# The Graduate School at Kansas State University
## Master’s Degree Checklist – Thesis/Report

**For More Information:**
119 Eisenhower Hall · 785-532-6191

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<tr>
<th>College of Education</th>
<th>College of Agriculture</th>
<th>College of Architecture, Planning &amp; Design</th>
<th>College of Business Administration</th>
<th>College of Engineering</th>
<th>Master of Technology</th>
<th>Master of Public Administration</th>
<th>Master of Public Health</th>
<th>Master of Fine Arts</th>
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<tr>
<td>Jamie Clark</td>
<td>Stephanie Wacker</td>
<td>Angie Pfizenmaier</td>
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<td><a href="mailto:jamieclark@ksu.edu">jamieclark@ksu.edu</a></td>
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## Deadline | Requirement
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**Prior to completion of 9 hours of coursework** | - 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** | - 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** | - 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 KSIS.
- 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.