

GRADUATE PROGRAM CHECKLIST

1. Admission to Graduate School and Degree Program

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

- Complete and submit an application: [fhsu.edu/academic/gradschl/apply](https://www.fhsu.edu/academic/gradschl/apply)
- Pay the \$40.00 application fee.
- Create a password for your student application portal. You will receive an email from Workday prompting you to set up the account shortly after you submit an application. The portal will allow you to upload some application requirements and check your application status. Please see the instructional videos for information on using this portal: <http://www.fhsu.edu/academic/gradschl/admissions/>
- Provide letters of recommendation, if applicable for your area of study. Letters of recommendation must be submitted on letterhead or the Graduate School **recommendation form** with an original signature. (<https://www.fhsu.edu/academic/gradschl/recform/>) Letters of recommendation can be sent directly from letter writers to the Graduate School by postal mail or email (gradschool@fhsu.edu), or you may upload them in the application portal. Alternatively, you may invite references to complete an electronic recommendation when submitting your application.
- Provide entrance examinations, if applicable for your area of study.
- 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. 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 must provide an **OFFICIAL** bachelor's degree transcript only.
- Some departments require other documents (i.e., personal letter, resume, teaching certificate, etc.) Please go to *Programs and Degrees* on our website to see what is required for your degree program. Many of these requirements can be submitted through the student portal.

2. Following Admission to a Degree Program

- Meet with your advisor and/or advisory committee and complete a **Program of Study**. The program should be submitted to the Graduate School by your advisor electronically before your second enrollment.
- Preregister and/or enroll according to dates listed on the online academic calendar, <https://www.fhsu.edu/registrar/academic-calendar/>.
- 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, approved program of study, and other announcements.

3. Admission to Degree Candidacy

- ❑ Complete all departmental conditions of admission, including any deficiency work.
- ❑ Achieve at least a 3.00 grade point average in all coursework on the graduate degree program.
- ❑ After completion of at least nine hours of graduate work, consult with your advisor about completing an **Application for Admission to Candidacy** form. Your advisor sends the application to the Graduate School. You are notified by email when your Candidacy is approved.
- ❑ Research Project must be identified and approved by the student's advisor.
- ❑ Departmental entrance examination scores must be submitted, if required by the department of your major.

4. Getting Ready for Graduation

- ❑ Sign up for **Comprehensive Exams** on the Graduate School webpage in the Current Students section <https://www.fhsu.edu/academic/gradschl/comps/> Check the semester deadlines at <https://www.fhsu.edu/academic/gradschl/deadlines/>
- ❑ 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.
- ❑ 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. See thesis and field study guidelines at <http://www.fhsu.edu/academic/gradschl/current-students/thesisguidelines>.
- ❑ Submit final thesis or field study to the Graduate School by the deadline for the semester or summer term.
- ❑ Submit an **Intent to Graduate** form in TigerTracks by the deadline for the semester or summer term that you plan to graduate.
- ❑ Pay the required, nonrefundable \$50 graduation fee.
- ❑ Contact the Graduate School to check on the status of your graduation.
- ❑ If you do not graduate as planned, contact the Graduate School to resubmit an Intent to Graduate or use the PDF form available in TigerTracks. You do not need to repay the \$50 fee.
- ❑ If you want a copy of your official degree transcript, submit your request online at <http://www.fhsu.edu/registra/transcripts/>.
- ❑ Diplomas are mailed approximately four-six weeks after the end of the semester or summer term. Diplomas are not mailed to international residential addresses.
- ❑ Commencement is held once a year at the end of the spring semester. Please visit the university website <https://www.fhsu.edu/commencement/>

Contact Information:

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