

Program in Sustainable Forest Management **PhD Program** Checklist (November 6, 2017)

Requirements and <i>strongly Recommended Actions</i>		Deadline
Initial Orientation and Registration	<input type="checkbox"/> Attend <i>Fall</i> CoF New Graduate Student Orientation <input type="checkbox"/> Seek advising by major professor <input type="checkbox"/> Register for coursework	Before start of 1 st term
OSU Continuous Enrollment Policy: http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804	<input type="checkbox"/> Must be registered for a minimum of three graduate credits until all degree requirements are completed	Each term
Form Graduate Committee http://gradschool.oregonstate.edu/progress/graduate-committee	<input type="checkbox"/> Must meet all OSU Graduate Committee Requirements and <input type="checkbox"/> Two members of the graduate faculty including two from the major department (includes major professor) <input type="checkbox"/> A representative of the Graduate Council <input type="checkbox"/> A member from each declared minor field (if applicable) <input type="checkbox"/> The FERM Department Head is a de facto member of all doctoral committees	As soon as possible upon arrival but within the 1 st year of study
Select Graduate Council Representative http://gradschool.oregonstate.edu/forms#gcr	<input type="checkbox"/> Complete online GCR list generation tool for a list of potential Graduate Council Representatives <input type="checkbox"/> Secure a representative and invite him/her to Program of Study meeting	As soon as possible upon arrival but within the 1 st year of study
Program of Study forms*: http://gradschool.oregonstate.edu/forms#program *Starting January 2020, form must be submitted electronically. Student must submit a PDF copy to Graduate Coordinator prior to submitting form to committee for signatures.	<p align="center">Must include 12-credit SFM Common Core</p> <input type="checkbox"/> FOR 550 <input type="checkbox"/> FES 521 or equivalent <input type="checkbox"/> 6 credits of graduate-level statistics or econometrics <p align="center">SFM Concentration Requirement</p> <input type="checkbox"/> Must also include required courses from student's area of concentration (6-8 credits) <p align="center">Other SFM Requirements</p> <input type="checkbox"/> Must include participation in CoF Graduate Research Symposium, or Committee presentation substitution, or a FES/FOR/WSE seminar that allows the student an opportunity to present their research. <i>One presentation as poster and one as oral presentation.</i> <input type="checkbox"/> Must include a minimum of 36 credits of FE/FOR 603 (Dissertation Research) <input type="checkbox"/> Courses taken during an MS program can substitute for core or supporting courses <input type="checkbox"/> No more than 15 credits of blanket numbered courses <input type="checkbox"/> Plan must satisfy the residence requirement <input type="checkbox"/> 36 credits (of regular, non-blanket coursework) must be taken at OSU <input type="checkbox"/> Grades of non-transfer courses will be C or above, or P or R <input type="checkbox"/> No more than 50% of the credits are slash courses <input type="checkbox"/> Plan includes training in the responsible conduct of research <input type="checkbox"/> Total number of credits must be at least 108 (500-level or greater) <input type="checkbox"/> Credit for courses taken to meet minimum educational background may not be counted toward 108	As soon as possible upon arrival but is recommended within the 1 st year of study
Prepare and present Research Proposal	<input type="checkbox"/> Present Research Proposal at CoF Graduate Student Symposium or other approved conference (as poster) <input type="checkbox"/> Presentation duration: 30 minute maximum	By the end of 3 rd term or the following year
Complete Annual Graduate Student Progress Report	<input type="checkbox"/> Meet with major professor to discuss performance, progress and goals for the upcoming year. Submit Grad Student Annual Evaluation form to Graduate Coordinator	By end of 3 rd term and annually thereafter
Update your committee on your progress	<input type="checkbox"/> Provide a progress report and a research update to your committee members	Annually

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Sit Written Preliminary Examination	<input type="checkbox"/> Sit Exam	Scheduled by student's Committee near the completion of courses
File Program of Study with the Graduate School	<input type="checkbox"/> File PoS with the Graduate School	By end of 5 th term
Schedule Oral Preliminary Examination http://gradschool.oregonstate.edu/forms#event	<input type="checkbox"/> Exam scheduled as soon as possible after the successful completion of the written examination <input type="checkbox"/> May not be taken until Program of Study approved by Graduate School <input type="checkbox"/> Submit online exam scheduling form <input type="checkbox"/> Distribute proposal to Committee <input type="checkbox"/> Be prepared to "meet expectations" or better on Preliminary PhD Proposal Presentation Evaluation Rubric. See here: https://ferm.forestry.oregonstate.edu/current-graduate-student-information <input type="checkbox"/> Upon successful completion, student is "advanced to candidacy" for the doctorate	At least 2 weeks prior to Oral Preliminary Exam

File Diploma Application http://gradschool.oregonstate.edu/forms#diploma	<input type="checkbox"/> File Diploma Application with the Graduate School <input type="checkbox"/> If changes made to original Graduate Committee, inform all faculty involved	At least 2 weeks prior to Final Oral Examination
Schedule Final Oral Examination (Defense of Dissertation) http://gradschool.oregonstate.edu/forms#event	<input type="checkbox"/> Submit online exam scheduling form <input type="checkbox"/> Distribute a defensible copy of your dissertation to your Committee <input type="checkbox"/> Work with Graduate Coordinator to notify Committee and Department of date, time and place of final exam <input type="checkbox"/> Advertise Defense (open to public) <input type="checkbox"/> Exam duration: 2 hour minimum	At least 2 weeks prior to Final Oral Examination
Submit dissertation pretext pages http://gradschool.oregonstate.edu/progress/thesis-guide	<input type="checkbox"/> Deliver or email the pretext pages to the Graduate School (Julie Kurtz)	At least 2 weeks prior to Final Oral Examination
Additional Requirements	<input type="checkbox"/> All course work appearing on the Program of Study must be completed or in progress <input type="checkbox"/> Have a minimum GPA of 3.00 on both your Program of Study and cumulative transcript <input type="checkbox"/> Grades of non-transfer courses will be C or above, or P or R <input type="checkbox"/> Prepared to "meet expectations" or better on PhD Dissertation Presentation Evaluation Rubric. See here: https://ferm.forestry.oregonstate.edu/current-graduate-student-information	Prior to Final Oral Examination
Exit Requirements Electronic Thesis Submission: http://gradschool.oregonstate.edu/progress/thesis-guide	<input type="checkbox"/> Submit Dissertation to ScholarsArchive <input type="checkbox"/> Complete survey and schedule SFM Exit Interview with FERM Department Head <input type="checkbox"/> Complete FERM department "Check-out." See FERM office for instructions.	Within 6 weeks after your exam or before the 1 st day of the following term, whichever comes first, to avoid having to register for a min. of 3 credits the next term