



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](#) (PDF)
- View the calendar for deadline dates for current and future semesters.

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

Fall 2020

Commencement: November 23, 2020
5:00 p.m. Bramlage Coliseum

Spring 2021

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

Summer 2020

Important Calendar dates.

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

August 14, 2020

- ☐ 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.

October 2, 2020

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

November 13, 2020

- ☐ 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.

March 26, 2021

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

April 16, 2021

- ☐ 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.

Fall 2020: If you complete all the degree requirements by December 4, 2020, you will graduate in Spring 2021 without having to enroll in Spring 2021.

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.

Graduation checklist with links to above listed documents available at <https://www.k-state.edu/grad/etdr/submit>

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

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.

... Continued ...

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.

... Continued ...

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.

Electronic Form on Graduate School's Website

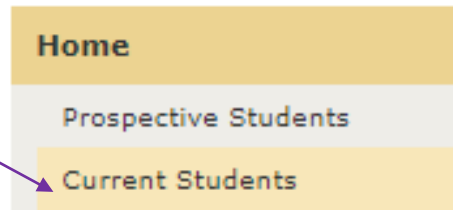
Graduate School

	Academics	Admissions	Current Students	Financial Support
Degrees and Certificates	<h3>Forms</h3> <p>Located below are different forms for faculty and staff, master's students and doctoral students. If you are part of those groups, please look for your form in that area.</p> <ul style="list-style-type: none">➔ Faculty/Staff➔ Masters➔ Doctoral➔ Miscellaneous <h3>Electronic Form Submission</h3> <p>Graduate School student forms can now be submitted electronically from the student form dashboard at this link. These forms are not savable and must be filled out completely and submitted in one session.</p>			
Graduate Handbook				
Graduate Catalog				
K-State at Fort Leavenworth				
K-State Research				
Undergraduate Research				
Research Facilities				
Theses, Dissertations & Reports				
Form Finder				
Graduate School Kansas State University 113-119 Eisenhower Hall 1013 Mid-Campus Dr. Manhattan KS 66506 785-532-6191				

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 **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 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

Non Thesis / Report



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

MPH Program Office

E-mail

barta@k-state.edu

Fill in as indicated.

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

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