

## Fall 2024

# Graduation and Commencement Checklists

## Graduation

Complete requirements by deadlines listed below to be a Fall 2024 graduate and receive your graduate degree. It is the student's responsibility to complete these requirements unless otherwise stated. For more detailed instructions and direct links to forms, documents, surveys, etc., use the web-based checklist at:

<https://www.k-state.edu/grad/student-success/graduation/checklists.html>.

Requirement	Deadline
<input type="checkbox"/> Must be enrolled in at least 1 credit hour in the semester you plan to graduate	
<input type="checkbox"/> Submit program of study to the Graduate School	After completing 9 hours of graduate credit
<input type="checkbox"/> Complete KSIS graduation application and update degree/diploma mailing address	Before submitting Approval to Schedule Final Exam Form
<input type="checkbox"/> Doctoral students only: Complete the Survey of Support for a Successful Dissertation Defense <a href="https://kstate.qualtrics.com/jfe/form/SV_2tVSoEk6P9al16m">https://kstate.qualtrics.com/jfe/form/SV_2tVSoEk6P9al16m</a>	Immediately after completing KSIS graduation application
<input type="checkbox"/> Approval to Schedule Final Examination form - This form, with ALL signatures from the supervisory committee, <b>must be received by the Graduate School at least 10 business days before the scheduled exam</b> . The student submits the form, and then it routes to the committee members for their signature. Therefore, <b>the student needs to submit the form <u>more</u> than 10 business days before the final exam</b> to allow time for the form to route to committee members.	
<input type="checkbox"/> Final exam ballot returned to Graduate School by supervisory committee	November 8
<input type="checkbox"/> Complete Graduate School exit survey	November 8
<input type="checkbox"/> Update Alumni Association contact information	November 8
<input type="checkbox"/> Complete Survey of Earned Doctorates (PhD and EdD students only)	November 8

### **Only if completing a thesis, dissertation, or report:**

<input type="checkbox"/> Review requirements for formatting your ETDR	When you begin writing
<input type="checkbox"/> Determine with major professor if ETDR should have a delayed publication. If so, follow procedures to embargo ETDR.	Beginning of Fall semester
<input type="checkbox"/> ETDR ballot returned to Graduate School by supervisory committee	November 8
<input type="checkbox"/> Submit ETDR in KREx	November 8
<input type="checkbox"/> Submit ETDR to ProQuest (PhD and EdD students only)	November 8
<input type="checkbox"/> Complete ETDR Survey	November 8

### **Graduate in Spring without having to enroll in the Spring semester**

If you miss the deadlines to graduate in the Spring but you complete all degree requirements by **December 1, 2024**, you will graduate in Spring 2025 without having to enroll in Spring 2025.

**NOTE:** If you are on a F-1/J-1 visa, please check with International Student and Scholars Services (<https://www.k-state.edu/iss/>) for possible enrollment requirements to maintain your non-immigrant status.

## Commencement

Complete requirements by deadlines listed below to participate in the Fall 2024 commencement ceremony. If you do not meet these deadlines or are unable to participate in the ceremony, you may participate in a future ceremony. For more detailed instructions and direct links to forms, etc., use the web-based checklist at: <https://www.k-state.edu/grad/student-success/graduation/checklists.html>.

Requirement	Deadline
<input type="checkbox"/> Complete KSIS graduation application <b>for your name to appear in the commencement program booklet</b> <ul style="list-style-type: none"> <li>If you miss this deadline but fulfill other requirements, you can still participate in commencement, but your name will not appear in the printed commencement program</li> </ul>	October 2
<input type="checkbox"/> <b>PhD, EdD, and Master of Fine Art graduates ONLY</b>  All graduation requirements must be complete to participate in commencement	November 8
<input type="checkbox"/> <b>Prepare for commencement</b>  Graduate School commencement will be held December 13, 2024 at Bramlage Coliseum. Visit K-State's Commencement Ceremonies website for information <a href="https://www.k-state.edu/graduation/">https://www.k-state.edu/graduation/</a>	
<input type="checkbox"/> Order regalia through K-State Campus Store <a href="https://www.k-state.edu/graduation/cap-gown/obtaining/">https://www.k-state.edu/graduation/cap-gown/obtaining/</a>	See campus store site for more information

## *Receiving Your Diploma and Final Transcript*

Below are important dates for receiving your diploma and your transcript with Fall semester final grades.

Receiving your diploma	Deadline
<input type="checkbox"/> Update KSIS degree/diploma mailing address to the address where you would like your diploma to be mailed.	When completing KSIS graduation application
<input type="checkbox"/> Digital diploma is sent electronically <a href="https://www.k-state.edu/registrar/graduation/diplomaorder/digital_diploma/index.html">https://www.k-state.edu/registrar/graduation/diplomaorder/digital_diploma/index.html</a>	After degrees post to student accounts
<input type="checkbox"/> Diploma is received by mail Visit the Registrar's Office site for more information about diplomas. <a href="https://www.k-state.edu/registrar/graduation/index.html">https://www.k-state.edu/registrar/graduation/index.html</a>	Approximately eight weeks after Fall 2024 degrees are posted

### Ordering final transcript with Fall grades

<input type="checkbox"/> Check KSIS Student Center for holds; most holds must be cleared to order a transcript	Prior to December 17
<input type="checkbox"/> Final grade posting finishes for Fall 2024	December 17
<input type="checkbox"/> Check KSIS Student Center to verify that Fall grades have posted	December 18
<input type="checkbox"/> Deadline to order transcripts at no charge for students graduating in Fall 2024 or who will not be enrolled in Spring 2025.  Order transcripts through "Other Academics" tile in KSIS	January 31