

**Requirements for the Combined Residency/Graduate Study Program**  
**Department of Microbiology, Immunology and Pathology**  
**College of Veterinary Medicine and Biomedical Sciences**  
**Colorado State University**

**CHECKLIST FOR RESIDENTS**

Name: \_\_\_\_\_

Degree: MS  PhD

Residency: Anatomic Path  Clinical Path  Comp Med  Micro

Starting date of program: \_\_\_\_\_

Residency Advisor: \_\_\_\_\_

Research Advisor: \_\_\_\_\_

Committee members of graduate studies:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note: Additional information on university requirements is available in the Graduate and Professional Bulletin which can be accessed on the graduate school website: <http://graduateschool.colostate.edu/policies-and-procedures/> and to access the program of study for the PhD and Plan A Masters programs please refer to the following link on the CVMBS-MIP website: <http://csu-cvmb.colostate.edu/academics/mip/graduate/Pages/Microbiology-MS-and-PhD-Program.aspx> and the Dept. Code: [http://www.cvmb.colostate.edu/mip/Info/mip\\_dept\\_code.pdf](http://www.cvmb.colostate.edu/mip/Info/mip_dept_code.pdf) CSU Graduate School forms: <http://graduateschool.colostate.edu/policies-and-procedures/forms/>**

Requirement	Date due	Completed (Advisor or Residency Coordinator initials)
<b>ALL 3 YEARS OF RESIDENCY</b>		
• Registration and completion of MIP 792C Microscopic seminar	Every semester of residency (2-3 year = 4-6 semesters)	
• Registration and completion of MIP 792A- Graduate Student Seminar	Every semester of residency while registered as MIP graduate student.	
• Registration and completion of MIP796,005- Comparative Med Seminar (Comp Med)	Every semester of residency (2-3 year = 4-6 semesters)	
<b>YEAR 1 OF RESIDENCY</b>		
• Complete DMC required SOPs (residents w/ diagnostic service through DMC)	Prior to first diagnostic service rotation	
• Completion of LAR required SOPs (Comp Med)	Prior to first on service rotation	
• Selection and appointment of residency advisor	By the start of the second semester	
• Selection of diagnostic case or project to work towards conference presentation and publication	By the end of the 1 <sup>st</sup> year of residency	
• Completion of <ul style="list-style-type: none"> <li>○ 30 weeks service (anatomic pathology)</li> <li>○ 29 weeks service (clinical pathology)</li> <li>○ 29 weeks service (comp med)</li> </ul>	By end of 1 <sup>st</sup> year of residency	
• Assistance in preparation and leadership of 2 PVM laboratories (anatomic & clinical)	By end of 1 <sup>st</sup> year of residency	
• Assistance in preparation and leadership of 2 PVM classes and 1 LARC wet lab (comparative med)		
<b>YEAR 2 OF RESIDENCY</b>		
• Selection of Primary investigator (research advisor) and graduate committee. Three or more members; 2 (+) members must be MIP faculty (including advisor) and one member must be a CSU faculty member from another department.	By the end of the 3rd semester	
• Program of study GS Form 6	By the end of the 3rd semester.	

	RamWeb/ Consult with Academic Support Coordinator	
<ul style="list-style-type: none"> <li>• Completion and submission for publication of diagnostic manuscript. (anatomic &amp; clinical)</li> <li>• Start/continue first author manuscript (comparative med)</li> </ul>	Before the end of the 2nd year.	
<ul style="list-style-type: none"> <li>• Graduate committee meeting #1. Minutes/Planning &amp; Progress Report should be reviewed by your advisor and submitted to Academic Support Coordinator for Graduate Studies.</li> </ul>	Before the end of the 2nd year. MIP Graduate student form available.	
<ul style="list-style-type: none"> <li>• Completion of: 12-16 weeks service in year 2 (clinical pathology); 15 weeks (anatomic pathology); 18 weeks (comparative med)</li> </ul>	By end of 2 <sup>nd</sup> year of residency	
<ul style="list-style-type: none"> <li>• Assistance in preparation and leadership of 1 PVM laboratory (anatomic &amp; clinical)</li> <li>• 2-3 PVM classes, 1-2 LAR CEs, and 1-2 LAR Training classes (comparative med)</li> </ul>	By end of 2 <sup>nd</sup> year of residency	
<ul style="list-style-type: none"> <li>• Minimum of 2 hours of lecture in larger classroom setting for a PVM course including assistance in preparation (anatomic &amp; clinical)</li> <li>• 1-2 hours of lecture in larger classroom setting for PVM course including assistance in preparation (comp med) <ul style="list-style-type: none"> <li>○ as available</li> <li>○ discussion should be initiated with the course coordinator a minimum of 1 semester prior to lecture assignment so that it can be included in the class scheduling</li> </ul> </li> </ul>	By end of 2 <sup>nd</sup> year of residency	
<ul style="list-style-type: none"> <li>• ACVP Certification Phase 1 (anatomic &amp; clinical)</li> </ul>	March of 2 <sup>nd</sup> year of residency	
<b>YEAR 3 OF RESIDENCY</b>		
<ul style="list-style-type: none"> <li>• Graduate committee meeting #2. Minutes/Planning &amp; Progress Report should be reviewed by your advisor and submitted to Academic Support Coordinator for Graduate Studies.</li> </ul>	Before the end of the 3rd year. MIP Graduate student form available.	
<ul style="list-style-type: none"> <li>• Completion of : 10-14 weeks service in year 3 (clinical pathology) ; 13 weeks (anatomic pathology); 5 weeks (comp med)</li> </ul>	Before the end of the 3rd year.	
<ul style="list-style-type: none"> <li>• Completion and submission for publication of second diagnostic manuscript. (anatomic &amp; clinical)</li> <li>• Completion of research project and begin writing manuscript (comp med)</li> </ul>	Before the end of the 3 <sup>rd</sup> year.	
<ul style="list-style-type: none"> <li>• Assistance in preparation and leadership of 1 PVM laboratory</li> </ul>	Before the end of the 3 <sup>rd</sup> year	
<ul style="list-style-type: none"> <li>• Organize the Mock ACLAM exam seminar via LABSg (comp med)</li> </ul>	Before the end of the 3 <sup>rd</sup> year	
<ul style="list-style-type: none"> <li>• Minimum of 2 hours of lecture in larger classroom setting for a PVM course (anatomic &amp; clinical)</li> <li>• 1-2 hours of lecture in larger classroom setting for a PVM course (comp med) <ul style="list-style-type: none"> <li>○ as available</li> </ul> </li> </ul>	Before the end of the 3 <sup>rd</sup> year	
<b>YEAR 4 OF RESIDENCY–CLINICAL PATH</b>		
<ul style="list-style-type: none"> <li>• Completion of 0-8 weeks service in year 4 (clinical pathology)</li> </ul>		
At the end of the residency program, all CP residents spend 50 weeks on clin path service and 9 weeks on biopsy service.		

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

Requirement for graduate studies		
Requirement	Date due	Completed (Initialed by advisor or assistant Dept Head)
1. Preliminary examination (PhD)	-inform Academic Support Coordinator for Graduate Studies at least ten (10) weeks in advance of the examination date. Substitute committee member and temp. chair required -Completion of exam no later than the end of the fourth year, but by the end of the third year is encouraged <a href="http://csu-cvmb.colostate.edu/academics/mip/graduate/Pages/Graduate-Forms.aspx">http://csu-cvmb.colostate.edu/academics/mip/graduate/Pages/Graduate-Forms.aspx</a>	
2. Changes in graduate committee use GS Form 9A	At time change is made. No later than week 1 of graduation semester.	
3. Application for graduation GS Form 25 (Application for graduation) <b>You must either be enrolled in classes or registered for CR during the semester you wish to graduate.</b>	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) <b>Published deadlines on Grad School website/ provided by Academic Support Coordinator</b>	
4. Submit thesis/dissertation to Graduate Committee	Two weeks before final exam	
5. Final Examination and report	-inform Academic Support Coordinator at least 2 weeks in advance of defense - 5 weeks before the expected graduation date (spring or fall) or before end of week of 8 (summer) <b>Published deadlines on Grad School website/ provided by Academic Support Coordinator</b>	
6. Obtain GS Form 24 from the Graduate School website prior to the examination and to submit the completed form after the relevant signatures have been obtained to the Graduate School	Within 2 days after defense	
7. Submission of GS30/Embargo Request (& SED certificate for PhD only) and Electronic Thesis/Dissertation to Graduate School	<b>Published deadlines on Grad School website/ provided by Academic Support Coordinator</b>	
8. Give copies of final/approved thesis/dissertation to Dept.	Academic Support Coordinator for Graduate Studies once approved by Graduate School	

\*Copies of all GS forms submitted to Grad School should be provided to Academic Support Coordinator for your departmental file