

COLLEGE OF VETERINARY MEDICINE
MS IN VETERINARY BIOMEDICAL SCIENCES: CHECKLIST
THESIS/REPORT/COURSE

Timeline	Things to do
First semester	<ul style="list-style-type: none"> • Review Graduate Handbook: http://www.k-state.edu/grad/graduate-handbook/chapter2.html • Review Department Graduate Program Information: http://www.vet.k-state.edu/education/dmp/ • Meet with your major professor to discuss and develop a plan of study concerning course work and thesis project (or report). • Select courses to be taken in the second semester
Second semester:	<ul style="list-style-type: none"> • Select supervisory committee (minimum of three members). All members should be Graduate faculty: https://catalog.k-state.edu/content.php?catoid=41&navoid=7352 • Prepare, in consultation with your major professor, a tentative Program of Study: http://www.k-state.edu/grad/academics/forms/ • Identify compliance requirements regarding research for notation on Program of Study: https://www.k-state.edu/comply/. • Schedule a supervisory committee meeting to present and seek approval of the Program of Study. Also, make a presentation of your assigned thesis project. • Submit the approved Program of Study to the Graduate School.
Third semester	<ul style="list-style-type: none"> • Submit Program/Committee Change Form, if any changes have been made to courses and/or committee: http://www.k-state.edu/grad/academics/forms/. • Schedule a supervisory committee to present research progress and seek guidance from the committee members.
Fourth semester or Semester of intent to graduate	<ul style="list-style-type: none"> • Schedule a supervisory committee to present a report on your thesis project (or report), to seek approval of the final exam and pick a tentative date for the thesis defense • Provide major professor and supervisory committee a copy of thesis (or report) a minimum of 10 working days prior to scheduled defense. • Submit “Approval to Schedule Final Examination” form a minimum of 10 working days prior to the final examination date to the Graduate School: http://www.k-state.edu/grad/academics/forms/2017forms/m-asfe.pdf • Complete Graduation Application in KSIS • Complete online commencement registration IF participating in commencement. • Submit final examination ballot to the Graduate School. • Make revisions to thesis/report until expectations of major professor and supervisory committee are met. • Submit ETDR ballot to the Graduate School. • Prepare final copy of ETDR and submit to KREx. • Complete online CVM Graduate Program Exit Survey: CVM Grad Student Exit Survey

	<ul style="list-style-type: none">• Complete Graduate School online surveys (exit survey, ETDR survey) and K-State Alumni Association information: https://www.k-state.edu/grad/academics/forms/exsurvey.html.• Clear all financial obligations with university for transcript and/or diploma release.
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For Additional Information Contact:

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