

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

<b>When to do it</b>	<b>What to do</b>	<b>Date Completed</b>
Before start of each term	Be advised about program by major professor; register	
Second or third term	Select committee members <sup>4</sup> .	
Generally third term	Schedule a program of study meeting with committee members <sup>5</sup>	
By the end of one calendar year of enrollment (if one holds a Master's Degree)	File signed Program of Study with Graduate School File Forest Science competencies with Dept	
By the end of fifth term of enrollment (if one does not hold a Master's Degree).	File signed Program of Study with Graduate School File Forest Science competencies with Dept	
When majority of course work on one's program has been completed.	Pass departmental qualifying exam, comps. etc. <sup>6</sup>	
Before scheduling preliminary oral exam	Satisfied foreign language requirement (if applicable).	
At least one week before preliminary oral exam	Contact members of committee, including Graduate Council Representative, to arrange the date, time, and place for preliminary oral exam <sup>7</sup>	
	Schedule preliminary oral exam with Graduate School. Graduate students who wish to change membership of their committees will have their committee structure evaluated at the time they schedule the oral preliminary or final examination (final defense). If membership has changed, submit Restructure of Graduate Committee form to Graduate School.	
Typically 2-3 years following admission	Take Preliminary Oral Exam	
Typically, in term following preliminary oral exam	Submit thesis research proposal to doctoral committee.	
About 5 weeks before final oral exam	File Diploma Application with the Graduate School.	
Two weeks before final exam	Schedule and notify committee and major department of date, time and place of exam. <sup>8</sup>	
	Schedule exam with Graduate School.	
	Give each committee member an exam copy of thesis.	
	Submit required thesis pages to Graduate School for editing. 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.	

<sup>4</sup> The committee consists of a minimum of five members of the graduate faculty, including two from the major department and a representative of the Graduate Council (Graduate School will provide student with a list of Graduate Council Representatives). If a minor is declared the committee must include a member from the minor department.

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

<sup>5</sup> Must be registered for a minimum of 3 credits to schedule program meeting. See Graduate School Continuous Enrollment Policy for full details.

<sup>6</sup> Must be registered for a minimum of 3 credits to take written departmental qualifying exam. See Graduate School Continuous Enrollment Policy for full details.

<sup>7</sup> Must be registered for a minimum of 3 credits to take preliminary oral exam. See Graduate School Continuous Enrollment Policy for full details.

<sup>8</sup> Must be registered for a minimum of 3 credits to take final oral exam. See Graduate School Continuous Enrollment Policy for full details.

<b>When to do it</b>	<b>What to do</b>	<b>Date Completed</b>
Within 6 weeks following final exam	Submit required copies of thesis to library, department, and Graduate School.	
	Submit dissertation archiving agreement form, archiving fee receipt, Graduate School Exit Survey, and Doctoral Survey Form to Graduate School.	
	Submit electronic copy of your thesis to Graduate School. (If you entered your degree program Fall 2000 or later, you are required to submit an electronic copy of your thesis.)	
	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.	

