

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

Timeline	Activity
YEAR 1: 1st 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 develop a Program of Study and decide on a thesis project/report/non-thesis and non-report option.
2nd semester:	<ul style="list-style-type: none"> Select supervisory committee (minimum of three members). All members must be Graduate faculty: https://catalog.k-state.edu/content.php?catoid=45&navoid=8265 Prepare, in consultation with your major professor, a tentative Program of Study: http://www.k-state.edu/grad/academics/forms/ Identify research compliance requirements, if applicable, for notation on the Program of Study: https://www.k-state.edu/comply/. Schedule a supervisory committee meeting to seek approval of the Program of Study and present your assigned thesis project or report, if applicable. Submit the Program of Study that has been approved by your supervisory committee to the Graduate School for review and final approval. 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 and evaluation reports and sign the Graduate Student-Mentor form.
YEAR 2 3 rd 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 meeting to present research progress.
YEAR 2 4 th or graduation semester	<ul style="list-style-type: none"> 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 coursework only, determine the format of the final oral exam. 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 and evaluation reports and sign the Graduate Student-Mentor form. Provide supervisory committee a copy of thesis/report that has been approved for distribution by your major professor. The distribution should be done 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: https://www.k-state.edu/grad/academics/forms/ Complete Graduation Application in KSIS Complete online commencement registration provided by the Graduate School, IF participating in commencement. The Graduate School will email you the online commencement link. Submit final examination ballot to the Graduate School. Revise thesis/report to meet major professor and supervisory committee expectations.

	<ul style="list-style-type: none"> • Submit ETDR ballot to the Graduate School. • Prepare final copy of ETDR in PDF format and submit to KREx. • Complete online CVM Graduate Program Exit Survey: CVM Grad Student Exit Survey • 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. • Update KSIS degree/diploma mailing address to assure deliver of diploma. • 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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