

**College of Veterinary Medicine**  
**PHD IN PATHOBIOLOGY**  
**CHECKLIST**

Timeline	Activity	Task Completed
YEAR 1: 1 <sup>st</sup> semester (Fall or Spring)	<ul style="list-style-type: none"> <li>Review the <a href="#">Graduate Handbook</a>.</li> <li>Review <a href="#">Department Graduate Program Information</a>.</li> <li>Meet with your major professor to develop an overall plan for the degree and identify a research project.</li> </ul>	
YEAR 1: 2 <sup>nd</sup> semester: (Fall or Spring)	<ul style="list-style-type: none"> <li><b>Select supervisory committee in consultation with your major professor.</b> A minimum of four members is required, including the major professor. One must be from outside your department.</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>Schedule a supervisory committee meeting to seek approval of the Program of Study and present your dissertation project.</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> </ul>	
YEAR 2: 3 <sup>rd</sup> semester (Fall or Spring)	<ul style="list-style-type: none"> <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 dissertation research progress.</li> <li>Fill out the Annual Progress Report and Self-Assessment and submit to Barb Turner, Graduate Program Assistant.</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: 4 <sup>th</sup> semester (Fall or Spring)	<ul style="list-style-type: none"> <li><b>Schedule a supervisory committee to discuss plans for the preliminary examination.</b> Decide on the format of the examination (traditional or grant) and the date for the oral examination. Submit to Graduate School the <a href="#">Request for Preliminary Examination Ballot</a> at least one month before the scheduled oral examination.</li> <li>Submit <a href="#">Program/Committee Change Form</a> if any changes have been made to courses and/or committee.</li> <li>Fill out the Annual Progress Report and Self-Assessment and submit to Barb Turner, Graduate Program Assistant.</li> <li>Meet with the major professor to discuss progress and evaluation reports and sign the Graduate Student-Major Professor form.</li> </ul>	
YEAR 3: 5 <sup>th</sup> semester (Fall or Spring)	<ul style="list-style-type: none"> <li>Submit <a href="#">Program/Committee Change Form</a> if any changes have been made to courses and/or committee.</li> </ul>	

<p>YEAR 3: 6<sup>th</sup> semester or graduation semester</p>	<ul style="list-style-type: none"> <li>• Must be enrolled in at least 1 credit hour in the semester of graduation. <a href="#">Graduation and Commencement Checklists.</a></li> <li>• <b>Schedule a supervisory committee to present your research. Seek approval of the committee to schedule the final oral defense.</b></li> <li>• Schedule a meeting with the external chair to confirm the date for the final oral defense.</li> <li>• Fill out the Annual Progress Report and Self-Assessment and submit to Barb Turner, Graduate Program Assistant.</li> <li>• Meet with the major professor to discuss progress/student learning outcomes and sign the Graduate Student-Major Professor form.</li> <li>• Submit <a href="#">Approval to Schedule Final Examination Form</a>. Prepare the dissertation title page and abstract and submit it to the graduate School at the earliest possible time (at least two weeks before the final examination).</li> <li>• Before writing your dissertation, review requirements for <a href="#">Formatting your ETDR</a> (Electronic Thesis, Dissertation, and Report).</li> <li>• Provide the supervisory committee and the external chair a copy of your dissertation that has been approved for distribution by your major professor. The distribution should be a <b>minimum of 10 working days</b> prior to scheduled defense.</li> <li>• Complete Graduation Application in KSIS.</li> <li>• Complete online commencement registration provided by the Graduate School, if participating in the commencement. The Graduate School will email you the online commencement link.</li> <li>• The signed ballot will be submitted electronically by your committee.</li> <li>• Revise dissertation to meet major professor and supervisory committee expectations.</li> <li>• The signed ETDR ballot will be submitted to the Graduate School by your major professor.</li> <li>• Prepare final PDF copy of ETDR 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>• Update KSIS degree/diploma mailing address to assure deliver of diploma.</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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