

## COLLEGE OF VETERINARY MEDICINE PHD IN PATHOBIOLOGY-CHECKLIST

Timeline	Things to do
YEAR 1: First semester	<ul style="list-style-type: none"> <li>• Review Graduate Handbook: <a href="http://www.k-state.edu/grad/graduate-handbook/chapter3.html">http://www.k-state.edu/grad/graduate-handbook/chapter3.html</a></li> <li>• Review Department Graduate Program Information: <a href="http://www.vet.k-state.edu/education/dmp/">http://www.vet.k-state.edu/education/dmp/</a></li> <li>• Meet with your major professor to discuss and develop a plan of study concerning course work and dissertation.</li> <li>• Select courses to be taken in the second semester</li> </ul>
Second semester:	<ul style="list-style-type: none"> <li>• Select supervisory committee (minimum of four members; One must be from a different department). Only members of Graduate faculty are eligible: <a href="https://catalog.k-state.edu/content.php?catoid=41&amp;navoid=7352">https://catalog.k-state.edu/content.php?catoid=41&amp;navoid=7352</a></li> <li>• Prepare, in consultation with your major professor, a tentative Program of Study: <a href="http://www.k-state.edu/grad/academics/forms/">http://www.k-state.edu/grad/academics/forms/</a></li> <li>• Identify compliance requirements regarding research for notation on Program of Study: <a href="https://www.k-state.edu/comply/">https://www.k-state.edu/comply/</a>.</li> <li>• Schedule a supervisory committee meeting to present, make changes and seek approval of the Program of Study. Also, make a presentation of your dissertation project.</li> <li>• Submit the Approved Program of Study to the Graduate School.</li> </ul>
YEAR 2: Fourth semester	<ul style="list-style-type: none"> <li>• Submit Program/Committee Change Form, if any changes have been made to courses and/or committee: <a href="http://www.k-state.edu/grad/academics/forms/">http://www.k-state.edu/grad/academics/forms/</a>.</li> <li>• Schedule a supervisory committee to present dissertation research progress</li> </ul>
YEAR 3 Fifth semester	<ul style="list-style-type: none"> <li>• 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 a ‘form to request preliminary examination ballot’: <a href="http://www.k-state.edu/grad/academics/forms/">http://www.k-state.edu/grad/academics/forms/</a>.</li> <li>• Preliminary examination should be completed at least 7 months before the final defense examination.</li> <li>• After successful completion of the preliminary examination, make an appointment to meet and brief about your research and plans for completion with the external chair appointed by the Graduate School of your final oral defense.</li> </ul>
YEAR 3 Sixth semester or semester of intent to graduate	<ul style="list-style-type: none"> <li>• Schedule a supervisory committee to present a report on your research. Seek approval of the committee to schedule the final oral defense</li> <li>• Provide major professor and supervisory committee a copy of your dissertation a <b>minimum of 10 working days</b> prior to scheduled defense.</li> <li>• Submit “Approval to Schedule Final Examination” form: <a href="http://www.k-state.edu/grad/academics/forms/2017forms/d-asfe.pdf">http://www.k-state.edu/grad/academics/forms/2017forms/d-asfe.pdf</a></li> <li>• Complete Graduation Application in KSIS</li> <li>• Complete online commencement registration <b>IF</b> participating in commencement.</li> <li>• Submit final examination ballot to the Graduate School.</li> </ul>

	<ul style="list-style-type: none"><li>• Make revisions to dissertation until expectations of major professor and supervisory committee are met.</li><li>• Get the signed ETDR ballot from your major professor and submit to the Graduate School.</li><li>• Prepare final copy of ETDR and submit to KREx.</li><li>• Complete online CVM Graduate Program Exit Survey: <a href="#">CVM Grad Student Exit Survey</a></li><li>• Complete Graduate School online surveys (exit survey, ETDR survey) and K-State Alumni Association information: <a href="https://www.k-state.edu/grad/academics/forms/exsurvey.html">https://www.k-state.edu/grad/academics/forms/exsurvey.html</a>.</li><li>• Clear all financial obligations with university for transcript and/or diploma release.</li></ul>
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**For Additional Information Contact:**

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