

# THE GRADUATE SCHOOL AT KANSAS STATE UNIVERSITY

## DOCTORAL DEGREE CHECKLIST

**FOR MORE INFORMATION:**

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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

Deadline	Requirement
2 <sup>nd</sup> semester or completion of 9 hours	<ul style="list-style-type: none"> <li>• Review Graduate Handbook and departmental handbook.</li> <li>• Complete prerequisite/deficiency requirements. (if applicable)</li> <li>• Select major professor.</li> <li>• Select supervisory committee.</li> <li>• Prepare Program of Study.</li> <li>• Identify compliance requirements regarding research for notation on Program of Study.</li> <li>• Submit Program of Study to the Graduate School.</li> </ul>
7 months prior to graduation date	<ul style="list-style-type: none"> <li>• Submit Program/Committee Change Form if any changes have been made to courses and/or committee.</li> <li>• Schedule Preliminary Examination(s) and/or Qualifying Examination(s) <b>a minimum of 7 months prior</b> to date of graduation.</li> <li>• Submit “Request for Preliminary Examination Ballot” form <b>at least one month prior</b> to date of examination.</li> <li>• Submit signed preliminary examination ballot to the Graduate School <b>within one week following</b> examination.</li> <li>• Obtain approval of dissertation/research proposal if required by the program.</li> <li>• Obtain a compliance number for use of human subjects/animals/biohazards. (if applicable)</li> <li>• Collect and analyze data.</li> <li>• Write dissertation &amp; obtain major professor approval for distribution to committee and outside chairperson.</li> <li>• Enroll fall and spring semesters (and summer if last semester) after admission to candidacy.</li> </ul>
Semester of intent to graduate	<ul style="list-style-type: none"> <li>• Select dates to schedule final examination in consultation with major professor, supervisory committee and assigned outside chairperson.</li> <li>• Provide major professor, supervisory committee and assigned outside chairperson a copy of the dissertation <b>a minimum of 10 working days prior</b> to scheduled final examination.</li> <li>• Submit “Approval to Schedule Final Examination” form <b>a minimum of 10 working days prior</b> to final examination to the Graduate School.</li> <li>• Complete Graduation Application in iSIS.</li> <li>• Complete online commencement registration <b>IF</b> participating in commencement.</li> <li>• Submit final examination ballot to the Graduate School.</li> <li>• Make revisions to dissertation until expectations of major professor and supervisory committee are met.</li> <li>• Submit ETDR ballot to the Graduate School.</li> <li>• Prepare final copy of ETDR and submit to KREx and UMI/ProQuest.</li> <li>• Complete Survey of Earned Doctorates, online surveys and K-State Alumni Association information.</li> <li>• Clear all financial obligations with university for transcript and/or diploma release.</li> </ul>