

**Department of Forest Science
Oregon State University
Masters Program Check-Off List**

When to do it	What to do	Date Completed
Before start of term	Be advised about program by major professor; register	
First or second term	Select committee members ¹	
First or second term	Schedule a Program of Study meeting with committee members ²	
Before completing 18 credits of course work	File signed Program of Study with Graduate School	
At the time Program of Study is filed with Graduate School	File Forest Science competencies with Department	
One term before final exam	Select Graduate Council Representative (if thesis is required).	
Five weeks before final oral exam	File Diploma Application with Graduate School.	
At least 1 week prior to taking final oral exam	Schedule and notify committee and major department of date, time and place of final exam.	
	Submit an Event Scheduling Form to the Graduate School. ³ (If necessary, restructure of graduate committee reviewed at this time, and the submission of a Request to Restructure the Graduate Committee may be necessary if committee membership has changed.)	
<u>If thesis is required:</u> At least one week before final exam	Provide each committee member with an exam copy of thesis. (Note: one week is insufficient time for adequate thesis review by committee members.)	
	Submit only the pretext pages (i.e. abstract, copyright [option], title page, approval page, acknowledgment page, contribution of authors, table of contents, lists of figures/tables/appendices/other, dedication [optional], preface [optional] of their thesis/dissertation to the Graduate School.	
<u>If thesis is required:</u> Within 6 weeks following final exam	Submit 2 library copies of thesis and two extra title pages to Graduate School. These must be acceptable reproductions of the thesis (unbound) on 25% rag, 16-lb. minimum-weight paper.	
	Provide all original approval signatures including yours as the author. Note: It is your responsibility to obtain all required signatures (except the Graduate School Dean's signature) on the thesis.	
	Submit your library copies in two manila clasp envelopes with a copy of the title page taped or glued to the front of each envelope.	
	Provide 2 extra title pages for the certification process. You are required to obtain all original signatures on your approval pages except for that of the Dean of the Graduate School. You will turn in your library copies missing only the Dean's signature. The Dean will sign the Approval Pages after you have turned in your library copies to the Graduate School.	
	Provide 1 bound copy of your thesis to your major professor, and 1 bound copy to the Department of Forest Science administrative office, in addition to the copies submitted to the Graduate School.	

¹ Committee consists of two members of the Graduate Faculty from the major department; one member of the Graduate Faculty from each declared minor department; and a Graduate Council Representative if you are writing a thesis. The major professor is one of the two members representing the major department.

NOTE: All committee members must be on the graduate faculty with appropriate authorization to serve on the student's committee.

² Must be registered for a minimum of 3 credits to schedule Program of Study meeting. See Graduate School Continuous Enrollment Policy for full details.

³ Must be registered for a minimum of 3 credits to take final exam. See Graduate School Continuous Enrollment Policy for full details.