THE GRADUATE SCHOOL AT KANSAS STATE UNIVERSITY
MASTER'S DEGREE CHECKLIST – THESIS/REPORT

JAMIE CLARK	STEPHANIE WACKER	ANGIE PFIZENMAIER
jamieclark@ksu.edu	swacker@ksu.edu	akt@ksu.edu
COLLEGE OF EDUCATION	COLLEGE OF AGRICULTURE	COLLEGE OF ARTS AND SCIENCES
COLLEGE OF HUMAN ECOLOGY	COLLEGE OF ARCHITECTURE, PLANNING & DESIGN	COLLEGE OF VETERINARY MEDICINE
	COLLEGE OF BUSINESS ADMINISTRATION	
	COLLEGE OF ENGINEERING	
	MASTER OF TECHNOLOGY	
	MASTER OF PUBLIC ADMINISTRATION	
	MASTER OF PUBLIC HEALTH	
	MASTER OF FINE ARTS	

Deadline	Requirement
Prior to completion of 9 hours of coursework	• 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.
After 9 hours of completed coursework	• Submit Program/Committee Change Form if any changes have been made to courses and/or committee. • Obtain approval of thesis or report proposal (if required by the program) • Obtain a compliance number for use of human subjects/animals/biohazards. (if applicable) • Collect and analyze data. (if applicable) • Write thesis or report. • Obtain major professor approval for distribution of thesis or report to supervisory committee.
Semester of intent to graduate	• Provide major professor and supervisory committee a copy of thesis or report a **minimum of 10 working days** prior to scheduled defense. • 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 thesis/report 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. • 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.