

# From Defense to Hooding

## Apply for Graduation:

Log-in to your Enroll & Pay account > click Graduation > click KU Apply for Graduation > follow the prompts.

\*This step can be done at any point in the semester up to the posted deadline



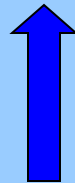
## Plan defense:

1. Finalize the committee for your defense.
2. Dept. communicates with the school/college to get pre-approval for your defense.
3. Dept. announces the defense.
4. Create title and acceptance pages for your thesis or dissertation.
5. Save title and acceptance pages, you will need these as part of your electronic submission.
6. Print title and acceptance pages. Take these to your defense to collect signatures.



## Defend:

1. Perform to the greatest of your abilities and successfully defend.
2. Get title and acceptance pages signed.
3. Make all revisions requested by your committee.



## Paperwork:

Required paperwork:

- Signed title page
- Signed acceptance page
- Signed ETD release form
- Doctoral Completion Survey - certificate of completion (for doc grads only)

Some schools require additional paperwork. Contact the staff member of your school/college to identify the materials you are required to submit in order to graduate.



## Electronic Submission:

Submit your dissertation electronically to UMI.

Page order for PDF:

- Title page (typed names of committee members, no signatures)
- Acceptance page (typed names of committee chair, no signatures)
- Abstract
- Acknowledgements (optional)
- Table of contents
- Dissertation/Thesis
- Appendices



Master's: Communicate with your school administrator regarding the master's hooding ceremony and school convocation.

Doc: Identify the faculty member who will serve as your faculty hooder and RSVP with Graduate Studies for the Doctoral Hooding Ceremony.



**Participate in hooding and Commencement!**