THE GRADUATE SCHOOL AT KANSAS STATE UNIVERSITY
DOCTORAL DEGREE CHECKLIST

FOR MORE INFORMATION:
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COLLEGE OF EDUCATION
COLLEGE OF HUMAN ECOLOGY

COLLEGE OF AGRICULTURE
COLLEGE OF ARCHITECTURE, PLANNING & DESIGN
COLLEGE OF BUSINESS ADMINISTRATION
COLLEGE OF ENGINEERING

COLLEGE OF ARTS AND SCIENCES
COLLEGE OF VETERINARY MEDICINE

Deadline	Requirement
2nd semester or completion of 9 hours	• Review Graduate Handbook and departmental handbook. • Complete prerequisite/deficiency requirements. (if applicable) • Select major professor. • Select supervisory committee. • Prepare Program of Study. • Identify compliance requirements regarding research for notation on Program of Study. • Submit Program of Study to the Graduate School.
7 months prior to graduation date	• Submit Program/Committee Change Form if any changes have been made to courses and/or committee. • Schedule Preliminary Examination(s) and/or Qualifying Examination(s) **a minimum of 7 months prior** to date of graduation. • Submit "Request for Preliminary Examination Ballot" form **at least one month prior** to date of examination. • Submit signed preliminary examination ballot to the Graduate School **within one week following** examination. • Obtain approval of dissertation/research proposal if required by the program. • Obtain a compliance number for use of human subjects/animals/biohazards. (if applicable) • Collect and analyze data. • Write dissertation & obtain major professor approval for distribution to committee and outside chairperson. • Enroll fall and spring semesters (and summer if last semester) after admission to candidacy.
Semester of intent to graduate	• Select dates to schedule final examination in consultation with major professor, supervisory committee and assigned outside chairperson. • Provide major professor, supervisory committee and assigned outside chairperson a copy of the dissertation a **minimum of 10 working days prior** to scheduled final examination. • Submit "Approval to Schedule Final Examination" form a **minimum of 10 working days prior** to final examination to the Graduate School. • Complete Graduation Application in KSIS. • Complete online commencement registration **IF** participating in commencement. • Submit final examination ballot to the Graduate School. • Make revisions to dissertation until expectations of major professor and supervisory committee are met. • Submit ETDR ballot to the Graduate School. • Prepare final copy of ETDR and submit to KREx and ProQuest. • Complete Survey of Earned Doctorates, online surveys and K-State Alumni Association information. • Clear all financial obligations with university for transcript and/or diploma release.