

THE GRADUATE SCHOOL AT KANSAS STATE UNIVERSITY
MASTER'S DEGREE CHECKLIST – THESIS/REPORT

FOR MORE INFORMATION:

LORI GRELK · MASTER'S SPECIALIST · 103 FAIRCHILD HALL · 785-532-6191 · lmgrelk@ksu.edu

| 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. • Identify compliance requirements regarding research for notation on 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. • Obtain approval of thesis or report proposal (if required by the program) • Obtain a compliance number for use of human subjects/animals/biohazards. (if applicable) • Collect and analyze data. (if applicable) • Write thesis or report. • Obtain major professor approval for distribution of thesis or report to supervisory committee. |
| Semester of intent to graduate | <ul style="list-style-type: none"> • Provide major professor and supervisory committee a copy of thesis or report a minimum of 10 working days prior to scheduled defense. • 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 thesis/report 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. • 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. |