

Due Dates for CVM Graduate Student Forms

Barb Perrigin, Coordinator, CVM Office of Research and Graduate Studies (CVM ORGS), r2002 Wise Center, Mail Stop 9825, MSU, MS 39762, 662-325-1417, bperrigin@cvm.msstate.edu

FORMS*	DUE DATE
M.S. Student Forms	
Committee Request Form	Before end of 1st Semester of Enrollment
Request for Change in Committee Members	As change is made
Graduate Program of Study	Before end of 2nd Semester of Enrollment
Page 2 - Graduate Program of Study	
Change to Graduate Program of Study	As change is made
Research Proposal	Before ½ of graduate program (in years) is met
Transfer Approval Form	When transfer transcript becomes available
Examination Results Form*	Immediately following defense
Ph.D. Student Forms	
Committee Request Form	Before end of 2nd Semester of Enrollment
Request for Change in Committee Members	As change is made
Graduate Program of Study	Before end of 2nd Semester of Enrollment
Page 2 - Graduate Program of Study	
Change to Graduate Program of Study	As change is made
Transfer Approval Form	When transfer transcript is available
Research Proposal	By end of Year 3
Examination Results Form**	Immediately following each exam (written, orals, defense)
Admission to Candidacy Form	The day of oral comprehensive exams – by the of 3 rd year

*All forms should be completed or reviewed for accuracy by the Coordinator, Research and Graduate Studies before required signatures are obtained (incorrect forms not approved by Coordinator will be corrected and new signatures acquired from committee). Other MSU Graduate School Forms can be found at the [MSU Office of Graduate School Forms](#) site as needed.

**OGS limits access to this form. Major professor must request form from Coordinator at bperrigin@cvm.msstate.edu.

Quick Reference Timeline for CVM Graduate Students

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M.S. Students	
Semester 1	<ol style="list-style-type: none"> 1. Along with major professor, develop committee and submit list of committee members to Coordinator for paperwork completion. (All committee members must be appointed to MSU Graduate Faculty – see Coordinator for details concerning appointment process).
Semester 2-last	<ol style="list-style-type: none"> 1. Work with graduate committee to develop a Program of Study. Submit proposed list of classes to Coordinator for paperwork completion before the committee meeting. Signed form should be submitted to Coordinator before end of 2nd semester. 2. Submit any changes to committee or program of study to Coordinator. 3. Submit any courses taken at other universities to Coordinator for transfer.
Each Semester	<ol style="list-style-type: none"> 1. Meet with graduate committee to report research progress.
Before ½ of graduate program (in years) is met	<ol style="list-style-type: none"> 1. Committee signed thesis research proposal must be submitted to Coordinator.
Last semester	<ol style="list-style-type: none"> 1. Thesis students: Schedule thesis defense and inform Coordinator of date for completion of paperwork. 2. Submit committee approved thesis to library by appropriate deadlines listed on the MSU Graduate Studies website. <p>Non-thesis students: Schedule written & oral exams and inform Coordinator of date for completion of paperwork.</p>
Ph.D. Students	
Semester 2-last	<ol style="list-style-type: none"> 1. Along with major professor, develop committee and submit list of committee members to Coordinator for paperwork completion. (All committee members must be appointed to MSU Graduate Faculty – see Coordinator for details of appointment process). 2. Work with graduate committee to develop a Program of Study. Submit proposed list of classes to Coordinator for paperwork completion before the committee meeting. Signed form should be submitted to Coordinator before end of 2nd semester. 3. Submit any changes to committee or program of study to Coordinator. 4. Submit any courses taken at other universities to Coordinator for transfer.
Each Semester	<ol style="list-style-type: none"> 1. Meet with graduate committee to report research progress.
By end of year 3	<ol style="list-style-type: none"> 1. Preliminary exams and proposal are to be completed and approved/submitted by the end of year 3 in the program; either one can be completed first. <u>Both</u> must be completed for admission to candidacy.
Last semester	<ol style="list-style-type: none"> 1. Schedule dissertation defense and submit date to Coordinator for paperwork completion. Submit committee approved thesis to library by appropriate deadlines listed on the MSU Graduate Studies website.