<table>
<thead>
<tr>
<th>Timeline</th>
<th>Activity</th>
</tr>
</thead>
</table>
| YEAR 1: 1st semester | • Review Graduate Handbook: [http://www.k-state.edu/grad/graduate-handbook/chapter3.html](http://www.k-state.edu/grad/graduate-handbook/chapter3.html)  
• Review Department Graduate Program Information: [http://www.vet.k-state.edu/education/dmp/](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: | • **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](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/](http://www.k-state.edu/grad/academics/forms/)  
• Identify research compliance requirements for notation on Program of Study: [https://www.k-state.edu/comply/](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 | • Submit Program/Committee Change Form, if any changes have been made to courses and/or committee: [http://www.k-state.edu/grad/academics/forms/](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: 5th semester | • **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/](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 your research and tentative plans for degree completion. |
| YEAR 3: | • Schedule a supervisory committee to present your research. **Seek approval of the committee to schedule the final oral defense.** |
| 6th semester or graduation semester | • 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/](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](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](https://www.k-state.edu/grad/academics/forms/exsurvey.html))  
• 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](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 | Barb Turner | Graduate School Contact |
| Director of VBS Graduate Program | VBS Graduate Program Assistant | Angie Pfizenmaier |
| Coles Hall 305 | Coles Hall 305 | Lead Degree Analyst for the CVM |
| tmagaraj@vet.k-state.edu | bturner3@vet.k-state.edu | akt@k-state.edu |
| 532-1214 | 532-4500 | 532-6191 |