## MPH Instructions for form Approval to Schedule Final Exam

**STOP!!!** BEFORE you fill out the online Approval to Schedule Final Exam, make sure you and your committee have decided on the <u>day</u>, time and place. Schedule at least 2.5 -3 hours for your final exam. The time you list is the starting time for the public presentation.

To help with filling out the online form, have the following information closely at hand.

Date of Final Exam:	
Time of Exam:	
Location of Exam:	
Major Professor Email:	
Committee Member 1 Email:	
Committee Member 2 Email:	
Email Title of APE/ILE Report to MPH Office (barta@k-state.edu):	
Email Picture to MPH Office for Website:	

After the above has been completed you are ready to submit the online form on the Graduate School's website.

Form Link: <a href="https://www.k-state.edu/grad/academics/forms/">https://www.k-state.edu/grad/academics/forms/</a> ... Select Electronic Form Submission

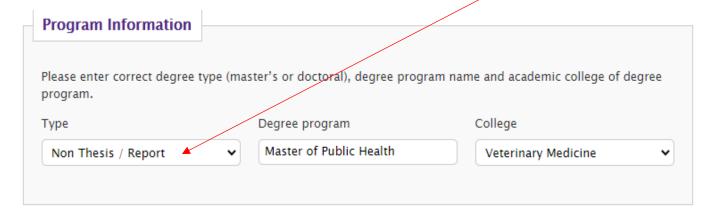
## Approval to Schedule Final Examination

Submit this form at least two weeks in advance of the examination/defense with a copy of the Abstract and Abstract Title Page (if completing thesis, report or dissertation) when the date, time, and place of the final examination have been approved by all committee members.

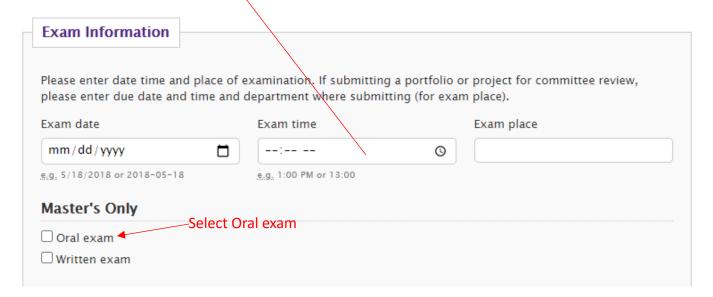
Student Information	
Name:	
Your name will appear here.	
eID:	
WID:	

When you are logged on to K-State, the "system" knows who you are and will fill in your student information.

Enter the Program Information as indicated. Most MPH students complete the Non Thesis / Report option (6 hours of MPH 840) as shown. If you completed a Thesis, (6 hours of thesis credit) select Thesis option.



This is the time of your public presentation. The oral exam will be after your presentation and be around 1 hour in length.



Most of you will not fill out this section. It is only required if you completed a Thesis.



## Program Advisor This section is optional. It is for use by students in degree programs with program advisors or coordinators who review forms prior to the supervisory committee. If you have a program advisor/coordinator, please list the name, K-State e-mail address (eID@ksu.edu) and department of your program advisor/coordinator. E-mail Name Fill in this section as indicated. barta@k-state.edu MPH Program Office Department Master of Public Health Supervisory Committee Please list name, K-State e-mail (eID@ksu.edu), role and department of all supervisory committee members. All committees must have a major professor or co-major professors as well as regular committee members. You must also include your department head or graduate program director in order to submit the form. If you have a non-K-State committee member approved by the Dean of the Graduate School, use the "external committee member" role and give their off-campus e-mail address Committee Member Name E-mail List your Major Professor first. Then list the 2 other members of your graduate committee. Role Department Master of Public Health Major Professor

Dr. Ellyn Mulcahy (<a href="mailto:emulcahy@k-state.edu">emulcahy@k-state.edu</a> ) as the MPH Program Director is listed last.

Submit

After all sections are filled out, select "Submit." Your form will be emailed to your major professor, committee members and Dr. Mulcahy. So that it does not "sit" in someone's email, let your major professor and committee members know it has been submitted and to watch for it.