KANSAS STATE UNIVERSITY | Graduate School

Spring 2024
Graduation and Commencement Checklists

Graduation

Complete requirements by deadlines listed below to be a Spring 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
☐	Must be enrolled in at least 1 credit hour in the semester you plan to graduate **Enrollment exception:** If all requirements listed below are completed by **December 1, 2023**, you will be a Spring 2024 graduate and will not be required to enroll in the Spring semester. If on a F-1/J-1 visa, check with International Student and Scholars Services (https://www.k-state.edu/isss/) for possible enrollment requirements to maintain non-immigrant status.	
☐	Submit program of study to the Graduate School	After completing 9 hours of graduate credit
☐	Complete KSIS graduation application and update degree/diploma mailing address (also see diploma information on next page)	Before submitting Approval to Schedule Final Exam Form
☐	Doctoral students only: Complete the Survey of Support for a Successful Dissertation Defense https://kstate.qualtrics.com/jfe/form/SV_2tVSoEk6P9al16m	At least 1 month before dissertation defense
☐	Approval to Schedule Final Examination form - This form, with ALL signatures from the supervisory committee, **must be received by the Graduate School at least 10 business days before the scheduled exam**. The student submits the form, and then it routes to the committee members for their signature. Therefore, **the student needs to submit the form <u>more</u> than 10 business days before the final exam** to allow time for the form to route to committee members.	
☐	Final exam ballot returned to Graduate School by supervisory committee	April 12
☐	Complete Graduate School exit survey	April 12
☐	Update Alumni Association contact information	April 12
☐	Complete Survey of Earned Doctorates (PhD and EdD students only)	April 12

Only if completing a thesis, dissertation, or report:

☐	Review requirements for formatting your ETDR	When you begin writing
☐	Determine with major professor if ETDR should have a delayed publication. If so, follow procedures to embargo ETDR.	Beginning of Spring semester
☐	ETDR ballot returned to Graduate School by supervisory committee	April 12
☐	Submit ETDR in KREx	April 12
☐	Submit ETDR to ProQuest (PhD and EdD students only)	April 12
☐	Complete ETDR Survey	April 12

Graduate in Summer without having to enroll in the Summer semester

If you miss the deadlines to graduate in the Spring but you complete all degree requirements by **May 3, 2024**, you will graduate in Summer 2024 without having to enroll in Summer 2024.

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

Commencement

Complete requirements by deadlines listed below to participate in the Spring 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
☐	Complete KSIS graduation application **for your name to appear in the commencement program booklet** • If you miss this deadline but fulfill other requirements, you can still participate in commencement	March 4
☐	**PhD, EdD, and Master of Fine Art graduates ONLY** All graduation requirements must be complete to participate in commencement	April 12
☐	**Prepare for commencement** Graduate School commencement will be held May 10, 2024 at Bramlage Coliseum. Visit K-State's Commencement Ceremonies website for information https://www.k-state.edu/graduation/	
☐	Order regalia through K-State Campus Store https://www.k-state.edu/graduation/cap-gown/obtaining/	See campus store site for more information

Receiving Your Diploma and Final Transcript

Below are important dates for receiving your diploma at the correct address and your transcript with Spring semester final grades.

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

	Ordering final transcript with Spring grades	Deadline
☐	Check KSIS Student Center for holds; most holds must be cleared to order a transcript	Prior to May 14
☐	Final grade posting finishes for Spring 2024	May 14
☐	Check KSIS Student Center to verify that Spring grades have posted	May 15
☐	Deadline to order transcripts at no charge for students graduating in Spring 2024 or who will not be enrolled in Fall 2024. Order transcripts through "Other Academics" tile in KSIS	June 28