

THE GRADUATE SCHOOL AT KANSAS STATE UNIVERSITY
MASTER’S DEGREE CHECKLIST – COURSEWORK ONLY

FOR MORE INFORMATION:

Angie Pfizenmaier · MASTER’S SPECIALIST · 103 FAIRCHILD HALL · 785-532-6191 · akt@ksu.edu

Deadline	Requirement
Prior to completion of 9 hours of coursework	<ul style="list-style-type: none"> • Review Graduate Handbook and departmental handbook. □ • Prerequisite/deficiency requirements. (if applicable)
After 9 hours of completed coursework	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.