College of Veterinary Medicine
PHD IN PATHOBIOLOGY
CHECKLIST

Timeline	Activity	Task Completed
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: DMP, A&P, and CS Graduate Faculty. • Prepare, in consultation with your major professor, a tentative program of study. Click HERE to see an example of a completed Program of Study. • 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. For major professor and committee members, you must use K-State e-mail (eID@ksu.edu). • 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)	• Submit Program/Committee Change Form if any changes have been made to courses and/or committee.	
YEAR 3: 6th semester or graduation semester	• Must be enrolled in at least 1 credit hour in the semester of graduation. Graduation and Commencement Checklists. • **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). Before writing your dissertation, review requirements for Formatting your ETDR (Electronic Thesis, Dissertation, and 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. | |

For Additional Information Contact:

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