



**SPRING 2010**

## **KANSAS STATE UNIVERSITY GRADUATE SCHOOL**

### **INFORMATION & DEADLINES**

To be eligible to graduate this semester, your program of study must have been submitted and been approved no later than the end of last semester. Also note that preliminary examinations for doctoral candidates must have been taken at least seven months before the final examination. The final examination can be taken when you have completed the courses on your program of study and have satisfied all other degree requirements. You must take examinations while the University is in session and normally examinations must be given on the Manhattan campus. All forms and information regarding graduation are available at <http://www.k-state.edu/grad/gscurrent/guideforms/index.htm>. Also, please note the differentiation between graduation and commencement. Commencement is the ceremony held to recognize those students who have completed the requirements necessary to graduate.

#### **YOU MUST MEET THE FOLLOWING DEADLINES IN ORDER TO RECEIVE YOUR DEGREE IN SPRING 2010:**

##### **May 4, 2010**

An Approval to Schedule Final Examination form and the Diploma Information form must be submitted to the Graduate School. An email message will be sent to you regarding completion of your degree requirements. If you would like your name to appear in the May commencement program, this form must be turned in to the Graduate School by **April 6, 2010**.

##### **May 10, 2010**

To officially graduate in May 2010, your final examination ballot and the final copy of the electronic dissertation or master's level thesis/report must be in the Graduate School. You should allow time prior to this date for scheduling your final examination, getting signatures on the Approval Form (see below), and submitting the form to the Graduate School for processing and sending the ballot for your final examination. Committee members should be given a minimum of 10 working days to review your thesis, dissertation, or report.

#### **COMMENCEMENT – MAY 14, 2010, 1:00 P.M., BRAMLAGE COLISEUM**

#### **YOU MUST MEET THE FOLLOWING DEADLINES IN ORDER TO ATTEND COMMENCEMENT CEREMONY:**

##### **April 6, 2010**

- ◆ To have your name appear in the May 2010 commencement program, your Approval to Schedule Final Examination form must be in the Graduate School.

##### **May 4, 2010**

- ◆ Online registration to participate in commencement must be completed. Beginning in late March, commencement information and the web address to register online to participate in commencement will be sent to those students whose Approval to Schedule Final Examination form has been received in the Graduate School.
- ◆ **Doctoral and Master of Fine Arts Candidates Only:** To attend commencement, all requirements must be completed, including submission of your final examination ballot and final submission of your electronic dissertation.

Doctorate students need to reserve regalia at the K-State Union Bookstore or Varney's at least one month prior to the commencement ceremony. Masters students are required to purchase their regalia. Please contact the K-State Union Bookstore (785-532-6583) or Varney's (785-539-0511) for additional information.

**\*\*Please note, you must also meet the graduation deadlines listed above to officially receive your degree in Spring 2010.\*\***

##### **GRADUATING IN AUGUST 2010 WITHOUT ENROLLING IN SUMMER 2010**

To graduate in **August 2010** without enrolling in Summer 2010 you must be enrolled in Spring 2010; take your final examination by **May 14, 2010**; and submit the ballot and the final copy of the electronic dissertation or master's level thesis/report to the Graduate School by **May 21, 2010**. NOTE: International graduate students will need to check with the International Student Center regarding enrollment requirements in order to maintain F1 status.

## REQUIREMENTS

### FINAL EXAMINATION SCHEDULING

The "Approval to Schedule Final Examination" form should be submitted to the Graduate School, 103 Fairchild, at least 10 working days in advance of the final examination. The form must be signed by your committee members, department head/program director, and outside chairperson (for doctoral candidates). A copy of your thesis, report, or dissertation should be given to your committee members and outside chair (for doctoral candidates) at the time you obtain their signatures on the Approval Form. You are advised to allow time after the final examination to make changes in your dissertation, thesis or report.

### DIPLOMA INFORMATION FORM

A completed "Diploma Information" form must be submitted to the Graduate School with your name as you want it to appear on the diploma and your mailing address for receiving your diploma six to eight weeks after graduation. The form is available at <https://www.k-state.edu/grad/forms/sec/diploma.html> for submission online. This information must be received in the Graduate School no later than **May 14, 2010**.

### FINAL EXAMINATION BALLOT

After receipt of the Approval Form, the Graduate School will notify you by e-mail as to whether or not you have satisfied your degree requirements. If there are no problems, or as soon as any problems have been resolved, the Graduate School will issue a ballot for your final examination. Prior to conducting the examination, the chairperson of the examining committee must receive the final examination ballot.

### COURSE WORK

#### Previous semester grades

If your record includes incomplete or unreported grades for courses on your program of study, a ballot will not be issued for your final examination. You should, therefore, work with your major professor and other faculty members to ensure that all incomplete grades for previous semesters' course work have been assigned a letter grade or "Credit". Do this at least one week before your final examination. (This does not include research hours.)

#### Current semester grades

You are responsible for working with your major professor and other faculty members to make certain that grades for your current semester's course work and credits for all research hours are submitted on time. These grades/credits must be received by the Registrar's Office by **May 19, 2010** in order to receive your degree in May.

#### Transfer course work

If you are enrolled this semester in course work at another university that is included on your program of study, an official transcript should be sent to the Graduate School, 103 Fairchild Hall, Manhattan, Kansas, 66506, as soon as grades are posted or no later than **June 4, 2010**.

### REPORT/THESIS/DISSERTATION FEES

Students submitting an electronic thesis, dissertation or report will be charged a fee for processing the ETR. This fee will be posted to your university account when the Approval to Schedule Final Examination Form is submitted to the Graduate School. Doctoral students are also required to pay a fee for UMI processing of their dissertation abstract. Payment must be mailed or delivered to the Cashiers Office, 212 Anderson Hall, Manhattan, Kansas 66506, anytime before the due date posted on the bill. Personal checks should be made payable to Kansas State University. Please note on the memo line or attach a note that payment is for processing of report, thesis, or dissertation.

### COMMENCEMENT INFORMATION

Commencement ceremonies are held in December and May. Beginning in late March, commencement information and the web address to register online to participate in commencement will be sent to students when an Approval to Schedule Final Examination form has been received in the Graduate School. Please notify the Graduate School if you do not receive information and you wish to attend. If you prefer to attend a subsequent commencement, please notify the Graduate School at least two months prior to that commencement.

Proper academic apparel is required to participate in the commencement ceremony. You may order your cap, gown and hood through the K-State Student Union Bookstore at 785-532-6583 or 1-800-578-2287. When placing your order, be sure to specify which degree you will be receiving; i.e., Master of Science, Master of Arts, Master of Music, Doctor of Education, etc. You should pick up your regalia no later than the day before commencement.

### CLEARING OF RECORD

All financial obligations to the University must be cleared before a transcript or diploma will be released.

### EXIT SURVEY

All students who are graduating are asked to complete an exit survey to provide feedback on the quality of graduate education at K-State. This exit survey is now available online at <http://www.k-state.edu/grad/forms/exsurvey.htm>. For your convenience, as well as ease of compiling the information, we encourage you to complete the survey online. If you do not have access to the Internet, please contact the Graduate School at (785) 532-6191 or (800) 651-1816 and a copy will be sent to you. Please complete and submit only one version of the survey. Your comments will be treated with strict confidence and will only be used in conjunction with responses from a large sample of students.