Master's Degree Checklist – Thesis Option

The following requirements must be complete by **December 16th** to be considered a graduation candidate for **Fall 2011**.*

Please complete items 1, 2, and 3 online.

_____ 1) Apply for Degree (AFD)
Apply through Enroll & Pay: https://sa.ku.edu/. Instructions can be found here: http://www.registrar.ku.edu/current/graduation.shtml#apply.

_____ 2) Electronic Thesis Submission
- Submit the PDF version of your thesis to the UMI/Proquest submission site: http://www.etdadmin.com/.
- Thesis formatting guidelines can be found here: http://www.graduate.ku.edu/-downloads/ETD/ETD%20Thesis%20Guidelines_10.22.10.pdf
- Your submission will be checked for formatting and completeness by the COGA. You will be notified via email after graduation if the work is accepted or needs revisions.

_____ 3) Fees paid to UMI/Proquest (if applicable)
- There is no longer a submission fee as of 9/27/10.
- There is an optional copyright fee of $55. You may also order bound copies for an additional cost.

Please submit items 4 and 5 to the COGA Office located in Strong Hall 108.

_____ 4) Title page and Acceptance page
- Title page requires *all* committee members' signatures.
- 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/04-02_etd.shtml?FormattingInstructions

_____ 5) ETD Release Form
- Please review and sign the form: http://www.graduate.ku.edu/-downloads/ETD/ETD%20release%20form%2010_7_10.pdf
- If you need to place an embargo on your thesis, you must also obtain your Department Graduate Director's original signature.

* Please also check with your department to verify that you met all academic requirements.

Please check the websites and FAQs below for further information.

Websites

Binding Services: http://www.graduate.ku.edu/04-02_etd.shtml?ThesisandDissertationBindingInstructions

CLAS 2011-2012 Calendar: http://clas.ku.edu/documents/graduate/clas-grad-calendar-1112.pdf

Copyright: http://www.copyright.ku.edu/

Electronic Theses and Dissertations: http://www.graduate.ku.edu/04-02_etd.shtml

Embargo: http://www.graduate.ku.edu/04-02_etd_embargo.shtml

Enroll & Pay: https://sa.ku.edu

ETD Release Form: http://www.graduate.ku.edu/-downloads/ETD/ETD%20release%20form%2010_7_10.pdf

Graduate Studies: www.graduate.ku.edu

KU Commencement: http://www.commencement.ku.edu/

KU Scholarworks: http://www2.ku.edu/~scholar/

Master's Hooding Ceremony: http://clas.ku.edu/students/hooding/index.shtml

Statement of Forthcoming Degree Form: http://www.registrar.ku.edu/pdf/forthcomingdegree.pdf

Thesis Formatting Guidelines: http://www.graduate.ku.edu/-downloads/ETD/ETD%20Thesis%20Guidelines_10.22.10.pdf

UMI: http://www.etdadmin.com/

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FAQ

Q: Can I mail my documents to the COGA?

    A: Yes. 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: Will you accept a scanned copy or fax of my documents.

    A. <u>No</u>. We must receive all original documents.

Q: Is there a graduation ceremony for the College of Liberal Arts and Sciences Master's degree candidates?

    A: Yes. All candidates for Master's degrees are invited to register and participate in the May ceremony. More information about the ceremony and how to register is available at http://clas.ku.edu/students/hooding/index.shtml.

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

    A: Embargos are generally advised if you have a publishing agreement for your entire manuscript, or if your research is of a sensitive nature. Embargos can only be granted with the signature endorsement of your Graduate Director on your ETD Release form. By signing, your director agrees that your submission will be held from public access for up to 2 years. More information about embargos can be found here: http://www.graduate.ku.edu/04-02_etd_embargo.shtml.

Q: What is copyrighting, and should I copyright my work?

    A: You are advised to copyright your work, but it's not mandatory. UMI can file a copyright on your behalf with the Library of Congress for a $55 fee.

Q: How can I obtain a formal document which 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. Bring the form to the COGA (108 Strong Hall) to request the Dean's signature. The form can be found here: http://www.registrar.ku.edu/pdf/forthcomingdegree.pdf.

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You also have the option to request a letter from the COGA which states that requirements were met and the degree will be awarded. Please send requests with the recipients address to coga@ku.edu.

Q: What is the difference between 'Open Access' and 'Traditional' publishing on the UMI submission website?

A: We advise you to choose **Traditional Publishing** when making your submission. Traditional publishing will allow access to your dissertation by anyone who has access to the KU Library ScholarWorks Archives, including the general public. There is **no additional fee** for the service. Similarly, UMI's 'Open Access' publishing option is available to anyone with access to their website, only you will pay an additional $95.00 fee.

Q: Which companies provide binding services?

A: Please visit the Graduate Studies website for recommended binding companies: http://www.graduate.ku.edu/04-02_etd.shtml?ThesisandDissertationBindingInstructions

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

A: Generally, COGA begins checking submissions near the end of the semester. If time allows, your submission may be checked earlier. The COGA Supervisor sets the date to begin this process based on other functions of the COGA staff.

You will receive an email notification advising you whether there are recommended changes needed. You will be given a deadline to complete the changes, once a review of your submission is completed.

If you have additional questions, you may contact the College Office of Graduate Affairs (COGA) located in 108 Strong Hall (coga@ku.edu).