Master of Public Health

Graduation Calendar and Approval to Schedule Final Exam
Graduation and Commencement Deadline Calendar on Graduate School Website

- [Graduation and Commencement Deadline Calendar](http://www.k-state.edu/mphealth/) (PDF)
- View the calendar for deadline dates for current and future semesters.

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**Kansas State University**

Graduation and Commencement Deadlines Calendar 2020 - 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.

- **Summer 2020**
  - Commencement: November 23, 2020
  - 5:00 p.m. Bramlage Coliseum
- **Fall 2020**
- **Spring 2021**
  - Commencement: May 14, 2021
  - 1:00 p.m. Bramlage Coliseum
**Important Calendar dates.**

**Summer 2020**
- KSIS graduation application must be completed prior to submitting Approval to Schedule Final Examination form.
- Final examination ballot (paper document)
- ETDR option: final ETDR ballot (paper document) 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
- Update diploma mailing address in KSIS
- Fall commencement information and online registration will be sent in October

**Fall 2020**
- Commencement: November 23, 2020 5:00 p.m. Bramlage Coliseum
- KSIS graduation application must be completed prior to submitting Approval to Schedule Final Examination form.
- Approval to Schedule Final Examination form for name to appear in commencement program
- Final examination ballot (paper document)
- ETDR option: final ETDR ballot (paper document) 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
- Update diploma mailing address in KSIS
- Register online to participate in commencement

**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.
- Approval to Schedule Final Examination form for name to appear in commencement program
- Final examination ballot (paper document)
- ETDR option: final ETDR ballot (paper document) 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
- Update diploma mailing address in KSIS
- 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 Spring 2021.

Graduation checklist with links to above listed documents available at [https://www.k-state.edu/gsad/edd/submit](https://www.k-state.edu/gsad/edd/submit)
Graduation and Commencement Deadline Calendar on Graduate School Website

• 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”

• Generally, that deadline is one week before the last day of the semester.
Graduation and Commencement Deadline Calendar on Graduate School Website

• 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 report (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!

• Deadline set by the Graduate School so start planning early the semester you plan to graduate to make to meet the deadlines.
Scheduling Final Examination

A final exam is required by Graduate School to receive the MPH degree. **Graduate Handbook, Chapter 2, Section J. Final Examination**

J.1 Nature

• A culminating experience is required to earn a master's degree. [For the MPH this is your Applied Practice Experience and the Integrated Learning Experience report.] The culminating experience should verify the student’s competence to synthesize information across the student’s program of study. The culminating experience will occur after the student has completed the program of study and other requirements or during the term in which the candidate intends to complete them. The Supervisory Committee is responsible for administering the culminating experience and must include at least 3 graduate faculty members. The majority of the Supervisory Committee must vote in favor for the student to pass his/her defense (a tie vote is a failure). The major professor is responsible for returning the signed ballot to the Graduate School.

http://www.k-state.edu/mphealth/
J.2 Scheduling

- ... the examination cannot be scheduled until the supervisory committee certifies that a satisfactory copy of the thesis or report has been presented. The candidate must file with the Graduate School an Approval for Final Examination Form signed by each member of the committee. By signing this form, the faculty member indicates only that the form of the thesis or report is acceptable for review and that a final examination may be scheduled. Signing does not imply that the content of the thesis or report is satisfactory. When the examination has been scheduled, the Graduate School will send a final examination ballot and an ETDR ballot to the major professor and notify in writing all members of the committee regarding the time and place.

http://www.k-state.edu/mphealth/
J.2 Scheduling

- Final examinations should also be scheduled so as to give the supervisory committee at least two weeks to review the [document]. Preference is for final examinations to be given on the Manhattan campus. However, arrangements can be made for the master's student and the supervisory committee to conduct the defense via video conference. ...
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 2.5 to 3 hours for public presentation and oral exam.

• The MPH Program Office can help you reserve a room.

• 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.

http://www.k-state.edu/mphealth/
Electronic Form on Graduate School’s Website

Form is found here.
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. Scroll down to “Degree Completion Requirements and Graduation” for MPH specific 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:

<table>
<thead>
<tr>
<th>Date of Final Exam:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time of Exam:</td>
</tr>
<tr>
<td>Location of Exam:</td>
</tr>
<tr>
<td>Major Professor Email:</td>
</tr>
<tr>
<td>Committee Member 1 Email:</td>
</tr>
<tr>
<td>Committee Member 2 Email:</td>
</tr>
<tr>
<td>Email Title of APE/IIE Report to MPH Office (<a href="mailto:barta@k-state.edu">barta@k-state.edu</a>):</td>
</tr>
<tr>
<td>Email Picture to MPH Office for Website:</td>
</tr>
</tbody>
</table>

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

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