

**COLLEGE OF VETERINARY MEDICINE  
MS IN VETERINARY BIOMEDICAL SCIENCES  
CHECKLIST**

Timeline	Activity	Task Completed
YEAR 1: 1 <sup>st</sup> semester	<ul style="list-style-type: none"> <li>• Review the <a href="#">Graduate Handbook</a>.</li> <li>• Review the <a href="#">Department Graduate Program Information</a>.</li> <li>• Meet with your major professor to develop an overall plan for the degree and to decide on a thesis /report/non-thesis and non-report option.</li> <li>• Thesis/Report option: Meet with your major professor to discuss and decide on a research project/report.</li> </ul>	
YEAR 1: 2 <sup>nd</sup> semester:	<ul style="list-style-type: none"> <li>• <b>Select supervisory committee in consultation with your major professor.</b> A minimum of three members is required, including the major professor. The other two can be from any department and all must be members of Graduate Faculty</li> <li>• Prepare, in consultation with your major professor, a tentative program of study. Click <a href="#">here</a> for a PDF version of the Program of Study to list the courses to be used before submitting electronically. Click <a href="#">Here</a> to see an example of a completed Program of Study.</li> <li>• Identify research compliance requirements, if applicable, for notation on the Program of Study: <a href="#">University Research Compliance Office</a>.</li> <li>• <b>Schedule a supervisory committee meeting</b> to present and seek approval of the Program of Study and present your assigned thesis project or report, if applicable.</li> <li>• <b>Complete and submit the <a href="#">Program of Study</a> electronically.</b> Please inform your committee members to expect an email from Graduate School to access and approve. For major professor and committee members, you must use K-State e-mail (eID@ksu.edu).</li> <li>• Meet with the major professor to discuss progress/student learning outcomes and sign the Graduate Student-Major Professor form.</li> </ul>	
YEAR 2 3 <sup>rd</sup> semester	<ul style="list-style-type: none"> <li>• Fill out the Annual Progress Report and Self-Assessment and submit to Barb Turner, Graduate Program Assistant.</li> <li>• Submit electronically, <a href="#">Program and Committee Change Form</a> to the Graduate School, if any changes have been made to courses and/or committee.</li> <li>• Schedule a supervisory committee meeting to present research progress.</li> </ul>	
YEAR 2 4 <sup>th</sup> or graduation semester	<ul style="list-style-type: none"> <li>• <b>Must be enrolled in at least 1 credit hour in the semester of graduation.</b> <a href="#">Graduation and Commencement Checklists</a></li> <li>• <b>Schedule a supervisory committee to present your thesis project</b> (or report), if applicable, and seek approval to schedule the final exam/thesis. If the option is non-thesis/non-report (coursework only), determine the format of the final oral exam.</li> <li>• Submit <a href="#">Approval to Schedule Final Examination Form</a> to the Graduate School.</li> <li>• <b>Prepare thesis/report title page and abstract</b>, in consultation with your major professor, and submit to the Graduate School at the earliest possible time (at least two weeks before the final examination).</li> <li>• Fill out the Annual Progress Report and Self-Assessment and submit to Barb Turner, Graduate Program Assistant.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Meet with the major professor to discuss progress/student learning outcomes and sign the Graduate Student-Major Professor form.</li> <li>• Before writing thesis or dissertation, review requirements for <a href="#">Formatting your ETDR</a> (Electronic Thesis, Dissertation, and Report).</li> <li>• <b>Provide supervisory committee a copy of the thesis/report</b> that has been approved by your major professor for distribution. The distribution should be done a <b>minimum of 10 working days</b> prior to scheduled defense.</li> <li>• Complete Graduation Application in KSIS and update degree/diploma mailing address.</li> <li>• Complete online commencement registration <b>provided by the Graduate School, if</b> participating in commencement. The Graduate School will email you the online commencement link.</li> <li>• The final examination ballot will be submitted electronically by the supervisory committee.</li> <li>• Revise thesis/report to meet major professor and supervisory committee expectations.</li> <li>• The ETDR ballot will be submitted electronically by the major professor to the Graduate School.</li> <li>• Prepare final copy of ETDR in PDF format and submit to <a href="#">K-REx</a>.</li> <li>• <b>Complete CVM Grad Student Exit Survey.</b> The survey link will be emailed to you after completion of your defense.</li> <li>• Complete Graduate School online surveys and K-State Alumni Association information.</li> <li>• Clear all financial obligations with university for transcript and/or diploma release.</li> <li>• Request the number of transcripts with degree posted from the Registrar's Office by deadline to avoid having to pay for transcripts later.</li> </ul>	
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**For Additional Information Contact:**

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