

**COLLEGE OF VETERINARY MEDICINE
MS IN VETERINARY BIOMEDICAL SCIENCES**

Timeline	Activity	Task Completed
YEAR 1: 1 st semester	<ul style="list-style-type: none"> • Review the Graduate Handbook. • Review the Department Graduate Program Information. • Meet with your major professor to develop an overall plan for the degree and to decide on a thesis/report/non-thesis and non-report option. • Thesis/Report/Course Work option: Meet with your major professor to discuss and decide on a research project/report/culminating experience. 	
YEAR 1: 2 nd semester:	<ul style="list-style-type: none"> • Select supervisory committee in consultation with your major professor. A minimum of three members is required, including the major professor. The other two can be from any department and all must be members of Graduate Faculty. DMP Graduate Faculty, A&P Graduate Faculty, CS Graduate Faculty • Prepare, in consultation with your major professor, a tentative program of study. Click Here to see the list graduate courses offered in the CVM. Click Here to see an example of a completed Program of Study. • Schedule a supervisory committee meeting to present and seek approval of the Program of Study and present your assigned thesis project or report, if applicable. • In the program of study in Etrieve, add Barb Turner (bturner3@k-state.edu) as Program Advisor for students in DMP and A&P, and Kate Drew (krdrew@k-state.edu) for students in CS. • 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), not eID@vet.ksu.edu. 	
YEAR 2 3 rd semester	<ul style="list-style-type: none"> • 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 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 research progress. 	

<p>YEAR 2 4th or graduation semester</p>	<ul style="list-style-type: none"> • 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 thesis project (or report), if applicable, and seek approval to schedule the final exam/thesis. If the option is non-thesis/non-report (coursework only), determine the format of the final oral exam. • Submit Approval to Schedule Final Examination Form to the Graduate School. • Prepare thesis/report title page and abstract, in consultation with your major professor, and submit 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, Dissertations, and Reports). • Provide supervisory committee a copy of the thesis/report that has been approved by your major professor for distribution. The distribution should be done a minimum of 10 working days prior to scheduled defense. • Complete Graduation Application in KSIS and update degree/diploma mailing address. • Complete online commencement registration provided by the Graduate School, if participating in commencement. • The final examination ballot will be submitted electronically by the supervisory committee. • Revise thesis/report to meet major professor and supervisory committee expectations. • The ETDR ballot will be submitted electronically by the major professor to the Graduate School. • Prepare final copy of ETDR in PDF format and submit to K-REx. • Complete CVM Grad Student Exit Survey and Final Progress Report. Links for both 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. • 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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