

APPENDIX 1
Graduate Requirements for the Department of Clinical Sciences
College of Veterinary Medicine and Biomedical Sciences
Colorado State University

CHECKLIST FOR GRADUATE STUDENTS AND RESIDENTS

Name: _____

Degree: MS PhD

Residency: Yes No

If yes, residency in: _____

Starting date of program: _____

Advisor(s): _____

Co-advisor (if applicable): _____

Committee members: _____

Note: Additional information on requirements is available in the Handbook on Graduate Study which can be accessed on the graduate school website: www.graduateschool.colostate.edu and to access the program of study for the PhD, Plan A Masters and Combined Plan B Masters /Residency programs please refer to the following link on the CVMBS website: www.cvmbs.colostate.edu/clinsci/graduateprograms.htm

First Year Requirements		
Requirement	Date due	Completed (Advisor or assistant Dept Head initials)
1. Appointment of permanent clinical advisor and/or graduate advisor	By the end of the first semester or as soon as possible	
2. Selection of graduate advisor and graduate committee. Three or more members, one member must be a CSU faculty member from another department.	Before the start of the fourth regular semester registration . However, the department recommends that this be completed during the third semester of study . Use GS Form 6.	
3. Program of study GS form 6	Before the start of the fourth regular semester registration .	
4. Resident/graduate committee meeting. Minutes should be reviewed by your advisor(s) and submitted to departmental graduate coordinator	Before the end of the first year	
5. Completion of at least 10 credit hours (minimum 5/semester) of graduate work*	Before the end of the first year	
6. Two evaluations of student completed by advisor(s) with input from committee and other clinic personnel.	After 6 months and at end of the 1 st year (2/year)	

***Continuous Registration (CR) – If you do not register for classes during any semester of your program, you must sign up for CR to maintain your status as a graduate student.**

Second Year Requirements		
Requirement	Date due	Completed (Initialed by advisor or assistant Dept Head)
1. Changes in graduate committee use GS Form 9A	At time change is made. No later than week 1 of graduation semester	
2. Resident/graduate committee meeting #2. Minutes should be reviewed by advisor(s) and submitted to departmental graduate coordinator.	Before end of the second year	
3. Completion of additional 10 credit hours of course work (20 hrs total)	Before the end of the second year.	
4. Residents only: Submission to and approval by the student's graduate committee of either : i) a first-author paper suitable for publication in a refereed journal, or ii) a written report indicating satisfactory progress in the student's research	Before the end of the second year.	
5. Evaluation of student completed by advisor(s) with input from committee and other clinic personnel.	After 6 months and at the end of the second year (2/year)	

Third/Final year requirements		
Requirement	Date due	Completed (Initialed by advisor or assistant Dept Head)
1. Changes in graduate committee use GS Form 9A	At time change is made. No later than week 1 of graduation semester.	
2. Resident/Graduate committee meeting #3. Minutes should be reviewed by advisor and submitted to departmental graduate coordinator.	Before the end of the third year	
3. Completion of all remaining hours of graduate work MS – 30 credits minimum with 24 regular didactic credits; PhD – 72 credits	Before the end of the third year	
4. GPA 3.0 or greater. All D, F, or U grades made up	Before week 2 of graduation semester	
5. Residents Only: Submission to and approval by graduate committee of either : i) a second, first-author paper suitable for publication, or ii) a written report indicating satisfactory completion of the student's research	Before the end of the third year	
6. Application for graduation GS Form 25/25A (Application for graduation) You must either be enrolled in classes or registered for CR during the semester you wish to graduate.	After completion of all of the above. By the end of week 2 of the graduation semester (spring or fall) or before end of week 1 (Summer)	
7. MS Plan A and PhD Candidates Only: Submit thesis/dissertation to Graduate Committee	Two weeks before final exam	
8. Advisor notifies candidate and committee of scope and nature of final oral exam.	MS: 1 week before exam PhD: 1 month before exam	
9. Final Examination and report GS Form 24 to Graduate School GS Form 26 by Dept. Head Representative	MS Candidates: before end of week 11 of graduation semester (spring or fall) or before end of week 8 (summer)	
10. MS Plan A and PhD Only: Give copies of thesis/dissertation to Graduate School and Dept. Head.	Before week 11 of graduation semester	
11. Residents only: Program completion- GS Form 25B (Departmental Requirements Clearance Form) to Graduate School	No later than the last day of the semester in which the student is graduating.	
12. Evaluation of student completed by advisor(s) with input from committee and other clinic personnel.	After 6 months and at the end of the third year (2/year)	