

## Graduate School Checklist

Name: \_\_\_\_\_ Anticipated Completion Year: \_\_\_\_\_

**Dual Degree:** \_\_\_\_\_ **GRA:** \_\_\_\_\_ **HO:** \_\_\_\_\_

- Major Professor Appointed
- Outside (of CS Dept) Committee Members \_\_\_\_\_
- Funding Source: \_\_\_\_\_ \*Inform DCS Office and Business Office
- Graduate School Application Submitted \*Please communicate with the DCS Office with the above information
- Tuition Waiver Form: [www.k-state.edu/hcs/docs/eta.pdf](http://www.k-state.edu/hcs/docs/eta.pdf) (Need to complete for each semester)

KSU Grad Student Recourse (forms): <https://www.k-state.edu/grad/academics/forms/>

By end of the second semester of Graduate Studies

- “Program of Study” Submitted Electronically *\*Please communicate with your committee to expect email for approval process*
- Communicate with the DCS Office when the “Program of Study” has been approved

Semester of Defense

- Master’s Defense Scheduled with committee (date and time)
- Communicate date and time with DCS Office, will help find room
- “Approval to Schedule Defense – Master’s” Submitted Electronically *\*Please communicate with your committee to expect email for approval process*
- Communicate with the DCS Office when the “Approval to Schedule Defense – Master’s” has been approved *\*Needs to be approved 10 days ahead of defense date*
- Send Abstract and Title Page to DCS Office
- Distribute Thesis to committee 10 (working) days (2 weeks) ahead of defense date
- Major Professor will receive ballots via email from Graduate School after “Approval to Schedule Defense – Master’s” has been approved

Contact Megan Miller ([mmmiller@ksu.edu](mailto:mmmiller@ksu.edu)) to give you access to the “Graduate School Orientation” in Canvas. This is a great resource.