

Master's & Doctoral Graduation Checklist

Student Name:	KUID #:
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Select Degree: MM/MME DMA PHD **Graduation Term:** Sum24 Fa24 Sp25

*Certificate seeking students are only required to Apply for Graduation in Enroll & Pay once coursework is complete.

All Graduate Students must complete the following:

- “Apply to Graduate” for the correct semester in Enroll & Pay.
Log into [Enroll & Pay](#). After logging in, click on Degree Progress/Graduation, then click on KU Apply for Graduation. If you applied for a previous semester, you must re-apply (no penalty or cost to reapply).
- Schedule your final examination or presentation with your Advisory Committee at least three weeks in advance. Complete the Exam Authorization Form (see [graduate student resources](#) > Documents & Forms) & Submit via email for school-level pre-approval of the exam to musicgrad@ku.edu at least two weeks prior to exam date.
- Review your Degree Progress Check Sheet with your faculty advisor or committee chair. Please make sure all classes that count towards your degree are included and correct. Do not include coursework with a grade of "C- or below" as meeting graduate degree requirements. If you have any incomplete (I) or waiting grades (WG) from previous semesters, please contact your instructor to request those be changed. Note: Incomplete grades revert to an "F" after one academic year.
- Complete the School of Music [Post-Graduation Survey](#) upon completion of your degree or within 6 months of degree completion.

Graduate Students completing a thesis, DMA document, or dissertation must also complete the following:

- Upon successfully passing your final exam or defense, send the following degree requirements to musicgrad@ku.edu:
 - Signed Title Page and Acceptance Pages of your dissertation (can be an electronic copy or scan). Please note ALL committee members must sign the title page; only your chair must sign the acceptance page. You may combine multiple signed pages (not all signatures need to be on the same page) if needed, but it is your responsibility to ensure all signatures are collected and submitted by the graduation deadline; and
- Complete the KU ScholarWorks [Electronic Theses and Dissertations \(ETD\) Release Form](#).
- Upload the unsigned PDF copy of your dissertation online ([instructions](#)) through UMI ProQuest.
Note: The Office of Graduate Studies houses the official formatting requirements for theses and dissertations. Although students may find the general content layout of previous theses or dissertations helpful, students should not use the formatting from an old thesis or dissertation, since formatting instructions may change from year to year. Current [formatting guidelines for dissertations](#) can also be found on the [Graduate Studies website](#).
- Doctoral Students Only (PhD & DMA)** must also complete the [Doctoral Completion Survey](#) and send their Certificate of Completion to musicgrad@ku.edu.

School Documentation for Degree Completion:

Exam Result (check one): **Passed Satisfactory**
 Passed Honors

Approved:

School Signature: _____ Date: _____