

MPH Instructions for form Approval to Schedule Final Exam

STOP!!! BEFORE you fill out the online Approval to Schedule Final Exam, make sure you and your committee have decided on the day, time and place. Schedule at least 2.5 -3 hours for your final exam. The time you list is the starting time for the public presentation.

To help with filling out the online form, have the following information closely at hand.

Date of Final Exam:	
Time of Exam:	
Location of Exam:	
Major Professor Email:	
Committee Member 1 Email:	
Committee Member 2 Email:	
Email Title of APE/ILE Report to MPH Office (barta@k-state.edu):	
Email Picture to MPH Office for Website:	

After the above has been completed you are ready to submit the online form on the Graduate School's website.

Form Link: <https://www.k-state.edu/grad/academics/forms/> ... Select Electronic Form Submission

Approval to Schedule Final Examination

Submit this form at least two weeks in advance of the examination/defense with a copy of the Abstract and Abstract Title Page (if completing thesis, report or dissertation) when the date, time, and place of the final examination have been approved by all committee members.

Student Information

Name:

Your name will appear here.

eID:

WID:

When you are logged on to K-State, the "system" knows who you are and will fill in your student information.

Enter the Program Information as indicated. Most MPH students complete the Non Thesis / Report option (6 hours of MPH 840) as shown. If you completed a Thesis, (6 hours of thesis credit) select Thesis option.

Program Information

Please enter correct degree type (master's or doctoral), degree program name and academic college of degree program.

Type	Degree program	College
Non Thesis / Report	Master of Public Health	Veterinary Medicine

This is the time of your public presentation. The oral exam will be after your presentation and be around 1 hour in length.

Exam Information

Please enter date time and place of examination. If submitting a portfolio or project for committee review, please enter due date and time and department where submitting (for exam place).

Exam date	Exam time	Exam place
mm/dd/yyyy	--:--:--	
<small>e.g.: 5/18/2018 or 2018-05-18</small>	<small>e.g.: 1:00 PM or 13:00</small>	

Master's Only

Oral exam

Written exam

Select Oral exam

Most of you will not fill out this section. It is only required if you completed a Thesis.

Documents

Master's students completing a thesis or report and all doctoral students must upload a PDF copy of their abstract and title page.

Choose File No file chosen

Program Advisor

This section is optional. It is for use by students in degree programs with program advisors or coordinators who review forms prior to the supervisory committee. If you have a program advisor/coordinator, please list the name, K-State e-mail address (eID@ksu.edu) and department of your program advisor/coordinator.

Name

MPH Program Office

E-mail

barta@k-state.edu

Fill in this section as indicated.

Department

Master of Public Health

Supervisory Committee

Please list name, K-State e-mail (eID@ksu.edu), role and department of all supervisory committee members. All committees must have a major professor or co-major professors as well as regular committee members. You must also include your department head or graduate program director in order to submit the form. If you have a non-K-State committee member approved by the Dean of the Graduate School, use the "external committee member" role and give their off-campus e-mail address

Committee Member

Name

E-mail

List your Major Professor first.

Then list the 2 other members of your graduate committee.

Role

Major Professor



Department

Master of Public Health

Dr. Elyn Mulcahy (emulcahy@k-state.edu) as the MPH Program Director is listed last.

Submit

After all sections are filled out, select "Submit." Your form will be emailed to your major professor, committee members and Dr. Mulcahy. So that it does not "sit" in someone's email, let your major professor and committee members know it has been submitted and to watch for it.