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

<table>
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<tr>
<th>Timeline</th>
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| YEAR 1: 1st semester | • Review Graduate Handbook: [http://www.k-state.edu/grad/graduate-handbook/chapter2.html](http://www.k-state.edu/grad/graduate-handbook/chapter2.html)  
 • Review Department Graduate Program Information: [http://www.vet.k-state.edu/education/dmp/](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: | • **Select supervisory committee** (minimum of three members). All members must be Graduate faculty: [https://catalog.k-state.edu/content.php?catoid=45&navoid=8265](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/](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/](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 3rd semester | • Submit Program/Committee Change Form, if any changes have been made to courses and/or committee: [http://www.k-state.edu/grad/academics/forms/](http://www.k-state.edu/grad/academics/forms/).  
 • Schedule a supervisory committee meeting to present research progress. |
| YEAR 2 4th or graduation semester | • **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/](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. |
- 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](https://www.k-state.edu/grad/academics/forms/exsurvey.html).
- 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](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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**For Additional Information Contact:**

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<tr>
<th>T. G. Nagaraja</th>
<th>Barb Turner</th>
<th>Angie Pfizenmaier</th>
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