**THE GRADUATE SCHOOL AT KANSAS STATE UNIVERSITY DOCTORAL DEGREE CHECKLIST**

***FOR MORE INFORMATION:***

# FAIRCHILD HALL ∙ 785-532-6191

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| LORI GRELK lmgrelk@ksu.edu   | LAURA MURPHY larbar@ksu.edu  | ANGIE PFIZENMAIER akt@ksu.edu  |
| COLLEGE OF EDUCATION COLLEGE OF HUMAN ECOLOGY   | COLLEGE OF AGRICULTURE COLLEGE OF ARCHITECTURE, PLANNING & DESIGN COLLEGE OF BUSINESS ADMINISTRATION COLLEGE OF ENGINEERING  | COLLEGE OF ARTS AND SCIENCES COLLEGE OF VETERINARY MEDICINE |

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| **Deadline**  | **Requirement**  |
| 2nd semester or completion of 9 hours  | * 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.
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| 7 months prior to graduation date  | * Submit Program/Committee Change Form if any changes have been made to courses and/or committee.
* Schedule Preliminary Examination(s) and/or Qualifying Examination(s) **a minimum of 7 months prior** to date of graduation.
* Submit “Request for Preliminary Examination Ballot” form **at least one month prior** to date of examination.
* Submit signed preliminary examination ballot to the Graduate School **within one week following** examination.
* Obtain approval of dissertation/research proposal if required by the program.
* Obtain a compliance number for use of human subjects/animals/biohazards. (if applicable)  Collect and analyze data.
* Write dissertation & obtain major professor approval for distribution to committee and outside chairperson.
* Enroll fall and spring semesters (and summer if last semester) after admission to candidacy.
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| Semester of intent to graduate  | * Select dates to schedule final examination in consultation with major professor, supervisory committee and assigned outside chairperson.
* Provide major professor, supervisory committee and assigned outside chairperson a copy of the dissertation a **minimum of 10 working days** **prior** to scheduled final examination.
* 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 dissertation 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 and UMI/ProQuest.
* Complete Survey of Earned Doctorates, online surveys and K-State Alumni Association information.
* Clear all financial obligations with university for transcript and/or diploma release.
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