



SUMMER 2009



**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. 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 on the Graduate School website 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 SUMMER 2009:**

**August 14, 2009**

Your final examination ballot and final copy of the electronic dissertation or master's level thesis/report must be in the Graduate School. 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.

To have your name appear correctly on your diploma and a correct mailing address for receiving the diploma the Diploma Information Form (see below) must be in the Graduate School.

**REQUIREMENTS**

**FINAL EXAMINATION SCHEDULING**

The Graduate School, 103 Fairchild, should receive the form "Approval to Schedule Final Examination" 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 on the Graduate School website at: <https://www.k-state.edu/grad/forms/sec/diploma.html> for submission online.

**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 excluding research or report hours, 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". Change in grade forms should be submitted to the Registrar's Office at least one week before your final examination.

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 **August 5, 2009** in order to receive your degree in August. If you are taking a course that ends on August 14, 2009 the final grade must be submitted to the Registrar's Office by **August 19, 2008**.

### 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 **August 20, 2009**.

### **REPORT/THESIS/DISSERTATION FEES**

Students submitting an electronic thesis, dissertation or report will be charged a fee for processing the ETDR. 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.

### **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 1-800-651-1816 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.

### **COMMENCEMENT INFORMATION**

Commencement ceremonies are held in December and May. Beginning in late October, commencement information and the web address to register online to participate in commencement will be sent to students if an Approval to Schedule Final Examination form has been received in the Graduate School by the deadline indicated above. 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.

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.