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| STARTING OUT | | |
| What to do | When to do it | Has it been done? |
| Attend FALL orientation (even if you were admitted in winter or spring) | Within 1st year in the program |  |
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| Seek advice from Major Professor and register for courses | Before registration opens each term |  |
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| Review the University Continuous Enrollment Policy  <https://catalog.oregonstate.edu/college-departments/graduate-school/#continuous-enrollment>  Be sure to register for a minimum of three (3) credits per term, unless otherwise specified (e.g. graduate assistantship) | Within 1st term, review as needed |  |
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| Form your graduate committee; must meet OSU Graduate Committee requirements: <https://graduate.oregonstate.edu/current-students/graduate-committee>  Major Professor  Minor Professor or Co-Major Professor (*if applicable*)  Committee member from Grad Faculty at-large  **MF committee must consist of at least three (3) faculty; at least two (2) must be from the FERM Department** | By end of 1st term or during 2nd term |  |
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| Develop Program of Study\* with committee <https://graduate.oregonstate.edu/forms>  Required Courses  FOR 528  FOR 530  3-4 credits of graduate-level statistics (e.g. ST 511)  6-8 credits from area of concentration  3-6 credits of FE/FOR 506 (Project)  \*Communication Training: PoS must include participation in Confluence Graduate Symposium **or** committee-approved conference substitution that allows the student an opportunity to present their project  **Total number of credits for MF:** 45 credits | After you have formed your committee, before completion of 18 credits.  *Must submit PoS no later than 15 weeks before your final exam* |  |
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| MID-PROGRAM | | |
| **What to do** | **When to do it** | **Has it been done?** |
| Submit digital Program of Study form | At least 15 weeks before defense/final exam |  |
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| Present project as oral presentation at Confluence Graduate Symposium or other approved conference | In first year |  |
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| Meet with Major Professor to discuss performance, progress, and goals for upcoming year. Submit annual evaluation form to Curriculum Coordinator | By end of 3rd term, and at least once annually thereafter |  |
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| MID-PROGRAM | | |
| Update your committee with a progress report and project update | Annually |  |
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| DEFENDING | | |
| What to do | When to do it | Has it been done? |
| File diploma application online: <https://graduate.oregonstate.edu/forms> | At least 15 weeks before defense/final exam |  |
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| Work with your Major Professor to finalize your project paper  *They should review and provide edits before a defendable copy is distributed to your committee* | Beginning of final registered term |  |
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| Determine date and time of defense with your entire committee | At least four weeks before your defense |  |
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| Arrange room reservation with Curriculum Coordinator | Once your committee has finalized date and time |  |
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| Schedule Final Exam with the Office of Graduate Education’s online form; if committee membership has changed, note updates on this form:  <https://graduate.oregonstate.edu/forms> | At least two weeks before your defense |  |
|  | | |
| Distribute defendable copy of your project paper to your entire committee | At least two weeks before your defense |  |
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| Submit defense information to Curriculum Coordinator (title & photo) for advertisement.  *Defense must be a public announcement!* | At least two weeks before your defense |  |
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| Be prepared to “meet expectations” or better on Program’s MF Final Exam Evaluation Rubric: <https://ferm.forestry.oregonstate.edu/current-graduate-student-information> | Review at least one week before your defense |  |
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| FINISHING UP | | |
| What to do | When to do it | Has it been done? |
| Complete Qualtrics SFM Exit Survey | Emailed to student after exam has been scheduled |  |
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| \*Optional\* Schedule Exit Interview with Department Head; *see Curriculum Coordinator for scheduling* | Exit Interview should take place after your defense |  |
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| Submit a personal email address to Curriculum Coordinator for network account closure and email forwarding | Before you leave |  |
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| Clean up desk space | Before you leave |  |
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| Return keys (building/office/gate) to the OSU Key Shop <https://facilities.oregonstate.edu/facilities-services/shops/key-shop> | Before you leave |  |