**THE GRADUATE SCHOOL AT KANSAS STATE UNIVERSITY DOCTORAL DEGREE CHECKLIST**

***FOR MORE INFORMATION:***

# FAIRCHILD HALL ∙ 785-532-6191

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| LORI GRELK lmgrelk@ksu.edu | LAURA MURPHY larbar@ksu.edu | ANGIE PFIZENMAIER akt@ksu.edu |
| 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 |

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| **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 iSIS. * 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 UMI/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. |