3 weeks prior so MEMT can submit GPtD official form on time.)</i> Exam date must be 5 or more months after Comprehensive Oral Exam.		
11. Filed Electronic copy of approved dissertation <i>(Filed through ETD/Proquest and KU Scholarworks, before last day to meet degree requirements for given term.)</i>		
12. Submitted and Filed SOM Office: (1 ea) signed title page, acceptance page, abstract, ETD release form, doctoral completion survey, and survey of earned doctorates receipt. All must be done before last day to meet degree requirements for given term. MEMT Office: (1) CD of SOM approved final electronic document, and (2 ea) signed title pages, acceptance pages & abstracts before last day to meet degree requirements for given term.		
13. Submitted one hard bound print copy of dissertation, signed by the committee for the MEMT Office plus any copies requested by faculty (<i>normally about 1 month later</i>).		

