

THE GRADUATE SCHOOL AT KANSAS STATE UNIVERSITY
MASTER'S DEGREE CHECKLIST – COURSEWORK ONLY

FOR MORE INFORMATION:

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Deadline	Requirement
Prior to completion of 9 hours of coursework	<ul style="list-style-type: none">• Review Graduate Handbook and departmental handbook.• Complete prerequisite/deficiency requirements. (if applicable)• Select major professor.• Select supervisory committee.• Prepare Program of Study.• Submit Program of Study to the Graduate School.
After 9 hours of completed coursework	<ul style="list-style-type: none">• Submit Program/Committee Change Form if any changes have been made to courses and/or committee.
Semester of intent to graduate	<ul style="list-style-type: none">• Submit “Approval to Schedule Final Examination” form a minimum of 10 working days prior to final examination to the Graduate School.• Complete Graduation Application in iSIS• Complete online registration IF participating in commencement.• Submit final examination ballot to the Graduate School.• Complete online surveys (exit survey, ETDR survey) and K-State Alumni Association information.• Clear all financial obligations with university for transcript and/or diploma release.