



Master of Public Health

Graduation Calendar and
Graduation Deadlines 2021

Graduation and Commencement Deadline Calendar on Graduate School Website

- [Graduation and Commencement Deadline Calendar \(PDF\)](#)
- View the calendar for deadline dates for current and future semesters.

Kansas State University

Graduation and Commencement Deadlines Calendar 2021

All documents should be submitted electronically to the Graduate School by designated deadline.
Contact the Graduate School at 119 Eisenhower Hall or grad@ksu.edu or 785-532-6191 for any questions

Spring 2021

Commencement: May 14, 2021
1:00 p.m. Bramlage Coliseum

Summer 2021

Fall 2021

Commencement: December 10, 2021
1:00 p.m. Bramlage Coliseum

Must ... Apply for Graduation in KSIS

- Detailed instruction on KSIS [help] website:
- Review How To ... section

[K-State home](#) » [KSIS](#) » [Help](#) » [for Students](#)

KSIS

➔ Frequently Asked Questions

⬇ How To ...

Academics

- [Add or Change a Degree Name](#)
- [Apply for Graduation](#)
- [Consent to Disclose Educational Records](#)
- [View your Academic History](#)
- [View your Degree Audit Report \(DARS\)](#)
- [View your Grades](#)
- [View your Majors](#)
- [View your Transfer Credit Report](#)

Important Calendar dates each semester

Spring 2021

Commencement: May 14, 2021
1:00 p.m. Bramlage Coliseum

- ☐ KSIS graduation application must be completed prior to submitting Approval to Schedule Final Examination form.
- ☐ KSIS diploma mailing address must be updated prior to submitting Approval to Schedule Final Examination form.

March 26, 2021

- ☐ Approval to Schedule Final Examination form for name to appear in commencement program

April 16, 2021

- ☐ Electronic final examination ballot
- ☐ ETDR option: electronic final ETDR ballot and final ETDR submission in KREx
- ☐ ETDR Survey
- ☐ Survey of Earned Doctorates (Ph.D. only)
- ☐ ETDR Submission to ProQuest (Ph.D./Ed.D. only)
- ☐ Graduate School Exit Survey
- ☐ Update contact information with K-State Alumni Association
- ☐ Register online to participate in commencement

Summer 2021

- ☐ KSIS graduation application must be completed prior to submitting Approval to Schedule Final Examination form.
- ☐ KSIS diploma mailing address must be updated prior to submitting Approval to Schedule Final Examination form.

August 13, 2021

- ☐ Electronic final examination ballot
- ☐ ETDR option: electronic final ETDR ballot and final ETDR submission in KREx
- ☐ ETDR Survey
- ☐ Survey of Earned Doctorates (Ph.D. only)
- ☐ ETDR Submission to ProQuest (Ph.D./Ed.D. only)
- ☐ Graduate School Exit Survey
- ☐ Update contact information with K-State Alumni Association
- ☐ Fall commencement information and online registration will be sent in October

Fall 2021

Commencement: December 10, 2021
1:00 p.m. Bramlage Coliseum

- ☐ KSIS graduation application must be completed prior to submitting Approval to Schedule Final Examination form.
- ☐ KSIS diploma mailing address must be updated prior to submitting Approval to Schedule Final Examination form.

October 1, 2021

- ☐ Approval to Schedule Final Examination form for name to appear in commencement program

November 12, 2021

- ☐ Electronic final examination ballot
- ☐ ETDR option: electronic final ETDR ballot and final ETDR submission in KREx
- ☐ ETDR Survey
- ☐ Survey of Earned Doctorates (Ph.D. only)
- ☐ ETDR Submission to ProQuest (Ph.D./Ed.D. only)
- ☐ Graduate School Exit Survey
- ☐ Update contact information with K-State Alumni Association
- ☐ Register online to participate in commencement

If you do not meet all the requirements by the deadlines listed above, but you complete all degree requirements by the end of the current term, you will graduate in the following term without having to enroll.

NOTE: If you are on a F-1/J-1 visa, please check with International Students and Scholars Services for possible enrollment requirements to maintain your non-immigrant status.

Spring 2021: If you complete all the degree requirements by **May 7, 2021**, you will graduate in Summer 2021 without having to enroll in Summer 2021.

Fall 2021: If you complete all the degree requirements by **December 3, 2021**, you will graduate in Spring 2022 without having to enroll in Spring 2022.

Graduation checklist with links to above listed documents available at <https://www.k-state.edu/grad/student-success/graduation/checklists.html>

<http://www.k-state.edu/mphealth/>

1st Deadline Prior to submitting Approval to Schedule Final Examination, Apply for Graduation in KSIS

- Must fill out form both forms even if you miss the deadline date, do not participate in graduation, and your name does not appear in commencement program.
- Form for Approval to Schedule on Graduate School's website: k-state.edu/grad/about/forms
- Mar 26, Oct 1, 2021

Electronic Form Submission

Most Graduate School student forms can be submitted electronically. You will be prompted to login with your K-State eid and password to access these forms. Electronic forms cannot be saved and must be completed in one session. Additional Graduate School forms are available at the bottom of this page. Submit an electronic form by clicking on a form name below.

Program of Study 

Program and Committee Change 

Approval to Schedule Final Examination 

2nd Deadline Approval to Schedule Final Examination

- You must defend before this date to be a Graduate.
- Your reports (APE & ILE) must be final draft two weeks before you defend.
- When all edits requested by your committee are finished send a final copy of your report to your major professor and the MPH Program office.
- April 16, August 13, November 12, 2021.

3rd Deadline Date to Graduate following semester but do not have to enroll

- This date allows you to defend after the official deadline without enrolling in 1 credit hour for the next semester.
- *“If you do not meet all the requirements by the deadlines listed above but you complete all degree requirements by the end of the current term, you will graduate in the following term without having to enroll”*
- You will be considered a graduate in the following semester.
- All other graduation requirements apply.
- May 7, December 3, 2021

Graduation and Commencement

General Information

- Unless you complete a thesis, the ETDR Submission DOES NOT apply to your MPH APE and ILE reports.
- The MPH Program Office receives the final copy of your reports (after you have made all corrections requested by your committee) and they post it to K-REx ... this saves you time and \$.
- You MUST schedule final exam a minimum of two weeks before you plan to defend.
- Your APE and ILE reports MUST be in final draft before you can schedule.

Graduation and Commencement Deadline

General Information

- K-State requires that you be enrolled in at least one credit hour the semester you plan to graduate. MPH 840 may be split between 2 semesters of 3 hours each.
- Exception...at the bottom of the calendar is a caveat.
- *“If you do not meet all the requirements by the deadlines listed above but you complete all degree requirements by the end of the current term, you will graduate in the following term without having to enroll”*
- May 7, December 3, 2021

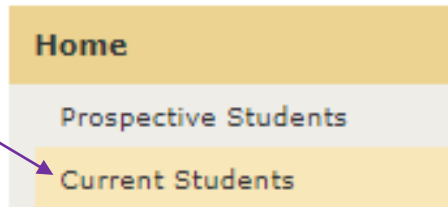
Preparing the Form: Approval to Schedule Final Exam

- Check with your Major Professor and all Committee Members for a day and time they are all available. Schedule 2 to 3 hours for public presentation and oral exam.
- The MPH Program Office can help you reserve a room if needed.
- Make sure your committee has the best draft of your report available for review in Word.
- Email the title of your report and a picture of yourself to the MPH Program Office and they will make a “slide” and post it to the MPH website.
- Have the following information at hand to fill out the form “Approval to Schedule Final Exam.” Date, Time, and Place for Final Exam. K-State emails of your committee.

Instructions for Completing Approval to Schedule Final Exam

Detailed instructions for completing the form may be found on the MPH Website under Home>Current Students

Master of Public Health Program



Current MPH Students

Thank you for using!

Scroll down to “Degree Completion Requirements and Graduation” for MPH specific instructions.

MPH Instructions

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. ¶

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 Master's Non Thesis / Non Report option (6 hours of MPH 840 listed on POS). If you completed a Thesis or Report, (6 hrs or 3 hrs of thesis credit on POS) select Master's Thesis / Report.

Program Information

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

Type

Master's Non-Thesis / Non-R ▼

Degree program

Master of Public Health

College

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

mm/dd/yyyy



e.g. 5/18/2018 or 2018-05-18

Exam time

--:--:--



e.g. 1:00 PM or 13:00

Exam place

Master's Only

☐

Oral exam

Select Oral exam

☐

Written exam

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

Barta Stevenson

E-mail

barta@ksu.edu

Fill in this section as indicated.
Must use @ksu.edu address on
all emails.

Department

Master of Public Health

The MPH Program Office (acting as the advisor) will check your form for accuracy and send it back to you if needed for corrections. You are the only person who can make corrections to the form.

Supervisory Committee

Only use @ksu.edu

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. Mulcahy emulcahy@ksu.edu as the Program Director is listed last on every form submitted to the Graduate School.

Barta barta@ksu.edu is listed as the Program Advisor (first) on every form submitted to the Graduate School.

A purple rectangular button with rounded corners and the word "Submit" in white text.

After all sections are filled out, select “Submit.” Your POS 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.

The form will be returned to you for corrections if any of your committee, major professor or Dr. Mulcahy find errors (even spelling).

Resources

- <https://www.k-state.edu/mphealth/current/> (MPH website)
- <https://www.k-state.edu/mphealth/faculty/faculty-staff.html> (MPH website)
- Electronic POS <https://www.k-state.edu/grad/academics/forms/> (Graduate School's website)
- MPH POS instructions <https://www.k-state.edu/mphealth/pdf/pos/MPH%20Electronic%20POS%20Instructions.pdf>
- MPH Graduate Handbook, see 4.1, 5.1 (p13) https://www.k-state.edu/mphealth/pdf/mph_handbooks/18-19%20MPH%20GRADUATE%20STUDENT%20HANDBOOK.pdf
- Masters Supervisory Committee <https://www.k-state.edu/grad/graduate-handbook/chapter2.html#Supervisory%20Committee> (Graduate School's website)

Contact us with any questions

Ellyn Mulcahy, PhD, MPH
Program Director

emulcahy@ksu.edu

785-532-2117

103B Trotter

Barta Stevenson, MS
Program Assistant

barta@vet.k-state.edu

785-532-2042

103B Trotter