

**COLLEGE OF VETERINARY MEDICINE
PHD IN PATHOBIOLOGY-CHECKLIST**

Timeline	Activity	
YEAR 1: 1st semester	<ul style="list-style-type: none"> • Review Graduate Handbook: http://www.k-state.edu/grad/graduate-handbook/chapter3.html • Review Department Graduate Program Information: http://www.vet.k-state.edu/education/dmp/ • Meet with your major professor to develop a Program of Study and a research project to meet degree requirements. 	
2nd semester:	<ul style="list-style-type: none"> • Select supervisory committee (minimum of four members; One must be from a different department). All members must be Graduate faculty: https://catalog.k-state.edu/content.php?catoid=43&navoid=7675 • Prepare, in consultation with your major professor, a tentative Program of Study: http://www.k-state.edu/grad/academics/forms/ • Identify research compliance requirements for notation on Program of Study: https://www.k-state.edu/comply/. • Schedule a supervisory committee meeting to seek approval of the Program of Study and present your dissertation project. • Submit the Program of Study 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: 4th semester	<ul style="list-style-type: none"> • Submit Program/Committee Change Form, if any changes have been made to courses and/or committee: http://www.k-state.edu/grad/academics/forms/. • Schedule a supervisory committee meeting to present dissertation research progress. • 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 3: 5 th semester	<ul style="list-style-type: none"> • 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 the Graduate School the ‘form to request preliminary examination ballot’: http://www.k-state.edu/grad/academics/forms/., at least one month in advance. • After successful completion of the preliminary examination, the signed ballot should be submitted to the Graduate School by your major professor. • Preliminary examination must be completed at least 7 months before the final defense examination. • After successful completion of the preliminary examination and notification of your assigned outside chair (appointment made by Graduate School) make an appointment with your outside chair to introduce yourself and to provide a brief report on you research and tentative plans for degree completion. 	
YEAR 3:	<ul style="list-style-type: none"> • Schedule a supervisory committee to present your research. Seek approval of the committee to schedule the final oral defense. 	

6 th semester or graduation semester	<ul style="list-style-type: none"> • Schedule a meeting with the external chair to confirm the date for the final oral defense. • Submit Program/Committee Change Form, if any changes have been made to courses and/or committee: http://www.k-state.edu/grad/academics/forms/. • Provide the supervisory committee and the external chair a copy of your dissertation that has been approved for distribution by the major professor. The distribution should be a minimum of 10 working days prior to scheduled 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 and evaluation reports and sign the Graduate Student-Mentor form. • Submit “Approval to Schedule Final Examination” form (https://www.k-state.edu/grad/academics/forms/2017forms/d-asfe.pdf) a minimum of 10 working days prior to the final examination to the Graduate School. • 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 dissertation to meet major professor and supervisory committee expectations. • Obtain the signed ETDR ballot from your major professor and submit it to the Graduate School. • Prepare final PDF copy of ETDR and submit to KREx. • Complete online CVM Graduate Program Exit Survey: CVM Grad Student Exit Survey • 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 • 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:

T. G. Nagaraja
 Director of VBS Graduate
 Program
 Coles Hall 305
tnagaraj@vet.k-state.edu
 532-1214

Barb Turner
 VBS Graduate Program
 Assistant
 Coles Hall 305
bturner3@vet.k-state.edu
 532-4500

Graduate School Contact
 Angie Pfizenmaier
 Lead Degree Analyst for the
 CVM
akt@k-state.edu
 532-6191