November 5, 2019  

**Events and Deadlines**

This newsletter is distributed to department heads, graduate program directors, graduate program contact staff, and graduate faculty.

**Graduate Program Directors**

**Student Services Spotlight: Cat’s Cupboard**

Graduate school can be a financially challenging period, and some students are unable to afford food for regular and nutritious meals. In fact, 40% of financially stressed K-State students struggle with food insecurity. On-campus, the Cat’s Cupboard food pantry provides K-State students with direct access to free food, as well as hygiene products and kitchen equipment. Graduate students also have access to several community resources.

**DEADLINE DATES FOR INTERNATIONAL GRADUATE APPLICATIONS**

**Deadline dates for International Applicants**

- All application materials (i.e. online application, application fee, TOEFL scores, affidavit of financial support form & supporting bank documentation, transcripts) should be uploaded with the application.

  - January 8 for fall (August) enrollment
  - August 1 for spring (January) enrollment
  - December 1 for summer (June) enrollment

**Deadline dates for Departments to send recommended international applications (including all required application materials) to the Graduate School.**

**Applicants applying for Spring.**

**September 1** deadline includes individuals who are:

1. Living outside of the United States
2. Distance learning applicants
3. Applicants who are currently enrolled at an institution in the United States, who plan to graduate in December and plan to travel outside of the United States prior to January.
October 1 deadline includes individuals who are:
1. Living in the United States and who do not plan to travel outside of the United States prior to January.

Individuals admitted for Spring should plan to arrive on campus no later than January 10.

Applicants applying for Summer.
January 15 deadline includes individuals who are:
1. Living outside of the United States and inside the United States
2. Distance learning applicants
3. Applicants who are currently enrolled at an institution in the United States, who plan to graduate in May and plan to travel outside of the United State prior to May.

Individuals admitted for Summer should plan to arrive on campus no later than May 19.

Applicants applying for Fall.
February 1 deadline includes individuals who are:
1. Living outside of the United States
2. Distance learning applicants
3. Applicants who are currently enrolled at an institution in the United States, who plan to graduate in May or July and plan to travel outside of the United States prior to August.

June 1 deadline includes individuals who are:
1. Living in the United States and who do not plan to travel outside of the United States prior to August.

Individuals admitted for Fall should plan to arrive on campus no later than August 14.

Many of the individuals that we are issuing an I-20 to are experiencing long delays in obtaining interviews for their VISA. Others are finding flights to the United States more limited. It is imperative that you do not wait until the deadline dates to send your completed international applications to the Graduate School.

An Important Reminder to GPDs and DHs

With fall semester graduation deadlines fast approaching, the Graduate School team wanted to share some important reminders. If you have graduate students planning to defend this semester, make sure they complete all the necessary paperwork for scheduling the exam and submit the forms at least 10 working days PRIOR to the actual exam. The signature of all the committee members (including the outside chair, in the case of doctoral candidates) on the Approval to Schedule Final document, documents their availability to participate in the final defense at the time and date noted on the Approval Form. This ensures the student and program that they will be in attendance at the oral exam. If a committee member is not available, the department head can request permission to have a proxy attend the final examination on behalf of one absent committee member. If a committee member is physically not on campus, but available remotely, please
request permission to join the final exam in advance by completing the Video/Teleconference Request Form. As a reminder, all these forms can now be completed electronically.

Please note that signing the ballot without attending a final oral exam in any form is a violation of graduate faculty privileges.

**Spring 2020 Recruitment Weekend Funding Availability**

The Graduate School is offering a funding opportunity to assist programs desiring to bring admitted doctoral students to campus for a spring 2020 visit. The Graduate School will fund a limited number of graduate programs **up to $5000 for this purpose.** To receive the maximum award, a program must have 10 or more admitted doctoral students participating in the event. Programs that plan to bring fewer than 10 students to campus would request funding of up to $500 per student. Programs will be expected to make the travel and other arrangements and provide any additional funding necessary to support activities. Funding will be provided for doctoral applicants unless the terminal degree in the program is Masters. The deadline for submission of the application materials is 8 a.m. Monday, **Nov. 11, 2019.** No late applications will be accepted. Read more information [here](#). Recruitment Weekend Grant [Application Form](#).

**Interested in Recruiting McNair Scholars to your graduate program?**

The Graduate School has access to the 2019-2020 McNair Scholars Directory to use specifically for recruiting new graduate students. The directory includes contact information for McNair Scholars who have expressed interest in graduate studies and includes information on recent graduates, seniors and rising seniors. The directory was developed through a collaboration between the Council for Opportunity in Education and the Council of Graduate Schools (CGS).

The Ronald E. McNair Post-Baccalaureate Achievement Program is the single largest federal effort aimed at preparing low-income, first-generation college, and minority students to pursue graduate studies. The McNair Program is funded through the U.S. Department of Education’s TRIO programs and provides participants with research internships, faculty mentors, opportunities to present and publish results of their research, undergraduate teaching experience, and assistance with applying to and preparing for graduate school.

If your graduate program would like to use the directory to send information to prospective graduate students who would have had research experience as part of their undergraduate program, please contact Associate Dean Dissanayake at [sunanda@ksu.edu](mailto:sunanda@ksu.edu). This is a good opportunity to increase the diversity among your graduate students.

**AAUW International Fellowships for women graduate students and postdocs**
Women pursuing full-time graduate or postdoctoral study in the United States who are not U.S. citizens or permanent residents. **Apply** soon before the **Deadline Nov. 15, 2019**: **Funding**: $18,000-$30,000.

**AAUW Career Development Grants**

Women pursuing a certificate or degree to advance their careers, change careers, or re-enter the workforce and whose bachelor's degree was received at least five years before the award period. **Apply** soon before the **Deadline Nov 15, 2019**: **Funding**: $2,000-$12,000.

**AAUW Selected Professions Fellowships**

Women pursuing full-time study in a master’s or professional degree program in which women are underrepresented, including STEM, law, business, and medicine. **Apply** soon before the **Deadline: Dec 1, 2019. Funding**: $5,000-$18,000.

**Ford Foundation Fellowship Programs**

The National Academies of Sciences, Engineering, and Medicine is accepting applications for the 2020 Ford Foundation Fellowship Programs. Eligibility and online application information are available on the [Ford Foundation Fellowship Programs](https://www.fordfoundation.org) website. Through its Fellowship Programs, the Ford Foundation seeks to increase the diversity of the nation's college and university faculties by increasing their ethnic and racial diversity, to maximize the educational benefits of diversity, and to increase the number of professors who can and will use diversity as a resource for enriching the education of all students.

**Registration open for Spring 2020 Graduate Student Orientation**

The Graduate School and other campus support units will host welcome and orientation activities for new graduate students admitted to graduate programs for the spring 2020 term during the week of January 13th. A schedule of sessions and activities is available on the [Graduate School website](https://www.ksu.edu/graduate-school). Incoming graduate students who have accepted their admission offer in CollegeNet will be sent a direct email notification about orientation. To ensure that all students receive this information, graduate programs are encouraged to promote graduate student orientation activities to their new and current graduate students. Current students who were unable to attend orientation their first semester or would like a refresher are welcome to attend. Advanced registration is requested.

**Graduate Faculty**

**New Graduate Faculty Orientation**

You are invited to attend the New Graduate Faculty Orientation. You will learn the roles and responsibilities as a Graduate Faculty Member. Please RSVP to Julie Eisenhut at gradinfo@ksu.edu. Invitations have been sent to those who have been
approved for membership since the end of the spring semester. Department heads should strongly encourage all new graduate faculty to attend one of the orientation sessions. Faculty should respond to the RSVP that they received from the Graduate School and confirm their attendance.

November 7 from 2:30-4:00 p.m. This day is full.
November 8 from 9:00-10:30 a.m.
November 11 from 11:00-12:30 p.m. This day is almost full.

**Office of Science Graduate Student Research (SCGSR) Program**

The U.S. Department of Energy’s Office of Science is now accepting applications for the Office of Science Graduate Student Research (SCGSR) program 2019 Solicitation 2. Applications are due by 5:00 pm Eastern Time on November 14, 2019. I would like to bring to your attention 4 new research areas added to encourage activities at the convergence of multiple disciplines and communities. Included: Microelectronics, Data Science, Fundamental Symmetries and Accelerator Science. We strongly encourage applications in these areas. The SCGSR program provides doctoral dissertation/thesis research opportunities for graduate students at DOE national laboratories. Details about the program, research areas, and online application.

**Graduate Students**

**Arts, Humanities, and Social Sciences Small Grant Program for K-State Graduate Students**

The Graduate School is pleased to announce the sixth year of the Small Grant Program to support research expenses for masters and doctoral students in their final year. Grants will be up to $1,000 for research costs with funds available after January 15, 2020. Applications are due by 5:00 p.m. on November 8th.

**Building Your Professional Network**

This workshop will prepare you with the skills to network within your chosen field and profession, build relationships, and engage in meaningful conversations. Networking is an important skill set to exercise within the graduate school and beyond. It can help to land your first job and assist in gaining future opportunities. Join us at this workshop, led by Amy Gross, Executive Vice President of Operations and Training at Dale Carnegie-Kansas Heartland. Come learn how to successfully build your professional network. November 12, 1:30-2:30 pm, Wildcat Chamber, K-State Student Union. Advance registration (at least 48 hours prior to the event) is requested but not required. Register here.

**Fall 2019 Graduation and Commencement Deadline – November 15**

Master's and doctoral students who wish to graduate this semester and participate in fall 2019 commencement must complete all requirements by November 15. Graduate students and their major professors should be familiar with graduation and commencement requirements. The Deadlines for Graduation and
ETDR Submission checklists provide step-by-step instructions for completing all requirements.

**ETDR Walk-In Help Sessions**

The fall semester **deadline is 5 p.m. Friday, November 15** for submitting ETDRs (electronic theses, dissertations, and reports) to the Graduate School. Graduate students can use the resources below to help finish by the deadline.

Walk-in ETDR help sessions are scheduled November 5 – 15:

- Tuesday, November 5 – 1:30-2:30 p.m.
- Wednesday, November 6 – 9:30-10:30 a.m.
- Thursday, November 7 – 9:30 – 11:00 a.m.
- Monday, November 11 – 2:30-4:30 p.m.
- Wednesday, November 13 – 2:30-4:30 p.m.
- Thursday, November 14 – 1:30-3:30 p.m.
- Friday, November 15 – 3-5 pm

All sessions are in the Media Center (MC) in Seaton Hall, Room 1 (basement level). The MC has Windows and Mac computers, scanners, Microsoft Office Suite, and Acrobat Pro software. MC consultants are available to help with PDF-conversion issues.

**Entering Mentoring: Maintaining Effective Communication & Cultivating Ethical Behavior**

This workshop will focus on strategies to establish and maintain effective communication, including ways to handle problems that arise. This workshop will also address ways to cultivate ethical behavior, which follows from aligned expectations, effective communication, and a healthy, inclusive working environment. If you are interested in attending these workshops, please fill out this short survey so we know the number of participants to expect. For questions contact [Dr. Jeremy Marshall](mailto:Dr. Jeremy Marshall). Graduate Students reserve here. The event is held Wednesday, **November 20, 6-8 pm**. Business Building room 4001.