## Timeline | Activity |
|---|---|
| **YEAR 1:** 1st semester | • 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:** 2nd semester | • **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 listed in the [Graduate Catalog](#).  
• 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.  
• Fill out the Annual Progress Report and Self-Assessment and submit to Barb Turner, Graduate Program Assistant.  
• Meet with the major professor to discuss progress/student learning outcomes and sign the Graduate Student-Major Professor form. |
| **YEAR 2 3rd semester** | • 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 4th or graduation semester** | • **Must be enrolled in at least 1 credit hour in the semester of graduation**  
• **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.  
• Meet with the major professor to discuss progress/student learning outcomes and sign the Graduate Student-Major Professor form. |
• Review requirements for [Formatting your ETDR](#) (Electronic Thesis and Dissertation 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.

---

**For Additional Information Contact:**

<table>
<thead>
<tr>
<th>T. G. Nagaraja</th>
<th>Barb Turner</th>
<th>Graduate School Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of VBS Graduate Program</td>
<td>VBS Graduate Program Assistant</td>
<td>Angie Pfizenmaier</td>
</tr>
<tr>
<td>Coles Hall 305</td>
<td>Coles Hall 302</td>
<td>Lead Degree Analyst for the</td>
</tr>
<tr>
<td><a href="mailto:tnagaraj@vet.k-state.edu">tnagaraj@vet.k-state.edu</a></td>
<td><a href="mailto:bturner3@vet.k-state.edu">bturner3@vet.k-state.edu</a></td>
<td>CVM</td>
</tr>
<tr>
<td>532-1214</td>
<td>532-4500</td>
<td><a href="mailto:akt@k-state.edu">akt@k-state.edu</a></td>
</tr>
</tbody>
</table>

532-6191