

**Checklist for Approval of PhD Final Oral Exam (Dissertation Defense)**  
**Request submitted via Progress to Degree**

<b>PhD Final Oral Exam (Dissertation Defense)</b>
<b>Department submits Progress to Degree request at least 3 weeks prior to the exam date.</b>
<b>Prior to granting approval for student to proceed with the exam Graduate Studies:</b>
Reviews student's official file maintained by the Registrar's Office
Verifies successful completion of PhD Comprehensive Oral Examination
Verifies 5 months have elapsed since the date of the Comprehensive Oral Exam
If more than 5 years has elapsed since the date of the Comprehensive Oral Exam, may be required to retake the exam first.
May only repeat the exam upon recommendation of the department
Verifies cumulative GPA for all KU/KUMC graduate work is a minimum 3.0 as required prior to taking exam
Checks for "I" or "WG" grades & notifies department to submit Change of Grade and verifies change in grade will not impact 3.0 GPA cum minimum
Verifies degree will be completed within 8 years of initial enrollment, if not petition required
Verifies current enrollment, student required to be enrolled in dissertation course the semester student defends and graduates
enrollment exception posted in calendar on the Graduate Studies website: <a href="http://www.kumc.edu/academic-affairs/graduate-studies/calendars.html">http://www.kumc.edu/academic-affairs/graduate-studies/calendars.html</a>
Verifies student was continuously enrolled in minimum 6 hrs (3 hrs summer) per semester since passing the Oral Comp Exam until graduated or completed 18 hrs, whichever comes first
Verifies each committee member (minimum 5) holds current graduate faculty status either on the KUMC or Lawrence campus
Verifies committee chair holds graduate faculty dissertation status
Verifies outside faculty member holds regular or dissertation graduate faculty status and that the faculty appointment is outside major department
see Graduate Faculty Roster on Graduate Studies website: <a href="http://www.kumc.edu/academic-affairs/graduate-studies/graduate-faculty.html">http://www.kumc.edu/academic-affairs/graduate-studies/graduate-faculty.html</a>
Sends letter to outside member of committee regarding their responsibilities as Graduate Studies representative
Publicizes time and date of defense on KUMC Events Calendar
After exam completed, department enters grade as satisfactory, unsatisfactory or honors (if applicable)
Registrar's Office enters exam information on the student's official record including the dissertation title entered by department or school on PTD