**THE GRADUATE SCHOOL AT KANSAS STATE UNIVERSITY**

**MASTER’S DEGREE CHECKLIST – COURSEWORK ONLY**

***FOR MORE INFORMATION:***

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| **Deadline**  | **Requirement**  |
| Prior to completion of 9 hours of coursework  | * Review Graduate Handbook and departmental handbook. 
* Prerequisite/deficiency requirements. (if applicable)
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| After 9 hours of completed coursework   | * Select major professor.
* Select supervisory committee.

 * Prepare Program of Study (HIST 815 or POLSC 815)

 * Submit Program of Study to Security Studies. Once a copy is made for your file it will be

 submitted to the Graduate School.  |
| Semester of intent to graduate  |  * Submit “Approval to Schedule Final Examination” form a **minimum of 30 working days prior** to final examination to the Graduate School.
* Complete Graduation Application in KSIS
* Complete online registration **IF** participating in commencement.
* Complete online surveys (exit survey, ETDR survey) and K-State Alumni Association information.
* Clear all financial obligations with university for transcript and/or diploma release.
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**Revised 10-13-15**