

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 that the actual GPtD form can be submitted 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. After 18 hours have been reached, may reduce number of enrollment hours..]</i>		
8. Formal Dissertation Proposal, approved by committee, filed (<i>MEMT Do-All</i>)		
9. Applied for Graduation (<i>myKU Portal/Enroll & Pay</i>) Apply at start 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 so that the actual GPtD form can be submitted on time.)</i> Exam date must be 1 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>).		