

# THE GRADUATE SCHOOL AT KANSAS STATE UNIVERSITY

## MASTER'S DEGREE CHECKLIST – COURSEWORK ONLY

*FOR MORE INFORMATION:*  
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COLLEGE OF EDUCATION  
COLLEGE OF HUMAN ECOLOGY

COLLEGE OF AGRICULTURE  
COLLEGE OF ARCHITECTURE, PLANNING &  
DESIGN  
COLLEGE OF BUSINESS ADMINISTRATION  
COLLEGE OF ENGINEERING  
MASTER OF TECHNOLOGY  
MASTER OF PUBLIC ADMINISTRATION  
MASTER OF PUBLIC HEALTH  
MASTER OF FINE ARTS

COLLEGE OF ARTS AND SCIENCES  
COLLEGE OF VETERINARY MEDICINE

Deadline	Requirement
Prior to completion of 9 hours of coursework	<ul style="list-style-type: none"> <li>• Review Graduate Handbook and departmental handbook.</li> <li>• Complete prerequisite/deficiency requirements. (if applicable)</li> <li>• Select major professor.</li> <li>• Select supervisory committee.</li> <li>• Prepare Program of Study.</li> <li>• Submit Program of Study to the Graduate School.</li> </ul>
After 9 hours of completed coursework	<ul style="list-style-type: none"> <li>• Submit Program/Committee Change Form if any changes have been made to courses and/or committee.</li> </ul>
Semester of intent to graduate	<ul style="list-style-type: none"> <li>• Submit “Approval to Schedule Final Examination” form a <b>minimum of 10 working days prior</b> to final examination to the Graduate School.</li> <li>• Complete Graduation Application in KSIS</li> <li>• Complete online registration <b>IF</b> participating in commencement.</li> <li>• Submit final examination ballot to the Graduate School.</li> <li>• Complete online surveys (exit survey, ETDR survey) and K-State Alumni Association information.</li> <li>• Clear all financial obligations with university for transcript and/or diploma release.</li> </ul>