**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) |
| 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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