KANSAS STATE UNIVERSITY | Graduate School

Summer 2024
Graduation and Commencement Checklists

Graduation

Complete requirements by deadlines listed below to be a Summer 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 **May 3, 2024**, you will be a Summer 2024 graduate and will not be required to enroll in the Summer 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	August 9
☐	Complete Graduate School exit survey	August 9
☐	Update Alumni Association contact information	August 9
☐	Complete Survey of Earned Doctorates (PhD and EdD students only)	August 9

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.	Prior to scheduling final exam
☐	ETDR ballot returned to Graduate School by supervisory committee	August 9
☐	Submit ETDR in KREx	August 9
☐	Submit ETDR to ProQuest (PhD and EdD students only)	August 9
☐	Complete ETDR Survey	August 9

Commencement

K-State does not hold commencement ceremonies at the end of the summer semester. Summer graduates are welcome to participate in a future Fall or Spring commencement ceremony. Information about Fall commencement will be distributed to your KSU email address in the Fall semester.

Regalia

If you do plan to participate in a future commencement ceremony, please be sure to check regalia ordering deadlines for the commencement ceremony you plan to attend. These deadlines are typically updated early to mid-semester in the semester when the ceremony is being held.

Receiving Your Diploma and Final Transcript

Below are important dates for receiving your diploma at the correct address and your transcript with Summer 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 Summer 2024 degrees are posted

	Ordering final transcript with Summer grades	
☐	Check KSIS Student Center for holds; most holds must be cleared to order a transcript	Prior to August 13
☐	Final grade posting finishes for Summer 2024	August 13
☐	Check KSIS Student Center to verify that Summer grades have posted	August 14
☐	Deadline to order transcripts at no charge for students graduating in Summer 2024 or who will not be enrolled in Fall 2024. Order transcripts through "Other Academics" tile in KSIS	September 27