

PhD Student Responsibilities-Final Semester

Each candidate for a doctoral degree is responsible for performing the following tasks.

1. Apply for Graduation (AFG)

- a. At the beginning of the semester in which you wish to defend your dissertation you must Apply for Graduation (AFG) through Enroll & Pay.
- b. If you did this in an earlier semester, you must re-do it with correct, up-to-date information.
- c. The annual deadlines are posted in the Graduate Calendar found under Student Resources and Forms:
<http://music.ku.edu/school/documents.shtml>
- d. ALL STUDENTS MUST BE ENROLLED in at least one hour credit during the semester they defend the thesis. Typically, students enroll in Dissertation (999).

2. Schedule your final dissertation defense

Starting four weeks or more before the defense date you must do the following:

- a. Four weeks or more before the defense date: Contact each person on your committee to schedule and confirm a time and date for your final defense.
- b. Once you have done this, contact the Graduate Administrative Assistant in Student Services (450 Murphy) with the date, time, committee members (designating the chair of your committee), and dissertation title. The Administrative Assistant will prepare a Progress to Degree form, obtain a room for your use, and send confirmation to your committee and you with the room information.
- c. Carefully check the Graduate Calendar deadlines for each step found under Student Resources and Forms:
<http://music.ku.edu/school/documents.shtml>
- d. The Director of Graduate Studies in Music will do a final degree check to verify that all requirements have been completed. The Director needs the Progress to Degree form at least **two (2) weeks prior to the defense!**

3. Dissertation defense

On the day of your defense your committee chair will sign the approved Progress to Degree form and submit it for processing to the Graduate Administrative Assistant noting completion of the defense. You are responsible for verifying with your advisor that the examination results were submitted to the School of Music Student Services office (450 Murphy).

- 4. Electronic Theses and Dissertations (ETD) Release Form**

It is your responsibility to fill out the ETD form, posted under:
www.graduate.ku.edu/-downloads/04-d6_KU_ETD_release.pdf
- 5. Formatting instructions**

The link below provides instructions on how to format your document.
www.graduate.ku.edu/-downloads/04-d4_ETDDissGuidelines.pdf
Please be sure to use at least 24# (25% rag cotton) water marked paper for the final submission of your document.
- 6. Submitting the dissertation through ProQuest**
 - a. Once your corrections (as required by your committee) have been completed, your dissertation is ready to be submitted through ProQuest. At this point you will have your committee sign your acceptance pages (two copies). When submitting to ProQuest, do not submit the title and acceptance pages that have your committee signatures. The date of when your defense and the date of when your dissertation was approved by your committee must be on the title and acceptance pages that will be submitted to ProQuest. The link provided is the website to submit your dissertation.
www.etdadmin.com/cgi-bin/school?siteId=73
- 7. Please prepare the following to be submitted to the School of Music Student Services office (450 Murphy)**
 - a. One copy of the title page with original committee signatures
 - b. One copy of the acceptance page with original committee signatures
 - c. One copy of the abstract
 - d. ETD release form
 - e. Check for fees, made out to the University of Kansas. Fee schedule line
www.graduate.ku.edu/04-03_etd_fees.shtml
- 8. For your Personal copies**
 - a. Total number of extra title pages needed for your own personal binding (include yourself and any you wish to distribute to professors, advisors, relatives or other individuals).