



Student Name: _____

Department of Mathematical Sciences, Graduate Studies

Abbreviated steps to complete your Degree!

As a graduate student, you have a lot of responsibilities. One of them is to make sure you have all the requirements needed to graduate. To help you keep track of those responsibilities and requirements, I have made this checklist for you. I hope that it helps, but feel free to contact me (at Ext. 29293) if you need anything else.

1) WELCOME!

- ☐ Fill out forms to get a Math Department email and computer account. Make sure you are put on the **Graduate Email listserv**.
- ☐ If you have been given an assistantship: There are other forms that need to be filled out for HR services. See the Graduate Secretary for these forms and your contract.
- ☐ *Each semester* you will be asked to submit your schedule to the Graduate Coordinator (and/or your advisor). You will also have a meeting once a year with the Graduate Coordinator to review the status of your graduate coursework.

2) QUALIFIERS (M.A.) or THESIS (M.S.)

- ☐ QUALIFIERS: Turn in sign-up sheet after your first Academic Year of study. Qualifiers are given in August and January. **OR**
- ☐ THESIS PREPARATION: Notification of Approved Thesis Topic form must be turned in at least one semester before graduation!
- ☐ THESIS PREPARATION: Abstract, typed by you (goes with Approval of Thesis Topic)
- ☐ THESIS DEFENSE: Announcement - post at least 10 days before, and give a copy to the graduate secretary
- ☐ THESIS DEFENSE: Report of Final Examination form (goes into defense with student, committee signs after defense)
- ☐ THESIS COMPLETED: Thesis Preparation Approval Form gets turned in with the final copy
- ☐ THESIS COMPLETED: Signature Approval Page (after title page of your thesis)
(Master's students will go to step 7, or if you want to apply for your Master's degree for your records, go to step 7)

3) MATRICULATION (Ph.D.)

Matriculation refers to your transition from being in the Master's program to being in the Doctoral program.

- ☐ Fill out a matriculation form (located online or in the Graduate Secretary's office) when you have completed your qualifiers successfully or finished your thesis, and you are planning on moving on to the Doctoral program.

4) CANDIDACY (Ph.D.)

- ☐ Formal Announcement - You must submit an announcement of the Candidacy at least 10 days before the exam.
- ☐ Report of Candidacy Exam form - take into exam with you

5) DISSERTATION PREPARATION (Ph.D.)

- ☐ DISSERTATION PREPARATION: Notification of Approved Dissertation Topic and prospectus - must have been filled out at **least one semester** before the Dissertation Defense, but after your Candidacy exam.
- ☐ DISSERTATION PREPARATION: Abstract, typed by you (goes with Approval of Dissertation Topic)
- ☐ DISSERTATION DEFENSE: Announcement - post at least 10 days before, and give a copy to the Math Department
- ☐ DISSERTATION DEFENSE: Report of Final Examination form (goes into defense with student, committee signs after defense)
- ☐ DISSERTATION COMPLETED: Binding fee must be paid *before* applying for graduation (\$65). (Also, see electronic filing...)
- ☐ DISSERTATION COMPLETED: Dissertation Preparation Approval Form gets signed and turned in with final copy
- ☐ DISSERTATION COMPLETED: Signature Approval Page signed and turned in with final copy (after title page of dissertation)
- ☐ DISSERTATION COMPLETED: Survey and Dissertation Agreement form gets turned in with final copy (get from A&S office)

6) GRADUATION (M.A., M.S., and Ph.D.) *Pay attention to A&S Deadlines!!!*

- ☐ Application for Graduation - (found in Flashline under Student Tools tab or at <http://www.kent.edu/CAS/CurStudents/gradforms.cfm>) Ask A&S if you have questions on graduation (Ext. 22661)
- ☐ Double check your information! Do you have all requirements? Are you an MA or an MS? Is your name correct in the system?
- ☐ Are there any IP's on your record? (This does not count Dissertation, as those IP's will automatically be resolved by A&S.)
- ☐ Graduation EXIT Information page - if you are leaving KSU, please turn this in to the Math Department (see math webpage)

Double check ALL of these steps with the Mathematical Sciences Graduate Handbook! (located online)

And PLEASE *make copies of EVERYTHING* before turning it in...

Remember – it is YOUR responsibility to be aware of ALL that you are required to do, so if you don't know... ASK!

Welcome to our Graduate Program!