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

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| YEAR 1: 1st semester (Fall or Spring) | • Review the [Graduate Handbook](#).  
• Review [Department Graduate Program Information](#).  
• Meet with your major professor to develop an overall plan for the degree and identify a research project. | |
| YEAR 1: 2nd semester: (Fall or Spring) | • **Select supervisory committee in consultation with your major professor.** A minimum of four members is required, including the major professor. One must be from outside your department. 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 seek approval of the Program of Study and present your dissertation project.  
• **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 (Fall or Spring) | • 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 dissertation research progress. | |
| YEAR 2: 4th semester (Fall or Spring) | • **Schedule a supervisory committee to discuss plans for the preliminary examination.** Decide on the format of the examination (traditional or grant) and the date for the oral examination. Submit to Graduate School the [Request for Preliminary Examination Ballot](#) at least one month before the scheduled oral examination.  
• Submit [Program/Committee Change Form](#) if any changes have been made to courses and/or committee.  
• 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-Major Professor form. | |
| YEAR 3: 5th semester (Fall or Spring) | • After successful completion of the preliminary examination and notification of your assigned outside chair (appointed by the Graduate School), **make an appointment with your outside chair** to introduce yourself and to provide a brief report on your research and tentative plans for degree completion. | |
| YEAR 3: 6th semester or graduation semester | • Must be enrolled in at least 1 credit hour in the semester of graduation.  
• Schedule a supervisory committee to present your research. **Seek approval of the committee to schedule the final oral defense.**  
• Schedule a meeting with the external chair to confirm the date for the final oral defense.  
• 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.  
• Submit **Approval to Schedule Final Examination Form.** 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).  
• Review requirements for **Formatting your ETDR** (Electronic Thesis and Dissertation Report).  
• 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 **minimum of 10 working days** prior to scheduled defense.  
• 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.  
• The signed ballot will be submitted electronically by your committee.  
• Revise dissertation to meet major professor and supervisory committee expectations.  
• The signed ETDR ballot will be submitted to the Graduate School by your major professor.  
• Prepare final PDF copy of ETDR 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.  
• 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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