

Summer 2026 Graduation and Commencement Checklists

August 18 - Deadline to complete all requirements to graduate

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 Summer 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

Enrollment exception:

If all requirements listed below are completed by **May 5, 2026**, you will be a Summer 2026 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/iss/>) for possible enrollment requirements to maintain non-immigrant status.

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 Spring 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_2tVSoEk6P9al16m

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>

AUGUST 18 – 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)
 - 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)

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 and your transcript with Summer 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/

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 SPRING GRADES

- Prior to August 18 - Check KSIS Student Center for holds; most holds must be cleared to order a transcript
- August 18 - Final grade posting finishes for Summer 2026
- August 19 - Check KSIS Student Center to verify that Spring grades have posted, then order transcripts through "Other Academics" tile in KSIS. https://www.k-state.edu/registrar/students/student_records/transcripts/unofficial/
- September 25 - Deadline to order transcripts at no charge for students graduating in Summer 2026 or who will not be enrolled in Fall 2026.

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 AUGUST 18

- 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>)

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 site (<https://www.ksu.edu/registrar/students/graduation/awdofdegrees/>).

- 2. Submit the electronic graduate certificate completion form** (<https://www.k-state.edu/grad/student-success/forms/>) on or before **August 18, 2026.**