

COLLEGE OF VETERINARY MEDICINE

MS IN VETERINARY BIOMEDICAL SCIENCES

CHECKLIST

Timeline	Activity	Task Completed
YEAR 1: 1 st semester	<ul style="list-style-type: none"> Review the Graduate Handbook. Review the Department Graduate Program Information. 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. Thesis/Report option: Meet with your major professor to discuss and decide on a research project/report. 	
YEAR 1: 2 nd semester:	<ul style="list-style-type: none"> Select supervisory committee in consultation with your major professor. 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 Prepare, in consultation with your major professor, a tentative program of study. Click here for a PDF version of the Program of Study to list the courses to be used before submitting electronically. Click Here to see an example of a completed Program of Study. Identify research compliance requirements, if applicable, for notation on the Program of Study: University Research Compliance Office. Schedule a supervisory committee meeting to present and seek approval of the Program of Study and present your assigned thesis project or report, if applicable. Complete and submit the Program of Study electronically. 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). Meet with the major professor to discuss progress/student learning outcomes and sign the Graduate Student-Major Professor form. 	
YEAR 2 3 rd semester	<ul style="list-style-type: none"> Fill out the Annual Progress Report and Self-Assessment and submit to Barb Turner, Graduate Program Assistant. Submit electronically, Program and Committee Change Form to the Graduate School, if any changes have been made to courses and/or committee. Schedule a supervisory committee meeting to present research progress. 	
YEAR 2 4 th or graduation semester	<ul style="list-style-type: none"> Must be enrolled in at least 1 credit hour in the semester of graduation. Graduation and Commencement Checklists Schedule a supervisory committee to present your thesis project (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. Submit Approval to Schedule Final Examination Form to the Graduate School. Prepare thesis/report title page and abstract, 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). Fill out the Annual Progress Report and Self-Assessment and submit to Barb Turner, Graduate Program Assistant. 	

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

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