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YOU’RE ADMITTED, NOW WHAT?

Learn about the Role of the Graduate School

The Graduate School is the administrative unit that admits all graduate students to K-State, oversees their degree progress, and supports the graduate student experience from the time of application through graduation.

Connect with us

Phone: 785-532-6191
Email: grad@ksu.edu
Meet the Graduate School team
Visit us in:
113-119 Eisenhower Hall
1013 Mid-Campus Dr.
Manhattan, KS 66506

Official Communication

All official communication from the Graduate School to current graduate students is via your K-State email address. You should check your K-State email on a regular basis for communication from the Graduate School and other university offices. It is especially important to check your K-State email frequently during the semester you graduate as you will receive several important emails from the Graduate School.

Admissions

During the application and admission phase, your main contact with the Graduate School is with our admissions team. The Graduate School works with individual graduate programs to process applications. Each graduate program determines which applicants to admit and makes admission recommendations to the Graduate School. Graduate School admissions specialists process those recommendations including verifying that the requirements are met, assign selected applicants to an admission category, and distribute official admission offers.

Degree Progress

All graduate students must meet certain degree completion requirements established by the Graduate School. Additionally, individual graduate programs establish specific curriculum requirements regarding courses and research or other experiences for degree completion. Graduate School degree analysts monitor degree progress and ensure that each student’s program of study fulfills Graduate School and individual graduate program requirements. Learn more in the Guide to Graduate School Requirements section.

Student Services and Support

Other forms of support provided by the Graduate School begins by connecting prospective students to information and resources as they consider K-State for graduate studies and coordinating welcome and orientation sessions for new graduate students. Through collaboration with the Graduate Student Council and other student support units, the Graduate School coordinates seminars, workshops, programs, open forums, and social activities to enhance graduate students’ academic, professional, and personal experience at K-State.
Graduation and Commencement

The Graduate School is also highly involved with the conclusion of a graduate career. Graduate School degree analysts complete final degree checks to confirm graduation and mail diplomas to graduates. In collaboration with the Office of the Provost, the Graduate School coordinates a commencement ceremony for master’s and doctoral graduates at the end of each fall and spring semester.
To-Do Checklist before Your First Semester

For All New Graduate Students
Regardless of whether you are brand new to K-State or have already earned a degree or completed coursework here, below is a list of key tasks to complete to get your graduate career off to a successful start.

☐ Contact major professor (or graduate program director if a major professor has not been assigned) to discuss course enrollment, major program requirements and expectations, and program orientation sessions

☐ Learn about tuition and fees and payment options

☐ Complete assistantship paperwork and enroll in GTA/GRA/GA health insurance, if applicable (learn more in the Assistantship Basics section)

☐ Obtain parking permit, if needed

☐ Purchase books and supplies

☐ Register for and attend Graduate School orientation sessions

☐ Attend department orientation sessions, if applicable

☐ Complete Global Campus orientation if enrolled in an online/distance graduate program or courses

For Graduate Students Who are New to K-State

☐ Set up K-State eID

☐ Find your way to the Manhattan, Polytechnic (Salina), or Olathe campuses

☐ Familiarize yourself with campus using the online campus map

☐ Want to really get to know the Manhattan campus? Schedule a campus tour with a Graduate Student Ambassador

☐ Find housing on-campus or off campus

☐ Make banking arrangements

☐ Become familiar with K-State Online/Canvas for use in coursework and teaching

☐ Learn about all there is to do in the City of Manhattan, also known as the “Little Apple”
For International Students

Prior to arrival to K-State
☐ Receive I-20 or DS-2019
☐ Obtain visa

After arrival to K-State
☐ Submit I-20 or DS-2019 to International Student and Scholar Services
☐ Check in with the Graduate School and bring diploma and transcript
☐ Go to Lafene Health Center to make arrangements for mandatory tuberculosis testing if from a high-risk country. NOTE: It is very important to obtain mandatory health insurance before beginning tuberculosis testing. If you will have a GTA, GRA, or GA appointment, follow these instructions for health insurance enrollment
☐ Contact the English Language Program to register for English proficiency test, if required
☐ Contact the English Language Program to determine if you are required to register for SPEAK test based on your scores on the speak section of the TOEFL ibt or TSE.
GUIDE TO GRADUATE SCHOOL REQUIREMENTS

As noted in the Graduate Handbook, admissions, enrollment, and degree progress and completion requirements set by the Graduate School must be met by all graduate students at Kansas State University. Individual graduate programs may have additional or stricter requirements beyond those set by the Graduate School, which is why it is important to discuss expectations and degree requirements with your major professor or graduate program director.

Meet Your Graduate School Degree Specialist

Throughout your graduate career, a degree specialist in the Graduate School will oversee your degree progress, process required forms, and will be available to answer your questions and help you have a successful graduate experience. Find your degree specialist below based on your academic college/program.

Jamie Clark  
jamieclark@ksu.edu

Stephanie Wacker  
swacker@ksu.edu

Angie Pfizenmaier  
akt@ksu.edu

College of Education  
College of Health & Human Sciences

College of Agriculture  
College of Architecture, Planning, & Design  
College of Business Administration  
Carl R. Ice College of Engineering  
Master of Fine Art  
Master of Public Administration  
Master of Public Health  
Master of Technology  
College of Arts & Sciences  
College of Veterinary Medicine
Master’s Students Requirements Checklist

Below are key Graduate School requirements for master’s students and a timeline for completion. Forms listed in the checklist are described in the Become Familiar with Forms section. 

*Items marked (TR) are required only for master’s students completing a thesis or report.*

**Prior to completion of nine hours of coursework**
- [ ] Review the Graduate Handbook and your graduate program handbook
- [ ] Complete prerequisite/deficiency requirements (if applicable)
- [ ] Select major professor, if not already identified
- [ ] Work with major professor to select supervisory committee
- [ ] Work with major professor to prepare Program of Study
- [ ] If completing a thesis/report, identify compliance requirements regarding research for notation on Program of Study
- [ ] Submit Program of Study to the Graduate School

**After completion of nine hours of coursework**
- [ ] Submit Program/Committee Change form to the Graduate School if any changes have been made to courses and/or committee members
- [ ] Complete compliance training, if applicable, prior to data collection

**Semester of Intent to Graduate**

*(Also see the Graduation and Commencement section of this document for more details on graduation requirements and deadlines)*

- [ ] (TR) Provide major professor and supervisory committee a copy of thesis or report that has been approved for distribution by your major professor a minimum of 10 working days prior to scheduled defense
- [ ] 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 KSIS
- [ ] Register for commencement (graduation ceremony) if you plan to participate
- [ ] Submit final examination ballot to the Graduate School
- [ ] (TR) Make revisions to thesis/report until expectations of major professor and supervisory committee are met
- [ ] (TR) Submit ETDR ballot to the Graduate School
- [ ] (TR) Submit final copy of ETDR to KREx
- [ ] Complete online exit/feedback surveys and K-State Alumni Association information
- [ ] Update degree/diploma mailing address in KSIS
- [ ] Clear all financial obligations with university for transcript and/or diploma release
Doctoral Students Requirements Checklist

Below are key Graduate School requirements for doctoral students and a timeline for completion. Forms listed in the checklist are described in the Become Familiar with Forms section.

**Second semester or completion of 9 hours**

- Review the Graduate Handbook and your graduate program handbook
- Complete prerequisite/deficiency requirements (if applicable)
- Select major professor, if not already identified
- Work with major professor to select supervisory committee
- Work with major professor to prepare Program of Study
- Identify compliance requirements regarding research for notation on Program of Study
- Submit Program of Study to the Graduate School
- Complete compliance training, if applicable, prior to data collection

**7 months prior to the Final Oral Exam**

- 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 seven months prior to date of final oral examination
- 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)
- Write dissertation and 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
Semester of Intent to Graduate

(Also see the Graduation and Commencement section of this document for more details on graduation requirements and deadlines)

☐ Contact assigned outside chair at the beginning of the semester you plan to graduate to inform of completion plans

☐ 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 chair a copy of the dissertation that has been approved by your major professor a minimum of 10 working days prior to scheduled defense

☐ 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 KSIS

☐ 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 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
Become Familiar with Forms

As noted in the checklists on the previous pages, specific forms must be completed and submitted to the Graduate School throughout your graduate career. This section describes several key forms, which, except for ballots, are available on the [Graduate School website](#).

**Program of Study**

**What is it?**
Your program of study serves as a contract between you and your supervisory committee and provides a road map of the courses and research hours you will complete for your graduate degree. It is reviewed by your respective Graduate School degree specialist to ensure that your plan fulfills Graduate School and graduate program requirements. The degree specialist also confirms that supervisory committee requirements are met. You will be contacted via your K-State email by the degree specialist if corrections are needed.

**When does it need to be submitted?**
Your program of study should be submitted to the Graduate School by the time you complete nine hours of graduate credit. Your supervisory committee must approve your program of study, so you first need to work with your major professor to form your supervisory committee.

**Program of Study/Committee Change Form**

**What is it?**
Submit this form if you need to make changes to your program of study or your supervisory committee which keeps your Graduate School degree specialist informed of your most current program of study plan and supervisory committee members. The degree specialist needs to ensure that these changes fulfill Graduate School requirements.

**When does it need to be submitted?**
The Program of Study/Committee Change form should be submitted as soon as changes are made and approved by your supervisory committee.

**Request for Preliminary Examination Ballot**

**What is it?**
This form begins the process of the doctoral preliminary examination, which must be completed at least seven months before the final defense of the dissertation. The preliminary exam tests the student's breadth and depth of knowledge in the proposed field of specialization, as well as the student's ability to explore problems on the boundaries of knowledge. Each doctoral program determines the content and format of the preliminary examination.

**When does it need to be submitted?**
This form needs to be completed at least one month in advance of the preliminary examination.
Preliminary Examination Ballot

What is it?
The preliminary examination ballot is emailed to your major professor by your Graduate School degree specialist. The ballot is signed by your supervisory committee members to indicate the outcome of your preliminary examination.

When does it need to be submitted?
This form should be submitted to the Graduate School upon completion of the preliminary examination.

Approval to Schedule Final Examination

What is it?
This form notifies your Graduate School degree specialist that your supervisory committee agrees you are ready to complete your final examination (often referred to as a defense of the thesis or dissertation). The form must be signed by your major professor, committee members, outside chair, if applicable, and department head or graduate program director. Upon receipt of this form, your records will be checked by your degree specialists to ensure that all requirements have been.

When does it need to be submitted?
This form needs to be submitted to the Graduate School at least two weeks before your final examination with a copy of your thesis or dissertation abstract and abstract title page (if applicable).

Final Examination Ballot

What is it?
The final examination ballot is emailed to your major professor (or outside chairperson for doctoral candidates) by your Graduate School degree specialist. The ballot is signed by your supervisory committee members, major professor, and outside chair, if doctoral student, to indicate the outcome of your final examination.

When does it need to be submitted?
The ballot should be submitted to the Graduate School upon completion of the final examination.

ETDR Ballot

What is it?
If you are completing a thesis, dissertation, or report, the ETDR ballot is provided to your major professor by your Graduate School degree specialist. The ballot is signed by your supervisory committee members to indicate their approval of your thesis, dissertation, or report.

When does it need to be submitted?
The ballot should be submitted to the Graduate School once all requested revisions have been made to the document and have been reviewed and approved by the supervisory committee.
Additional Forms
There are several other forms that may be needed by some graduate students. These forms include requests for committee members or graduate students to attend a final exam via video or teleconference, continuation from a masters to a doctoral program, request to retake a graduate course, and an application for graduate student parental leave academic and employment accommodation.

Can I complete these forms electronically?
Yes! With the exception of the preliminary examination ballot, final examination ballot, and ETDR ballot, Electronic Form Submission is available.
THESES, DISSERTATIONS, AND REPORTS

Many graduate programs require a thesis, dissertation, or graduate report. These works are a culminating experience of most graduate programs that allow you to showcase your skills in an academic setting regarding a certain piece of original research, experience, or graduate coursework.

Electronic Submission
Theses, dissertations, and reports are submitted electronically (ETDR) to the Graduate School through the K-State Research Exchange (K-Rex).

Formatting Requirements
The Graduate School requires a format that optimizes the electronic format so your paper can be found easily through an internet search. Formatting requirements include required sections, page numbering, font and type size, line spacing, margins, title page, and table of contents. Formatting requirements are described in detail on the ETDR website.

Templates
Graduate students are strongly encouraged to use the Word template for formatting their ETDR. A LaTeX template also is available. It is best to begin writing a thesis, dissertation, or report using one of these templates, rather than completing the work in a different format and transferring the completed document into the template.

Resources and Support
In the ETDR website, you can find numerous resources to help you with formatting requirements, such as the ETDR Handbook, an ETDR Review Checklist to ensure you have completed all formatting requirements, and responses to frequently asked questions (FAQs).

Graduate School staff can address questions related to ETDR fees, embargo, and ETDR submission deadlines for graduation. IT staff are available to provide assistance with using templates and formatting the ETDR.

When do I need to submit my ETDR?
Refer to the Deadlines for Graduation and ETDR Submission to find the ETDR submission deadline based on the semester in which you intend to graduate. In fall and spring semesters, this deadline is typically three to four weeks before the end of the semester. In the summer, the deadline is typically within the last week or two of the term.
GRADUATION AND COMMENCEMENT

Graduation is the completion of degree requirements. Commencement is the formal ceremony recognizing graduates.

Graduation Requirements and Deadlines
As noted in the Guide to Graduate School Requirements section, you must complete certain degree requirements set by the Graduate School and your graduate program in order to graduate. You also must complete those requirements by specific deadlines in order to graduate in your desired semester.

Refer to the Deadlines for Graduation and ETDR Submission to find the ETDR submission deadline based on the semester in which you intend to graduate. In fall and spring semesters, this deadline is typically three to four weeks before the end of the semester. In the summer, the deadline is typically within the last week or two of the term.

Commencement
The Graduate School recognizes graduates at one of two semi-annual university commencement ceremonies scheduled in May and December. Students must have completed all degree program requirements by stated deadlines in order to participate in commencement.

Diplomas
Graduates receive their diploma by mail approximately eight weeks after the end of the semester in which they graduate. To ensure that your diploma is mailed to the correct address, by the end of your graduating semester, please make sure your degree/diploma address in your KSIS account is set to the address where you would like your diploma to be mailed. It is the graduate’s responsibility to make sure the degree/diploma address is correct in KSIS. If a diploma is mailed to the incorrect address, the graduate will be responsible for having the diploma replaced and will be charged $20 to have a new diploma mailed.
Life as a graduate student is an intellectually thrilling experience but can also be challenging due to the limited time and financial resources and can come with a delay of family or other life goals. Through partnerships with the Graduate Student Council, student service units, and external organizations, the Graduate School is committed to helping the whole student thrive—academically, professionally, and personally. This section of the Survival Guide highlights some of the key resources that support you throughout your graduate career.

**Academic Success**

Below are some of the primary units that offer services and resources to support your coursework and research or scholarly work.

**K-State Libraries**
The K-State Libraries offers numerous services and resources to support graduate student research, scholarship, and teaching. The [Faculty and Graduate Services](#) unit of the K-State Libraries offers free hour-long "The Library and Your Research" workshops designed to provide graduate students with a solid foundation for a successful academic experience.

**Academic Achievement Center**
The Academic Achievement Center supports academic success of all K-State student by providing tutoring, academic coaching, and student success courses.

**Writing Center**
The Writing Center provides feedback at any stage of the writing process to enable students to gain awareness of writing strategies; improve writing assignments or non-academic writing; and increase their sense of competence, confidence, and ownership in writing. In one-to-one consultations, students talk about their writing projects with trained writing tutors (most of whom are fellow students).
Graduate Student Space

Located on the third floor of Eisenhower Hall, the Graduate School offers spaces for use by all Kansas State University graduate students. The area has both social and quiet study space, as well as rooms that may be reserved for group meetings, collaborative research, graduate students with children, or recurring GTA office hours during academic semesters. The space is accessible 24 hours a day, seven days a week.

GTA Office Space

Group Meetings

Individual Study

Parent Work Space

Graduate Student Lounge
**Professional Development**

While your graduate program provides you with the discipline-specific knowledge and training to earn your degree and pursue a professional career in your field, your success during and beyond graduate school is also impacted by transferable skills, or skills that are beneficial across disciplines and professions. Below are resources that will help you develop your transferable skills and assist you with professional and career development.

**Graduate Student Council Professional Development Seminar Series**

The Graduate Student Council (GSC) coordinates a series of professional development seminars each semester that aim to enrich graduate students' education beyond their own disciplines. Seminar topics include networking skills, grant writing, salary and benefits negotiation, pursuing non-academic career paths, and presentation/communication skills.

**Career Center**

K-State's Career Center is available to assist graduate students with their career readiness needs. The Career Center offers extensive career advising which focuses on resume/CV/cover letter development, interview prep, job search training, and networking. Students have the opportunity to connect with potential employers at several career fairs hosted each year. The Career Center also offers free professional clothing to K-State students from its Career Closet.

**Teaching and Learning Center (TLC)**

The mission of the Teaching and Learning Center is to encourage, support, and promote excellence in teaching and learning throughout the university. The TLC coordinates a series of teaching-related professional development workshops for graduate students who are GTAs or have interests in teaching.

**Kansas Science Communication Initiative**

The Kansas Science Communication Initiative (KSCI) seeks to engage communities in understanding, enthusiastically promoting, and actively participating in science and research. KSCI activities include workshops and other activities that assist graduate students in developing their science communication skills and provide them opportunities to engage with public audiences.
Personal Wellness

Graduate school can require as much or more attention than a full-time job, which can make it challenging to devote time to other commitments, such as family and personal responsibilities or interests. K-State has numerous services and resources available to support the personal wellness of graduate students.

Wildcat Wellness Coalition

The Wildcat Wellness Coalition is a collaborative effort between numerous departments on the K-State campus with a mission to cultivate a holistic approach to well-being. The Coalition’s focus is on student development via the 8 dimensions of wellness to promote a well-balanced and healthy lifestyle: spiritual, physical, environmental, emotional, intellectual, social, occupational, and financial wellness.

Physical Health and Wellness

Lafene Health Center

Lafene offers accessible, high quality, and affordable healthcare services for students. Students can receive immunizations, testing and treatment of mental health diagnoses, laboratory work, pharmacy, physical therapy, women’s health services, and more!

Recreational Services

Free for use by enrolled students, the Chester E. Peters Recreation Complex includes indoor tracks, climbing wall, fitness equipment, racquetball courts, tennis courts, and other areas for a variety of activities. Recreational services also include intramurals, Wildcat Wellness Coalition, and Natatorium swim lanes.

Mental and Emotional Health and Wellness

Center for Advocacy, Response, and Education (CARE)

The CARE office provides confidential, free, and voluntary services and advocacy for survivors of sexual violence, dating violence, stalking, and sexual harassment.

Counseling Services

Free and low-cost individual and group therapy is available to students by licensed mental health practitioners and practicum students in mental health graduate programs. Free self-paced online workshops are available on anxiety, stress management, and relaxation. Counseling Services also hosts Kat chats, a series of monthly presentations on topics relating to mental health.
Financial Wellness
Graduate school is an investment in your future, and we want to make sure it is an investment you are glad you made! K-State has amazing resources for you to get through your program with as little financial stress as possible. Staying on top of your financial situation will help your experience be that much more fulfilling.

Office of Student Financial Assistance (SFA)
The Office of Student Financial Assistance supports students and families through the financial aid process. Financial aid advisors can address questions about student financial accounts, scholarships, or financial aid.

Powercat Financial
Powercat Financial is a nationally esteemed financial counseling center for students to receive support with developing financial management skills including budgeting, credit and credit use, student loan repayment plans, transitioning to work after graduation, and preventing identity theft. In addition to offering free peer counseling sessions, Powercat Financial also hosts workshops throughout the year.

Tuition Payment Plan
If you decide not to pay for tuition at the start of the semester, you can enroll in several monthly payment plan options for an extra fee. Graduate students appointed to assistantships and other students may be eligible for tuition payment deferments.

Support for Families and Non-Traditional Students

Center for Child Development
Low-cost childcare provided by trained staff for children of 6 weeks to 12 years is available at the Center for Child Development, located on K-State’s Manhattan campus. K-State students, faculty, and staff are eligible for an enrollment fee discount.

Hoeflin Stone House Early Childhood Education Center
Located on the K-State Manhattan campus, The Hoeflin Stone House Early Childhood Education Center offers care for children 6 weeks to 5 years of age, including children with special needs. The facility features state-of-the-art technology and houses a research suite, six classrooms, and three architect-designed playgrounds.
**K-State Family Center**
At K-State’s Family Center, members of the K-State and Manhattan community have access to high-quality, affordable, individual, family, couple, and group therapy provided by faculty members and graduate students in the School of Family Studies and Human Services Couple and Family Therapy program.

**Graduate Student Parental Leave**
Graduate students who welcome a new child (whether through childbirth, adoption, or foster care) are eligible to request academic leave and if employed as a GTA, GRA, or GA, may be eligible for paid employment leave. Interested students should review the full policy in the Graduate Handbook and will need to complete an accommodation application form, available on the Graduate School’s forms page.

**Non-Traditional and Veteran Student Services (NTVSS)**
NTVSS provides assistance and advocacy for military and veteran students and can provide information and referrals in admission, non-traditional scholarships, housing, and military specific questions.

**Social Connections**
Though graduate school is demanding, it is possible, and important for mental health, that graduate students have opportunities for social engagement. Below are some resources and opportunities for maintaining and building new social connections during your graduate career.

**Center for Student Involvement**
Join one of the many student organizations across a wide range of academic and other interests. Meet people outside your program!

**International Buddies Program**
The International Buddies Program partners international students, scholars, and family members with K-State students, staff, and community members to learn about each other’s cultures, customs, and explore Manhattan and K-State.

**Union Program Council**
Union Program Council (UPC) provides educational, cultural, and social experiences for students and the K-State community. With over 150+ events for free or little cost, UPC is a great way to meet friends of common interests and enjoy free or low cost activities.
**Graduate Student Council**

The Graduate Student Council (GSC) is the student organization representing graduate students from all academic disciplines at Kansas State University. Through leadership opportunities, representation on university committees, and coordination of seminars, workshops, forums, and social events, the GSC aims to enhance the graduate student experience academically, professionally, and personally.

**Membership and Involvement**

All enrolled graduate students are members of the GSC, and any student organization with graduate student membership is encouraged to send a representative to the GSC meetings, the first Monday of each month at noon.

**Leadership Opportunities**

There are various ways to get involved with Graduate Student Council. Executive officers (president-elect, secretary, and treasurer) are elected in April. Graduate students also are welcome to apply to serve as a chairperson or committee member of a standing committee.

**Committees and Initiatives**

**Research Forums**

The Research Forums Committee coordinates two annual research forums that provide graduate students from all disciplines the opportunity to share their research and scholarly work with the campus community and practice their presentation and communication skills.

 researcher forums is a poster session in which graduate students share their research and scholarly work and how their work relates to topics of interest to state legislators and citizens of Kansas. Ten presenters are selected to represent K-State at the Capitol Graduate Research Summit (CGRS) in the spring.

K-State Graduate Research, Arts, and Discovery Forum (K-GRAD) includes oral and poster presentation sessions for graduate students share their research and scholarly work with the campus community. Faculty and post-doc judges evaluate presentations to select the most outstanding presentation from each session.
Professional Development
The Professional Development Committee coordinates a series of professional development seminars each semester to enrich graduate students’ education beyond their own disciplines. Seminar topics include networking skills, grant writing, salary and benefits negotiation, pursuing non-academic career paths, dining etiquette and presentation/communication skills. Students who attend a minimum number of seminars within an academic year are presented with a Professional Development Certificate.

Student Affairs
The Student Affairs Committee coordinates seminars, forums, and chat sessions to address important issues related to graduate student life, such as personal wellness.

Awards and Recognition
The Awards and Recognition committee works to acknowledge graduate student accomplishments. The committee coordinates an annual Awards and Recognition Reception at the end of the spring semester to recognize recipients of GSC and university awards and celebrate outstanding accomplishments made throughout the year.

Socials and Networking
The GSC coordinates several social events throughout the year to provide an outlet for graduate students to take a mental break from academic life and to facilitate networking across disciplines. GSC social events include ice cream socials, a mixer held in conjunction with a performance at McCain Auditorium, and Grad Dash 5k.

Travel Awards
The GSC allocates travel awards to support graduate student travel to professional events. The awards are allocated on a competitive basis each month.
ASSISTANTSHIP BASICS

Assistantships are typically appointed at 0.5 FTE (i.e., an average commitment of 20 hours per week), but appointments for lesser fractions may be made. Appointments are usually nine or 12 months at a time. Continuation of appointments is subject to availability of funds, meeting performance expectations, and maintaining good academic standing.

Types of Assistantships

Graduate Teaching Assistant (GTA)
A GTA performs duties that support the teaching mission of K-State and the student’s educational goals. These duties might include classroom or laboratory teaching, proctoring exams, grading exams, papers or other assignments, preparing instructional materials or other general assistance in the instructional process. The GTA’s teaching assignment will necessarily vary between academic units and with the student’s FTE appointment, but should not exceed an average of 20 student contact hours per week throughout the semester for a 0.5 FTE appointment. GTA appointments and compensation must be consistent with Chapter 4845 of the Kansas State University Policy and Procedures Manual.

Graduate Research Assistant (GRA)
A GRA performs duties that support the research mission of K-State and the student’s educational goals. Research duties vary but are supervised by graduate faculty. The research project that the students’ activities support may be part of their thesis or dissertation. GRA appointments and compensation must be consistent with Chapter 4835 of the Kansas State University Policy and Procedures Manual.

Graduate Assistant (GA)
A GA performs duties that directly or indirectly contribute to a graduate student’s educational success. These duties vary, but generally involve administrative services that can include gathering, organizing and analyzing information, providing student services, performing administrative tasks to support a program or organizational unit or performing routine research support activities. Since the duties of most GAs are performed in a structured environment, the GA may be required to appear at specific times and coordinate their activities with the employing unit. Support of GAs may depend on the number of hours spent on their duties and will require these hours to be reported, or may be based upon a specified FTE commitment and require flexibility in the hours spent on their duties, but must be consistent with Chapter 4720 of the Kansas State University Policy and Procedures Manual. Any graduate assistantship that is not a GRA or GTA as defined above is a GA.

Obtaining an Assistantship

GTAs and GRAs are appointed primarily by individual departments and graduate programs. At the time of application and admission, your graduate program should inform you whether or not they can offer you an assistantship.

If your graduate program is unable to offer an assistantship, they might refer you to related departments or support units. Student support units that offer graduate assistantships (GA) often post openings in the Career Center’s Handshake job listing system. You also can contact student support units directly or visit their websites to inquire whether they have assistantship opportunities available.
Contract
When offered an assistantship, the employing unit should provide you with an offer letter that clearly states your appointment type (GTA, GRA, GA, or combination), the FTE, duration (e.g., nine or twelve month), stipend amount, and other benefits (e.g., tuition remission or support). If these or other terms of the appointment are not provided or are not clear, ask for clarification.

If you accept an assistantship, you will need to complete paperwork for payroll. Make sure that the employment details on this paperwork aligns with the terms outlined in your offer letter.

Benefits

<table>
<thead>
<tr>
<th></th>
<th>Stipend (paycheck)</th>
<th>Assessed Tuition at Resident Rate(^1)</th>
<th>Tuition Remission(^2)</th>
<th>Eligible for GTA/GRA/GA Health Insurance(^3)</th>
<th>Paid Parental Leave(^3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTA</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>GRA</td>
<td>✓</td>
<td>✓</td>
<td>No, but might receive other form of tuition support</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>GA</td>
<td>✓</td>
<td>✓</td>
<td>No, but might receive other form of tuition support</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

\(^1\) Must be on at least a 0.4 FTE appointment
\(^2\) Tuition remission means the university pays for the student’s tuition (does not include fees). A maximum of 10 credit hours is covered if on a 0.5 FTE appointment.
\(^3\) Must be on a 0.5 FTE appointment

Graduate Student Parental Leave
Graduate students who welcome a new child (whether through childbirth, adoption, or foster care) are eligible to request academic leave and if employed as a GTA, GRA, or GA, may be eligible for paid employment leave. Interested students should review the full policy in the [Graduate Handbook](#) and will need to complete an accommodation application form, available on the Graduate School’s [forms](#) page in the Miscellaneous section.

Leave and Holidays
GTAs, GRAs, and GAs, are not eligible to earn paid vacation and sick leave. However, this does not mean that you are expected to work when sick or that you will never be permitted personal vacation time. You should always seek approval from your supervisor in advance of making personal vacation plans. At the start of your appointment, discuss expectations and procedures with your supervisor regarding personal vacation time, as well as how to make up time and work that is missed due to illness.

Depending on your appointment, you may be required to work on campus, or complete work remotely, during student and university holidays. For example, some research experiments must continue through holidays and weekends, and animals involved in research need to daily care. Also, while GTAs will have a break from the classroom during holidays, they likely will still have grading or class prepping to complete. Again, it is important to consult with your assistantship supervisor at the start of your appointment regarding expectations for work time and responsibilities and ask questions at any time that expectations are unclear.
Additional Assistantship Resources

Graduate Handbook, Chapter 1, section F. Graduate Assistants
New Graduate Student Employee Checklist
GTA/GRA/GA Health Insurance
HRIS/Employee Self Service Instructions
Reporting time in HRIS
Pay Information
Information on Form W-2 Wage and Tax Statement
Steps to take if you have an on-the-job accident