

THE GRADUATE SCHOOL AT KANSAS STATE UNIVERSITY

DOCTORAL DEGREE CHECKLIST

FOR MORE INFORMATION:

ANGIE PFIZENMAIER · DOCTORAL SPECIALIST · 103 FAIRCHILD HALL · 785-532-6191 · akt@ksu.edu

Deadline	Requirement
2 nd semester or completion of 9 hours	<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. • Identify compliance requirements regarding research for notation on Program of Study. • Submit Program of Study to the Graduate School.
7 months prior to graduation date	<ul style="list-style-type: none"> • Submit Program/Committee Change Form if any changes have been made to courses and/or committee. • Schedule Preliminary Examination(s) and/or Qualifying Examination(s) a minimum of 7 months prior to date of graduation. • Submit “Request for Preliminary Examination Ballot” form at least one month prior to date of examination. • Submit signed preliminary examination ballot to the Graduate School within one week following examination. • Obtain approval of dissertation/research proposal if required by the program. • Obtain a compliance number for use of human subjects/animals/biohazards. (if applicable) • Collect and analyze data. • Write dissertation & obtain major professor approval for distribution to committee and outside chairperson. • Enroll fall and spring semesters (and summer if last semester) after admission to candidacy.
Semester of intent to graduate	<ul style="list-style-type: none"> • Select dates to schedule final examination in consultation with major professor, supervisory committee and assigned outside chairperson. • Provide major professor, supervisory committee and assigned outside chairperson a copy of the dissertation a minimum of 10 working days prior to scheduled final examination. • 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 commencement registration IF participating in commencement. • Submit final examination ballot to the Graduate School. • Make revisions to dissertation until expectations of major professor and supervisory committee are met. • Submit ETDR ballot to the Graduate School. • Prepare final copy of ETDR and submit to KREx and UMI/ProQuest. • Complete Survey of Earned Doctorates, online surveys and K-State Alumni Association information. • Clear all financial obligations with university for transcript and/or diploma release.

