

## **Master's Degree Checklist**

This checklist is intended to guide students in the final stages of degree completion. To be considered a degree candidate in any given semester, all degree requirements must be fulfilled and required documentation submitted no later than the University-wide *Application for Degree* deadline.

The University has also established an early graduation deadline that some students may wish to take advantage of. If a student meets all departmental and University requirements by this deadline, and was enrolled during the previous semester, he or she is not required to enroll for the current semester. This deadline falls approximately two weeks after the start of the Fall and Spring semesters, and one week after the start of the Summer session. See the current CLAS Graduation Calendar on [clas.ku.edu/coga](http://clas.ku.edu/coga) for a specific date. Meeting the early graduation deadline does not expedite the conferral of your degree or receipt of diploma. Students will still be considered graduates of the semester in which they meet the deadline and degree conferral will not occur until the end of that semester.

**Students should submit their requirements to [cogadocs@ku.edu](mailto:cogadocs@ku.edu). You are also welcome to consult with COGA staff in advance in either 102 Strong Hall or through [coga@ku.edu](mailto:coga@ku.edu).** This allows you to work directly with staff to ensure your documentation is complete.

### **Non -Thesis Option:**

1. Apply for Graduation (AFG) \_\_\_\_\_
  - Apply through Enroll & Pay: <https://sa.ku.edu/>. Instructions can be found here: [http://www2.ku.edu/~sakut/manuals/Apply\\_For\\_Graduation.pdf](http://www2.ku.edu/~sakut/manuals/Apply_For_Graduation.pdf).
  - The AFG is tied to one specific semester. You MUST apply for the semester in which you intend to graduate. If you have applied previously and did not meet that graduation deadline, the AFG DOES NOT roll over into another semester, therefore, you must re-apply.
2. Consult with your department/advisor \_\_\_\_\_  
Confirm that all academic requirements for the degree have been met, and that they have submitted your final exam outcome online (PtD form).

### **Thesis Option:**

#### **Please complete items 1, 2, and 3 online.**

1. Apply for Graduation (AFG) \_\_\_\_\_
  - Apply through Enroll & Pay: <https://sa.ku.edu/>. Instructions can be found here: [http://www2.ku.edu/~sakut/manuals/Apply\\_For\\_Graduation.pdf](http://www2.ku.edu/~sakut/manuals/Apply_For_Graduation.pdf).
  - The AFG is tied to one specific semester. You MUST apply for the semester in which you intend to graduate. If you have applied previously and did not meet that graduation deadline, the AFG DOES NOT roll over into another semester, therefore, you must re-apply.
2. Electronic Thesis Submission \_\_\_\_\_
  - Comply with Thesis instructions and formatting requirements: [http://www.graduate.ku.edu/04-02\\_etd.shtml?FormattingInstructions](http://www.graduate.ku.edu/04-02_etd.shtml?FormattingInstructions)

- Submit the PDF version of your thesis to the UMI/Proquest submission site: <http://www.etsadmin.com/>.
  - Your submission will be verified by COGA to check for formatting errors only. You will receive e-mail communications indicating if there are revisions to formatting requested or if your submission has been accepted. These checks may not always occur prior to the *Application for Graduation* deadline. **This will not impact your graduation date.** If you have submitted your thesis by the *Application for Graduation* deadline, this item is considered complete for purposes of graduation.
  - COGA does not submit the final approval of your work to UMI/ProQuest until after the degree verification process is complete. This is after the end of the semester in which you graduate. Your work will not be available through UMI/ProQuest until that time. COGA makes every attempt to deliver your submission in a timely manner; however this process may be lengthier due to larger numbers of graduates in a particular semester, etc.
3. Fees paid to UMI/ProQuest (if applicable) \_\_\_\_\_
- There is an optional copyright fee. You may also order bound copies for an additional cost.
  - Questions about the processing of bound copies should be directed to UMI/Proquest, as COGA is not involved in this process.

**Please submit items 4 and 5 to cogadocs@ku.edu.**

4. Title page and Acceptance page with signatures \_\_\_\_\_
- Title page requires a majority of committee members' signatures. The committee chair signature is required.
  - Acceptance page requires only committee chairperson's signature.
  - These pages *must* comply with the formatting guidelines. Please see the following links for templates: <http://www.graduate.ku.edu/etd/formatting>
5. ETD Release Form \_\_\_\_\_
- Please review and sign the form:  
[http://clas.ku.edu/sites/clas.ku.edu/files/docs/KU\\_ETD\\_release\\_form.pdf](http://clas.ku.edu/sites/clas.ku.edu/files/docs/KU_ETD_release_form.pdf)  
Creative Writing MFA/PhD students can find their specific release form here:  
[http://graduate.ku.edu/sites/graduate.ku.edu/files/docs/etd/KU\\_ETD\\_release\\_form\\_Creative\\_Writing\\_ONLY.pdf](http://graduate.ku.edu/sites/graduate.ku.edu/files/docs/etd/KU_ETD_release_form_Creative_Writing_ONLY.pdf)
  - On section A.1. COPYRIGHT, one or both boxes must be checked. Selection of one or both of these options also serves as verification that you understand and agree with the copyright statement above.
  - If you need to place an embargo on your thesis, you must also obtain your Director of Graduate Studies original signature. Please note, if you choose to embargo your thesis, your submission will still be delivered to UMI/ProQuest and you will receive notification of this as stated above. However, your request for embargo is noted in the delivery checklist. Note that embargos will expire at the end of the given period starting with the month of graduation. Upon expiration of an embargo your work will be publicly available.
  - For more information, please refer to our [ETD FAQs sheet](#).
  - **Please see the COGA website at [www.coga.ku.edu](http://www.coga.ku.edu) for more information on the graduation process.**

## FAQ

**Q:** Can I mail my documents to the COGA?

**A:** Yes, but we strongly encourage you to submit all documents to [cogadocs@ku.edu](mailto:cogadocs@ku.edu). If you must mail your documents, please use the following address:

College Office of Graduate Affairs  
University of Kansas  
Strong Hall  
1450 Jayhawk Blvd., Room 200  
Lawrence, KS 66045-7535

**Q:** What is an embargo, and should I place one on my work?

**A:** Embargoes allow you to delay public access to your work for a period of 6 months, 1 year, or 2 years, based on your needs. These are generally advised if you have a publishing agreement for your entire manuscript or if your research is of a sensitive nature. Creative Writing MFA and PhD students also have the option of filing for a permanent embargo. Situations where an embargo would be used include:

- Your work is associated with pending patents.
  - Your document contains sensitive information, data or restricted research pertaining to a third party (e.g. a private company, the state department, etc.) that must be reviewed and approved by that third party in advance of publication.
  - You have been offered or anticipate a book deal, or other publication deal, and as terms of the agreement or possible publication agreement your work may not be published on any other site in advance their release or for some agreed upon period of time.
  - Your department has advised you to get an embargo.
- KU's [Embargo Policy for Theses and Dissertations](#) will assist you with determining whether or not an embargo is necessary for your work. Your advisor/committee chair is also an excellent source for helping you determine if you should file for an embargo. For additional information about filing for an embargo or for questions about the ETD release form, please refer to our [ETD FAQs sheet](#).

**Q:** What is copyrighting, and should I register a copyright for my work?

**A:** You are advised to register your copyright, but it's not mandatory. UMI can file a copyright on your behalf with the Library of Congress for a fee. Please see KU Libraries' information on copyright (<http://www.copyright.ku.edu/>) and image copyright (<http://guides.lib.ku.edu/content.php?pid=53892&sid=394782>).

**Q:** How can I obtain a formal document that states I have completed all requirements and will soon be awarded the degree?

**A:** Once you complete all requirements for the degree, you may request a Statement of Forthcoming Degree from the Registrar's Office. Please see the [Statement of Forthcoming Degree](#) information on the Registrar's website.

**Q:** Which companies provide binding services?

**A:** Please visit the Graduate Studies website for recommended binding companies:  
<http://www.graduate.ku.edu/etd/submitting>

**Q:** Will COGA check my submission before the graduation deadline?

**A:** It is the student's responsibility to file the thesis or dissertation before the Application for Graduation deadline, and to ensure that it meets all ProQuest and University formatting guidelines. COGA staff will verify that the submission has been completed prior to the deadline, as this is a requirement of graduation.

COGA staff also complete a basic formatting check as a courtesy to students, but this generally takes place after the degree verification process has been completed. You will receive an email notification when your thesis has been reviewed and the formatting approved, or if there are formatting changes needed. In the latter case, you will be given a deadline to complete the changes.

**Q:** When will others be able to find my thesis on UMI/ProQuest?

**A:** COGA does not submit the final approval for these works to UMI/ProQuest until after the degree certification process is complete. Your work will not be available through UMI/ProQuest until after that time. If you place an embargo on your work, it will not be available until the embargo is lifted.

**Q:** When will I get my official diploma?

**A:** Diplomas will not be available until the middle of the following semester. You will be notified when your diploma is available for pick-up. You may also have your diploma mailed to you by selecting this option when you complete the online Application for Graduation. Please note that COGA does not handle the actual processing of diplomas. For questions regarding the processing of your diploma, visit the [Registrar's website](#).

**Q:** Is there a special ceremony for doctoral degree candidates?

**A:** Yes. In addition to Commencement, all doctoral degree candidates are invited to participate in the Doctoral Hooding Ceremony each May. The Office of Graduate Studies coordinates the event.

**Q:** What if I applied for graduation I then realize I need to delay graduation for another semester?

**A:** You will need to send an email to [coga@ku.edu](mailto:coga@ku.edu) requesting to rescind your application for graduation (AFG). Once COGA has rescinded your AFG, you will need to reapply for the semester in which you will meet all requirements.