

## GRADUATE PROGRAM CHECKLIST

### 1. Admission to Graduate School and Degree Program

If you are a U.S. citizen, you must:

- Complete and submit the application: [fhsu.edu/academic/gradschl/admission/](https://fhsu.edu/academic/gradschl/admission/).
  - Domestic application fee: \$40
  - Once you've submit your application in Workday, you will receive an email confirming your application has been submitted. If you do not receive this email within 24-hours, please contact the Graduate School office.
- Submit the required application materials. You can see what materials are required for your application by checking your application status through the Workday application portal or by finding your program on our Graduate Programs page: [fhsu.edu/academic/gradschl/programs/](https://fhsu.edu/academic/gradschl/programs/). Applications will not be reviewed for admission until all requirements have been completed.
  - Provide a personal statement, if applicable for your program of study. Check with your program's department for specifics.
  - Provide letters of recommendation, if applicable for your area of study. Letters of recommendation must be submitted on official letterhead with an original signature. Letters of recommendation can be sent directly from the reference to the Graduate School by postal mail or email ([gradschool@fhsu.edu](mailto:gradschool@fhsu.edu)), or you may upload them in the Workday application portal.
  - Provide the Graduate School with an **OFFICIAL** bachelor's degree transcript which indicates the completion of a bachelor's degree from an accredited institution. The bachelor's transcript must include a minimum of 60 hours of graded credit and a grade point average (GPA) of 2.5 on the last 60 hours of undergraduate credit. **OFFICIAL** transcripts, by definition, are transcripts sent directly from the college or university Registrar to the Graduate School at Fort Hays State University. Transcripts mailed or brought in by the applicant are not official and, therefore, are not acceptable. Students cannot upload their transcripts through the application portal. The Graduate School will obtain the undergraduate transcript for FHSU students. Non-degree students must provide a copy (need not be official) of a bachelor's or master's degree transcript from an accredited institution. Applicants who have earned graduate degrees from other institutions only need to provide an **OFFICIAL** bachelor's degree transcript only unless otherwise stated.
  - Other application materials as required by department (i.e., entrance examination scores, resume, teaching certificate, etc.) Please go to the **Programs** page on our website to see what is required for your degree program. Many of these requirements can be submitted through the application portal.

### 2. Following Admission to a Degree Program

- After you receive your admission notification email, allow 1-2 business days for the system to matriculate you into the program. Once this has been completed, you will receive an email regarding your next steps (activating your TigerNet ID, completing onboarding, etc).
- Contact your academic advisor to discuss your academic plan and course registration. Your advisor's information can be found in Workday. Workday resources for students can be found here: [fhsu.edu/workday/student-resources](https://fhsu.edu/workday/student-resources).
- Maintain at least a 3.00 grade point average in all coursework on the graduate degree program.
- Follow all policies of the department, Graduate School, and university.
- IMPORTANT!** Check your FHSU e-mail account regularly for important information regarding deadlines and other announcements.

### 3. **Comprehensive Exams**

- ❑ Check semester deadlines: [fhsu.edu/academic/gradschl/current-students/deadlines/](https://www.fhsu.edu/academic/gradschl/current-students/deadlines/).
- ❑ Sign up for Comprehensive Exams: [fhsu.edu/academic/gradschl/current-students/comps/](https://www.fhsu.edu/academic/gradschl/current-students/comps/).

\*For the Master of Liberal Studies degree, two attempts to pass the comprehensive exams are allowed; however, you cannot retake examinations within the same semester or term.

### 4. **Getting Ready for Graduation**

- ❑ If choosing the thesis or field study option, submit your approved thesis or field study title to the Graduate School according to the deadline for the semester or summer term. Mail, email, or deliver your title page, all introductory pages and two pages of the first chapter to the Graduate School to be checked for proper format. Check the thesis and field study guidelines: [fhsu.edu/academic/gradschl/documents/thesis-guidelines.pdf](https://www.fhsu.edu/academic/gradschl/documents/thesis-guidelines.pdf).
- ❑ Submit final thesis or field study to the Graduate School by the deadline for the semester or summer term.
- ❑ Apply for Program Completion in *Workday* by the deadline for the semester or summer term that you plan to graduate.

### 5. **After Graduation**

- ❑ If you want a copy of your official degree transcript, submit your request here: [getmytranscript.org](https://www.getmytranscript.org).
- ❑ Diplomas are mailed approximately four-six weeks after the end of the semester or summer term.
- ❑ Commencement is held twice a year: at the end of the Fall and Spring semesters. Please check for updates here: [fhsu.edu/commencement/](https://www.fhsu.edu/commencement/).

#### Contact Information:

The Graduate School  
Fort Hays State University  
600 Park Street  
Picken Hall 306  
Hays, KS 67601

[www.fhsu.edu/gradschool/](https://www.fhsu.edu/gradschool/)  
Email: [gradschool@fhsu.edu](mailto:gradschool@fhsu.edu)  
Telephone: (785) 628-4236  
FAX: (785) 628-4479