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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 or fellowship) | 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 Co-Major Professor or Minor Professor *(if applicable)*At least two committee members from Grad Faculty at largeGraduate Council Representative (GCR)\*\*Select using the online GCR list generation tool: <https://graduate.oregonstate.edu/forms>. **PhD committee must consist of at least five (5) faculty; at least two (2) must be from the FERM Department** | By end of 2nd term or during 3rd term | [ ]  |
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| Develop Program of Study\* with committee: <https://graduate.oregonstate.edu/forms> Required CoursesFOR 530 *or* FOR 550 andFES 522 or GRAD 520 or equivalent6-8 credits of graduate level statistics or econometrics6-8 credits from area of concentrationFE/FOR 603 – minimum of 36 credits\*Communication Training: PoS must include participation in Confluence Graduate Symposium **or** committee-approved conference substitution that allows the student an opportunity to present their research **two times** (*first as proposal poster then as oral presentation*)**Total number of credits for PhD:** 108 credits | After you have formed your committee, before completion of 5th term and oral preliminary exam*If applying for specific funding/awards, submit your PoS sooner than term 5* | [ ]  |
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| Meet with Major Professor(s) 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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| Update your committee with a progress report and research update | Annually | [ ]  |
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| MID-PROGRAM |
| What to do | When to do it | Has it been done? |
| Present research proposal as poster presentation at Confluence Graduate Symposium or other approved conference | In second year | [ ]  |
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| Submit digital Program of Study form*If applying for specific funding/awards, you need to file your PoS sooner than the 5th term* | Before completion of 5th term | [ ]  |
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| Sit for Written Preliminary Exam | Determined by student’s committee near the completion of coursework | [ ]  |
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| Determine date and time of Oral Preliminary Exam\* with your committee after successful completion of the written portion of the examination\*Student will have the option to hold a combined preliminary exam consisting of the research proposal and oral exam **or** may conduct these meetings separately. | At least four weeks before your prelim exam | [ ]  |
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| Arrange room reservation with Curriculum Coordinator | Once your committee has finalized date and time | [ ]  |
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| Schedule Oral Preliminary 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 prelim exam | [ ]  |
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| Distribute research proposal to your entire committee (GCR included) | At least two weeks before your exam (or meeting) | [ ]  |
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| Be prepared to “meet expectations” or better on Program’s PhD Preliminary Exam Evaluation Rubric(s): <https://ferm.forestry.oregonstate.edu/current-graduate-student-information>*Upon successful completion of preliminary oral exam, student is “advanced to candidacy” for doctorate* | Review at least one week before your exam | [ ]  |
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| Present research as oral presentation at Confluence Graduate Symposium or other approved conference | In final year | [ ]  |
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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 dissertation*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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| DEFENDING CONT. |
| What to do | When to do it | Has it been done? |
| 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 dissertation to your entire committee (GCR included) | 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 | [ ]  |
|  |
| Submit pretext pages (everything before page 1 of your dissertation) to Graduate Thesis Editor<https://graduate.oregonstate.edu/current-students/thesis-guide>  | At least two weeks before your defense | [ ]  |
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| Prepared to “meet expectations” or better on Program’s PhD 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 Program 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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| Upload final copy of dissertation to ScholarsArchive\*<https://graduate.oregonstate.edu/current-students/thesis-guide> \*Must be uploaded within 6 weeks after defense **or** before the 1st day of the following term, whichever comes first, to avoid having to register for the next term (3 credit min.) | After all necessary corrections suggested by committee have been made | [ ]  |
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| Submit online Electronic Thesis/Dissertation (ETD) form to the Office of Graduate Education: <https://graduate.oregonstate.edu/forms>  | After uploading final copy of thesis to ScholarsArchive | [ ]  |
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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 OSU Key Shop<https://facilities.oregonstate.edu/facilities-services/shops/key-shop>  | Before you leave | [ ]  |