

**Fall 2026**

# Graduation and Commencement Checklists

**November 17** - Deadline to complete all requirements to graduate

**December 11** - Commencement ceremony

Additional information and web-based checklists: <https://www.k-state.edu/grad/student-success/graduation>

## Graduation

**Masters and doctoral students:** Complete requirements below to be a Fall 2026 graduate and to receive your degree.

### SUBMIT PROGRAM OF STUDY

- Submit program of study to the Graduate School by the time you have completed 9 hours of graduate credit. <https://www.k-state.edu/grad/student-success/forms/>

### ENROLLMENT REQUIREMENT

- Must be enrolled in at least 1 credit hour in the semester you plan to graduate

### THESIS, DISSERTATION, OR REPORT WRITING AND PREPARATION

- When you begin writing** - Review requirements for formatting your ETDR (<https://www.k-state.edu/grad/etdr/create/guidelines.html>)
- Beginning of Fall semester** - Determine with major professor if ETDR should have a delayed publication. If so, follow procedures to embargo ETDR (<https://www.k-state.edu/grad/academics/etdr/submit/embargo.html>)

### KSIS GRADUATION APPLICATION

- Complete the KSIS graduation application (<https://support.ksu.edu/TDClient/30/Portal/KB/ArticleDet?ID=61>) and update your degree/diploma mailing address **before submitting the Approval to Schedule Final Exam Form.**

#### Helpful tips

- Please be sure to click "accept" at the end of each page before clicking "next" at the top.
- The "accept" button can seem hidden depending on your screen size (particularly on step 4 of the grad app). You may have to scroll down to see/access it.
- The Graduation Application will allow you to continue through the app, even if the "accept" button has not been clicked at the bottom of the page. **Clicking this "accept" button is crucial to the submission of the application.**

#### How to confirm your KSIS graduation application was submitted correctly:

Go back into your application for graduation. Under the Academic Plans, look for the "Current App Status/Status." See the FAQs section at the bottom of this page on the Registrar's website (<https://www.k-state.edu/registrar/students/graduation/awdofdegrees/>)

### COMPLETE DISSERTATION DEFENSE SUPPORT SURVEY

#### Doctoral students only - At least 1 month before dissertation defense

- Your responses to this survey will inform the Graduate School about your readiness for your defense and will guide us in providing you support to eliminate any potential obstacles and facilitate a successful defense. [https://kstate.qualtrics.com/jfe/form/SV\\_2tVSoEk6P9a116m](https://kstate.qualtrics.com/jfe/form/SV_2tVSoEk6P9a116m)

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## SUBMIT APPROVAL TO SCHEDULE FINAL EXAMINATION FORM

- Approval to Schedule Final Examination 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 more than 10 business days before the final exam** to allow time for the form to route to committee members.  
<https://www.k-state.edu/grad/student-success/forms/index.html>

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## NOVEMBER 17 – DEADLINE FOR BALLOTS, SURVEYS, AND ETDR SUBMISSION

- Final exam ballot returned electronically to Graduate School by supervisory committee
  - Complete Graduate School exit survey ([https://kstate.qualtrics.com/jfe/form/SV\\_01kEC6DCBnFO6ge](https://kstate.qualtrics.com/jfe/form/SV_01kEC6DCBnFO6ge))
  - Complete Survey of Earned Doctorates (PhD and EdD students only, <https://sed-ncses.org/GradDateRouter.aspx>)
  - Update Alumni Association contact information (<https://www.k-state.com/membership/updateyourinfo.php>)
- Only if completing a thesis, dissertation, or report:**
- ETDR ballot returned to Graduate School by supervisory committee
  - Submit ETDR in KREx (<https://www.k-state.edu/grad/academics/etdr/submit/subkrex.html>)
  - Submit ETDR to ProQuest (PhD and EdD students only, <https://www.k-state.edu/grad/academics/etdr/submit/subumipq.html>)
  - Complete ETDR Survey ([https://kstate.qualtrics.com/jfe/form/SV\\_9zxIMlinsYndA8J](https://kstate.qualtrics.com/jfe/form/SV_9zxIMlinsYndA8J))

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## Graduate in Spring without having to enroll in the Spring semester

If you miss the deadlines to graduate in the Fall but you complete all degree requirements by **December 4, 2026**, you will graduate in Spring 2026 without having to enroll in Spring 2026.

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

# Commencement

If you do not meet these deadlines or are unable to participate in this commencement, you may participate in a future ceremony.

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## NAME IN COMMENCEMENT PROGRAM

- Complete KSIS graduation application **by October 1 for your name to appear in the commencement program.** If you miss this deadline but fulfill other requirements, you can still participate in commencement.  
<https://support.ksu.edu/TDClient/30/Portal/KB/ArticleDet?ID=61>

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## PHD, EDD, AND MASTER OF FINE ART GRADUATES ONLY

- PhD, EdD, and Master of Fine Art graduates must complete all graduation requirements by **November 17** to participate in commencement.

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## ORDER REGALIA

- Order regalia through the K-State Campus Store. All regalia must be purchased. There is not an option to rent.  
<https://www.k-state.edu/graduation/cap-gown/obtaining/>

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## PREPARE FOR COMMENCEMENT – DECEMBER 11

- Graduate School commencement will be held December 11, 2026 at Bramlage Coliseum. Visit K-State's Commencement Ceremonies website for information <https://www.k-state.edu/graduation/>

# Receiving Your Diploma and Final Transcript

Below are important dates for receiving your diploma and your transcript with Fall semester final grades.

## RECEIVING YOUR DIPLOMA

- Update KSIS degree/diploma mailing address to the address where you would like your diploma to be mailed when completing the KSIS graduation application. <https://support.ksu.edu/TDClient/30/Portal/KB/ArticleDet?ID=61>

Digital diploma is sent electronically after degrees post to student accounts after semester concludes.

[https://www.k-state.edu/registrar/students/graduation/diplomas/digital\\_diploma/](https://www.k-state.edu/registrar/students/graduation/diplomas/digital_diploma/)

Diploma is received by mail approximately eight weeks after degrees are posted.

Visit the Registrar's Office site for more information about diplomas. <https://www.k-state.edu/registrar/graduation/index.html>

## ORDERING FINAL TRANSCRIPT WITH FALL GRADES

- Prior to December 22 - Check KSIS Student Center for holds; most holds must be cleared to order a transcript
- December 22 - Final grade posting finishes for Fall 2026
- December 23 - Check KSIS Student Center to verify that Fall grades have posted, then order transcripts through "Other Academics" tile in KSIS. [https://www.k-state.edu/registrar/students/student\\_records/transcripts/unofficial/](https://www.k-state.edu/registrar/students/student_records/transcripts/unofficial/)
- January 29, 2027 - Deadline to order transcripts at no charge for students graduating in Fall 2026 or who will not be enrolled in Spring 2027.

# Receiving Your Graduate Certificate

If completing a graduate certificate, follow these steps for the certificate to post to your transcript and to receive the certificate.

## STEP 1: ADMISSION TO THE CERTIFICATE PROGRAM

- To receive a graduate certificate, **you must first complete the application for admission and be admitted to the graduate certificate program.** <https://www.k-state.edu/grad/admissions/application-process/>

## STEP 2: COMPLETE PROGRAM CURRICULUM AND REQUIREMENTS

- Work with the certificate program director to make a plan for courses to complete each semester and to ensure you understand expectations of the program.

## STEP 3: FILE COMPLETION FORMS BY NOVEMBER 17

- Complete the following in the order listed to ensure prompt posting and digital distribution of your graduate certificate.
  - 1. Complete the KSIS graduation application in the semester that you are completing requirements for the graduate certificate.** (<https://support.ksu.edu/TDClient/30/Portal/KB/ArticleDet?ID=61>)

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### How to confirm your KSIS graduation application was submitted correctly

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- 2. Submit the electronic graduate certificate completion form** (<https://www.k-state.edu/grad/student-success/forms/>) on or before **November 17, 2026.**