K-State Office of the Registrar

Graduate Program Templates

Business Process Guide

Updated: July 29, 2022

Contents

GR Certificate Template 1 – Required courses only:

Description of the GR certificate, including:
- information if the certificate is connected to a master program
- admission requirements
- program requirements
- Contact information for graduate program coordinator

Required Courses:		
Program Total Credits (between 12-20 graduate credit):		

Footnotes
See graduate certificate program requirements in Graduate Handbook: https://www.k-state.edu/grad/student-success/graduate-handbook/chapter4.html

GR Certificate Template 2 (required and elective courses) :

Description of the GR certificate, including:
- information if the certificate is connected to a master program
- admission requirements
- program requirements
- Contact information for graduate program coordinator

Required Courses:		
Electives:		
Program Total Credits (between 12-20 graduate credit):		

Footnotes
See graduate certificate program requirements in Graduate Handbook: https://www.k-state.edu/grad/student-success/graduate-handbook/chapter4.html

Masters Degrees Template 1 – Thesis Option:

Description of program, including:
- Number of credits
- Admission requirements
- Contact information for graduate program coordinator

Required Core:		
Electives:		
Thesis Option: 6-8 graduate credit hours		
Program Total Credits (minimum 30 credits):		

Footnotes:
See master degree program requirements in Graduate Handbook https://www.k-state.edu/grad/student-success/graduate-handbook/chapter2.html

Masters Degrees Template 2 – Report Option:

Description of program, including:
- Number of credits
- Admission requirements
- Contact information for graduate program coordinator

Required Core:		
Electives:		

Report Option (for 2 hours of credit on research or on a problem)		
Program Total Credits (minimum 30 credits):		

Footnotes:
See master degree program requirements in Graduate Handbook https://www.k-state.edu/grad/student-success/graduate-handbook/chapter2.html

Masters Degrees Template 3 - Courses only option:

Description of program, including:
- Number of credits
- Admission requirements
- Contact information for graduate program coordinator

Required Core:		
Electives:		
Program Total Credits (minimum 30 credits):		

Footnotes:
See master degree program requirements in Graduate Handbook https://www.k-state.edu/grad/student-success/graduate-handbook/chapter2.html

Accelerated Bachelor/Master Template:

Description of the program, including:
- Name of the undergraduate degree
- Name of the graduate degree
- Number of credits
- Admission requirements
- Contact information for graduate program coordinator

Course Requirements		
(BS/MS Courses (counted towards both degrees): LIST courses for a total of 9 credits)		
Master's Degree Requirements		
(This list shall <u>not</u> include the grad courses that are counted towards both degrees) • **Required courses** (provide list of courses) • **Elective Courses** or **Concentration Courses** (provide list of courses) • **Thesis/Final Project Requirements**		
Total Hours Require for Master's (minimum 30 credits):		

Doctoral Degrees Template:

Description of program, including:
- Number of credits
- Admission requirements
- Contact information for graduate program coordinator

Required Courses:		
Concentration Courses:		
Research:		
Program Total Credits:		**60**
Students who hold a Master's degree may request transfer of up to 30 hours of that degree toward a Doctoral degree		30
Total Credits:		**90**

Dissertation Requirements:
After successfully completing the comprehensive exam, students must enroll in 6 credit hours of dissertation per semester, excluding summer semester, until the dissertation is complete or 18 credit hours are completed. After 18 credit hours of dissertation are completed, a student must enroll in 1 hour per semester, excluding summer semester, until the dissertation is completed.

See doctoral degree program requirements in Graduate Handbook
https://www.k-state.edu/grad/student-success/graduate-handbook/chapter3.html

Doctoral Degrees Program of Study Template {3 year}:

YEAR 1		
Fall		
		10
Spring		
		9
Summer		
		5
YEAR 2		
Fall		
		9
Spring		
		7-12
Summer		
		4-9
YEAR 3		
Fall		
		9
Spring		
		7-12
Summer		

	4-9
Program Total Credits:	**44-54**
Students who hold a Master's degree may request transfer of up to 30 hours of that degree toward a Doctoral degree	30
Total Credits:	**74-84**

Doctoral Degrees Program of Study Template {4 year}:

YEAR 1		
Fall		
		5
Spring		
		6
Summer		
		3
YEAR 2		
Fall		
		6-7
Spring		
Oral Comprehensive Exam may be scheduled as early as this semester if approved by committee to proceed.		
		6-7
Summer		
		3
YEAR 3		
Fall		
		4-9
Spring		

		4-9
Summer		
		4-9
YEAR 4		
Fall		
		1
Spring		
		1
Program Total Credits:		**43-60**
Students who hold a Master's degree may request transfer of up to 30 hours of that degree toward a Doctoral degree		30
Total Credits:		**73-90**